CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

MINUTES
Tuesday, March 17, 2020 – 2-3:50PM (AD-145 or https://csusb.zoom.us/j/389256734)

Members Present: Beth Steffel, Rong Chen, Jodie Ullman, Kathie Pelletier, Davida Fischman, Dorothy Chen-Maynard, Lasisi Ajayi, Tomás Morales, Shari McMahan

Visitors: Seval Yildirim

1. Approval of EC Minutes for February 25, 2020 – FS Executive Committee Meeting Minutes
   1.1. The EC Minutes for February 25, 2020, were approved as presented by the Executive Committee.

2. Approval of March 3, 2020 Faculty Senate Meeting Minutes – Faculty Senate Meeting Minutes
   2.1. The Faculty Senate Meeting Minutes for March 3, 2020 were approved as presented by the Executive Committee.

3. Approval of the Agenda
   3.1. The Agenda for March 17, 2020 was approved as presented.

4. Provost’s Report
   4.1. Things are moving rapidly and we are getting all necessary approvals.
   4.2. Suggest we add a statement on psychological resources (counseling)
   4.3. All Spring instruction will be online
   4.4. Suggest a call center be set up and appropriately staffed
   4.5. Suggest we create a plan to figure out an alternative to ensure we follow through with several of our traditions to recognize Faculty, staff and students
       4.5.1. President wants to work with his staff and the EC to create a plan. Keep on our radar
   4.6. We will probably conduct our elections online
   4.7. We will not be changing the grading structure at this time.

5. President’s Report
   5.1. Will continue communicating and will continue to submit his reports to the senate
6. **Appointments**
   6.1. Search Committee for Director of Academic Technologies and Innovation/Chief Academic Technologies Officer (CATO) - 2 positions (1 tenure-track faculty, 1 lecturer)
      6.1.1. Hosung So (TT Faculty)
   6.2. Student Health Director Search Committee
      6.2.1. Pinthusorn Pattayakorn
   6.3. Ad Hoc Committee on Course Continuity
      6.3.1. Davida Fischman, Dorothy Chen-Maynard, Jill Vassilakos-Long, Janine Kremling

7. **Discontinuation of Programs Due to Semester Transformation**
   7.1. Request from University Curriculum Committee Chair Re: Program Discontinuance Due to Semester Transformation
   7.2. FAM 856.3 Policy and Procedures for Reviewing a Program for Discontinuance or Merger
      7.2.1. Referred to EPRC

8. **Reassigned Time for Junior Faculty and Proposed Draft Workload Guidelines**
   8.1. Draft CSUSB Faculty Workload Guidelines
      8.1.1. Should have a policy that treats everyone fairly
      8.1.2. Everyone’s job is not the same and does not equate to the same treatment
   8.2. Reassigned Time Language
      8.2.1. Should add “you will be paid in a stipend for supervision”. All labor must be compensated. It will be added as Item 2d
      8.2.2. Provost McMahan will see if the she can budget it out in the colleges
      8.2.3. Reassigned time will be shared and posted publicly
   8.3. Reassigned Time Form

9. **Assistant/Associate Dean Recruitment Policy**
   9.1. Referred to FAC to see if a policy is necessary

10. **Draft Shared Governance Statement**
    10.1. Shared Governance Consultant’s Notes from January 21, 2020 Visit
       10.1.1. Defer for this and find out what is the status of the Consultant
       10.1.2. Request an updated draft
       10.1.3. Provost McMahan will check with VP Freer
    10.2. Draft Shared Governance Statement

11. **Motion from 01/14/2020 Faculty Senate Meeting:** “charge the Faculty Senate Executive Committee and the Administration to jointly determine the process to investigate and address FAM violations and draft a proposal to the Senate within four weeks”
11.1. FAM Implementation FAM
   11.1.1. Refer to this as “Policy Addressing Implementation Issues”
   11.1.2. Suggest we create a pilot process and take a collaborative look at a process instead of a FAM
      11.1.2.1. Provost McMahan will work with Chair Steffel to create a process
11.2. HSU Policy on Policies and Perceived Violation Practice
11.3. Fresno State Policy and Perceived Violation Practice
11.4. CSU San Marcos follows a similar process as Fresno State
11.5. San Jose State University follows a similar process as Fresno State
11.6. SF State identifies in policies who is responsible for implementation and Enforcement
11.7. CSU East Bay brings up publicly in senate meetings any time a policy hasn’t been followed
11.8. CSULA makes adjustments to policy and/or writes new policy as made aware of violations or lack of clarity
11.9. CSU Fullerton has a constant problem of violations and follow an informal process of taking issues to the Senate Chair
11.10. CSU Dominguez Hills doesn’t write policy

12. Proposal to establish the School of Entrepreneurship in the Jack H. Brown College of Business and Public Administration
12.1. Referred to EPRC

13. Spring Quarter 2020 SOTEs timed addendum to FAM 652.4 “Procedures and Criteria for Performance Review and Periodic Evaluation”
13.1. What do we do about SOTEs for Spring 2020
13.2. We can suggest to understand this is a different situation but they cannot be Optional per the CBA
13.3. Suggest the Chancellor’s Office and CFA meet and discuss this SOTE issue
13.4. Classroom visitations will be done online at this point
13.5. The President has the authority to change the percentage of SOTEs
13.6. Address at a later meeting

14. Time Blocks

15. FAC Report

16. EPRC Report
16.1. FAM 803.65 Student Academic Grievance Procedures
   16.1.1. With Markup
   16.1.2. Without Markup
   16.1.3. Difficult getting enough people on panels
16.1.4. Have 2 students on committee and 2 faculty and allow a student or faculty member to remove someone from their panel

16.1.5. Will review again at next meeting

16.2. FAM 112.5 Procedures to Establish a New Academic Department or School; or to Change the Name of an Existing Academic Department or School

16.2.1. **With Markup**

16.2.1.1. Will change title of FAM (too long)

16.2.1.2. Differentiate between changing name of school and changing its designation

16.2.1.3. This will be on the April 2 EC agenda and April 7 FS Agenda

17. **Statewide/ASCSU (Academic Senate of the CSU) Senators’ Report**

17.1. Time Did Not Permit

18. **Chair’s Report (time did not permit discussion)**

19. **Information Items**

19.1. Graduate Council Statement on COVID 19

19.2. Faculty Advising Fellows Program (Call for Applications)

19.3. Possible Revisions to FAM 845.72 Policy Concerning Research Involving Human Subjects

19.3.1. Narrative

19.3.2. Revisions

19.4. Faculty Center for Excellence (FCE) Organization

19.4.1. FAM 871.4 Teaching Resource Center

19.4.2. Faculty Center for Excellence

19.4.2.1. Team

19.4.2.2. Strategic Plan

19.4.2.3. Strategic Plan Implementation Budget

19.4.3. Academic Integrity Presentation

20. **Meeting Schedule**

20.1. April 2, 2020 Additional EC Meeting? – Yes

20.1.1. Support having this meeting

20.1.2. Send the Chair agenda items

20.1.3. Let the Chair know if you want access to the shared drive

20.1.4. The agenda for the April 7 FS meeting will be approved at April 2 EC meeting

20.2. April 7, 2020 FS or EC Meeting? – FS

20.2.1. Need a fact sheet or orientation for remote format

21. **Approval of Faculty Senate Agenda April 7, 2020**
21.1. Deferred to April 2 EC

22. New Business
   22.1. Time Did Not Permit

23. Adjournment (Time Certain 3:50PM)
   23.1. Adjourned at 3:50PM