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Faculty Senate Executive Committee Minutes (9/15/2020)

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**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE**

<https://csusb.zoom.us/j/389256734>

MINUTES

Tuesday, September 15, 2020 – 2-4 PM

Members Present: Beth Steffel, Karen Kolehmainen, Donna Garcia, Ann Johnson, Shari McMahan, Claudia Davis, Jacqueline Hughes, Mark Groen, Young Hwang, Tomás Morales

1. Approval of [FS Executive Committee Meeting Minutes, September 8, 2020](#)
 - 1.1. The Executive Committee approved the FS Executive Committee Minutes of September 8, 2020 as amended.
2. Appointments
 - 2.1. President's Diversity, Equity and Inclusion Board
 - 2.1.1. Ahlam Muhtaseb
 - 2.1.2. Hannah Kivalahula-Uddin (back-up)
3. President's Report
 - 3.1. The CSU Chancellor announced virtual instruction will be extended through Spring 2021. There is a variance: the average is about 7% and we are at 2% of courses being conducted in person.
 - 3.2. The Provost and rest of the cabinet met with the ASI executive board and other student leaders. Decided to have a virtual commencement for June and December 2020 graduates by college. Graduate's name will be called, their picture will be on the screen and the degree holder will be mailed to their home. When it is safe, they and their families will be invited to participate in an in-person commencement exercise at no charge
 - 3.3. Thank you for making the faculty appointment to the DEI Board. The DEI Board will be meeting the first or second week of October.
4. Provost's Report
 - 4.1. Academic Affairs is working on the Strategic Plan Extension. When completed it will be posted to the website.
 - 4.2. Host our new and newly-promoted faculty celebration on October 1st at 4:00PM.
 - 4.3. Host our Q2S celebration on October 2nd at 4:00PM.
 - 4.4. Prior to the COVID-19 pandemic, had put away funds to refresh the instructional classrooms on the second floor in the Library and that is being done now.
 - 4.5. Will also check on updating the white boards in the instructional classrooms on the second floor in the Library also.

5. [Chair's Report](#)
 - 5.1. [University Budget Advisory Committee \(UBAC\) Handouts September 11, 2020](#)
 - 5.2. ["Ethnic Studies Requirement Implementation Plan and Timeline" Memo from CO](#)
 - 5.3. No additional questions.

6. [Final Report of the SOTE Instrument Committee, August 28, 2020](#)
 - 6.1. Referred to FAC

7. FAMs Returned Unsigned
 - 7.1. [FAM 105.4 Policy Guidelines for the Formation and Review of CSUSB Ancillary Units](#)
 - 7.1.1. Referred to EPRC
 - 7.2. [FAM 627.65 Sabbatical Leaves](#)
 - 7.2.1. Referred to FAC
 - 7.3. [FAM 650.5 Periodic Review of Academic Affairs Central Administrators](#)
 - 7.3.1. Referred to FAC
 - 7.4. [FAM 651.3 Periodic Review of Academic Deans](#)
 - 7.4.1. Referred to FAC
 - 7.5. [FAM 112.5 Establish or Rename Academic Department or School](#)
 - 7.5.1. Referred to EPRC
 - 7.6. [FAM 626.35 Faculty Leaves of Absence without Pay](#)
 - 7.6.1. Referred to FAC
 - 7.7. [FAM 803.65 Student Academic Grievance](#)
 - 7.7.1. Referred to EPRC

8. [FAC Report](#)
 - 8.1. [FAM 607.6 Policy on Nepotism](#)
 - 8.1.1. Added one sentence on what to do if there is an alleged violation.
 - 8.1.2. Will put on next Senate Agenda
 - 8.2. [FAM 642.76 Recruiting and Appointment of Lecturers](#)
 - 8.2.1. "On-campus interview" & 3 letters of recommendation - may want to revise
 - 8.2.2. Clarify language between "Biographical statement" and "cover letter"
 - 8.2.3. Diversity statement and teaching statement should be included
 - 8.2.4. Referred back to FAC
 - 8.3. [FAM 035.4 Exceptional Service to Students Award](#)
 - 8.3.1. This policy is being put in the new format. Will revise if this in the new contract.
 - 8.3.2. States Provost will receive a report but have never received any reports
 - 8.3.3. Referred back to FAC
 - 8.3.4. We need to form a committee to make these awards
 - 8.3.5. Provost McMahan will verify there are funds
 - 8.4. [FAM 665.73 Scheduling of Counselor Faculty](#)

- 8.4.1. Putting this policy in new format.
 - 8.4.2. Will put on next Senate Agenda
 - 8.5. [FAM 653.43 Range Elevation](#)
 - 8.5.1. Will be put on next Senate Agenda
 - 8.6. [FAM 355.6 Professional Ethics & Responsibilities](#)
 - 8.6.1. This policy does not cover research misconduct and included a link where this is addressed.
 - 8.6.2. Will be put on next Senate Agenda
 - 8.7. [FAM 035.3 University Level Awards](#)
 - 8.7.1. Included information on the “ambush” procedure
 - 8.7.2. Request the university include award information on the website for all categories
 - 8.7.3. Will put on next Senate Agenda
 - 8.7.4. Outstanding Advisor Award should be added
 - 8.8. Discussing timing of SOTEs
- 9.** EPRC Report
- 9.1. The first meeting is this Friday
 - 9.2. Will be reviewing pending policies
- 10.** Statewide/ASCSU (Academic Senate of the CSU) Senators' Report
- 10.1. Plenary is this week
- 11.** New Business – no new business
- 12.** Adjournment at 3:55PM