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## Faculty Senate Executive Committee Minutes (5/4/2021)

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

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

**MINUTES**

Tuesday, May 04, 2021 – 2-4 PM

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

**Members Not Present:** Tomás Morales

**Guests:** Doug Smith, Jenna Aguirre

1. Definition of Credit Hour [Guest: Doug Smith, Faculty Senate's University Curriculum Committee Chair]
  - 1.1. [Memo from UCC Chair](#)
  - 1.2. [Memo from CO](#)
  - 1.3. [WSCUC Review Sheet on Credit Hour](#)
    - 1.3.1. This will be an ongoing discussion
2. [Distance Education Spring 2022 Memo](#)
  - 2.1. [FAM 827.3 Distributed Learning Policy](#)

**2:30PM Time Certain (If preceding items have not been completed)**

3. Faculty Additional Pay System [Guest: Jenna Aguirre]
  - 3.1. [Faculty Additional Pay System Presentation](#)
    - 3.1.1. Who is responsible for inputting the data? It looks like a range of people.
      - 3.1.1.1. At this point yes.
    - 3.1.2. Will that system of where the pay is, and what status it is be transparent for faculty members?
      - 3.1.2.1. You will see the process as it goes through the system and you will receive an email every time it moves through the system. Once there is a final approval it gets pushed to payroll for payment into PeopleSoft.
    - 3.1.3. The .25 is for the term or by session. In the summer and winter it is 1.25.
    - 3.1.4. This only tracks additional pay, not reassigned time.

**2:50PM Time Certain (If preceding items have not been completed)**

4. Approval of [FS Executive Committee Meeting Minutes, April 20, 2021](#)
  - 4.1. The Executive Committee unanimously approved the FS Executive Committee Minutes for April 20, 2021, as presented.

5. Review of [Faculty Senate Meeting Minutes, April 27, 2021](#)
6. Appointments
7. [2021-22 AY RPT timeline for Tenure Line Faculty, Lecturers, Librarians, Counselors and Coaches](#)
  - 7.1. [Notes on AY Calendar](#)
8. [FAM 852.6 Policy on Office Hours](#) [Refer to EPRC]
  - 8.1. This will be an agenda item for AY 2021-2022.
  - 8.2. There will be a discussion held with FAD before Fall for some clarification on office hours that may come up in the Fall.
  - 8.3. Reconsider the definition of face-to-face to include zoom/video conference.
9. English Department RPT Guidelines [Refer to FAC]
  - 9.1. [Cover Form](#)
  - 9.2. [English Department Guidelines](#)
    - 9.2.1. This will be an agenda item for AY 2021-2022.
10. CSU/UC Announcement Requiring Vaccines once at least one is out of Emergency Use Authorization
  - 10.1. Vaccine Hesitancy (especially among faculty)
    - 10.1.1. This was brought to the FS Executive Committee from Dr. Davis
    - 10.1.2. [Vaccination Hesitancy Discussion](#)
11. Safe Working Conditions, Fall 2021/CSUSB Safe Repopulation Plan
  - 11.1. This will be a discussion item at the Dean's Council meeting tomorrow 05/05/2021.
  - 11.2. This has also been discussed at ASCSU with Interim EVC Fred Wood.
12. [Retirement Resolutions](#)
  - 12.1. [Resolutions Responsibility Tracking Document](#)
    - 12.1.1. Faculty Senate staff will send out a template to the EC.
13. [Committee Book](#) Update
  - 13.1. [Questions](#)
14. Elections Update
  - 14.1. Updates to come.
15. [Mental Health First Aid Certification Program \(Sponsored by the Institute of Teaching and Learning at the CSU Chancellor's Office\)](#)

16. Senate Parliamentarian
  - 16.1. Make this an official position for next AY 2021-2022.
17. President's Report - (no report/unable to attend)
18. Provost's Report
  - 18.1. Been in discussions regarding the repopulation and vaccination and all of those related issues.
  - 18.2. Working on RPT's that are due next and promotions in a couple of weeks. I have about 37 files.
  - 18.3. Faculty awards are on Friday, May 7, 2021 at 10 am.
19. [Chair's Report](#)

**3:40PM Time Certain (If preceding items have not been completed)**

20. [FAC](#)
  - 20.1. FAM 627.65 "Sabbatical Leaves"
    - 20.1.1. [With Markup](#)
    - 20.1.2. [Without Markup](#)
      - 20.1.2.1. This will be placed as a second reading item on the agenda for the Faculty Senate meeting on May 11, 2021.
21. [EPRC Report](#)
22. [Faculty-Senate-Requested Letter to University Counsel](#)
  - 22.1. This will be sent out and be put on the Faculty Senate agenda for May 11, 2021.
23. [Statewide/ASCSU \(Academic Senate of the CSU\) Senators' Report](#)
  - 23.1. [CSU Board of Trustees' March Resolutions](#)
  - 23.2. [CSU Faculty Trustee Report](#)
24. Line numbers on documents

**3:50PM Time Certain (If preceding items have not been completed)**

25. Approval of [May 11, 2021, Faculty Senate Agenda](#)
  - 25.1. The Executive Committee unanimously approved the Faculty Senate Agenda for May 11, 2021 as presented.
26. New Business
27. Adjournment @3:55PM