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11-24-2020

## Faculty Senate Meeting, 54th Senate Minutes (11/24/20)

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**SenaCALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**FACULTY SENATE MEETING, 54<sup>th</sup> SENATE**  
[Faculty Senate Remote/Zoom Meeting Practices](#)  
<https://csusb.zoom.us/j/526138095>

**MINUTES**

**SESSION 3** - Tuesday, November 24, 2020 – 2-4 PM ([Recording Link](#))

**Members Present:** Beth Steffel, Helena Addae, Dionisio Amodeo, Mariam Betlemidze, Wendy Brower Romero, Haakon Brown, Rong Chen, Thomas Corrigan, Claudia Davis, Donna Garcia, Janelle Gilbert, Mark Groen, Christine Hassija, Jaqueline Hughes, Young Suk Hwang, Madeleine Jetter, Ann Johnson, Karen Kolehmainen, Angela Louque, Oraib Mango, Shari McMahan, Graciela Moran, Paulchris Okpala, Kathie Pelletier, John Reitzel, Terry Rizzo, Karen Robinson, Shannon Sparks, Mary Texeria, Jill Vassilakos-Long, J. Paul Vicknair

**Members Not Present:** Jennifer Anderson, Kurt Collins, Tomás Morales, Ho Sung So

**Guests Present:** Anissa Rogers, Julie Lappin, Brad Owen, Samuel Sudhakar, AJ Hernandez, Clare Weber, Dorota Huizinga, Anthony Silard, Chinaka DomNwachukwu, Lesley Davididson-Boyd, Seval Yildirim, Gerard Au, Sastry Pantula, Rafik Mohamed, Cesar Caballero

1. APPROVAL OF THE MINUTES
  - 1.1. [Faculty Senate Meeting Minutes, October 27, 2020](#)
    - 1.1.1. The Faculty Senate Minutes for October 27, 2020, were approved unanimously as presented.
2. APPROVAL OF THE AGENDA
  - 2.1. The Faculty Senate Agenda for November 24, 2020 was approved unanimously as presented.
3. COMMUNICATIONS/INFORMATION ITEMS
  - 3.1. [FS Executive Committee Meeting Minutes, October 20, 2020](#)
  - 3.2. [FS Executive Committee Meeting Minutes, November 3, 2020](#)
  - 3.3. [FS Executive Committee Meeting Minutes, November 10, 2020](#)
  - 3.4. [October Curriculum Items](#)
  - 3.5. [University Budget Advisory Committee Meeting \(UBAC\) November 17, 2020](#)
  - 3.6. [Potential Future Learning Management Systems](#)
    - 3.6.1. [Learn v. Ultra v. Canvas](#)

**2:10PM Time Certain (If preceding items have not been completed)**

4. OLD BUSINESS
  - 4.1. FAM 112.5 Establish or Rename Academic Department or School [EPRC] (Second Reading)
    - 4.1.1. [With Markup](#)
    - 4.1.2. [Without Markup](#)
    - 4.1.3. Senator Jacqueline Hughes moved and Senator Rong Chen seconded the motion to approve FAM 112.5 “Establish or Rename Academic Department or School” in second reading. **Passed Unanimously.**
  - 4.2. [Center for Nonprofit Leadership Proposal](#) [EPRC] (Second Reading)
    - 4.2.1. Senator Jacqueline Hughes moved and Senator Haakon Brown seconded the motion to approve the “Center for Nonprofit Leadership Proposal” in second reading. **Passed Unanimously.**
    - 4.2.2. Senator Davis asked Dr. Silard if he is interested in collaboration outside the college of business, and he said yes.
5. NEW BUSINESS
  - 5.1. Elections
    - 5.1.1. JHBC Elections Officer
      - 5.1.1.1. Senator Haakon Brown nominated and Senator Jacqueline Hughes seconded the motion for nomination of Anthony Silard. **Passed Unanimously.**
      - 5.1.1.2. Dr. Silard accepted the nomination.
  - 5.2. Fall 2020 SOTE Administration Deadline Extension to Friday, December 4, 2020, @11:59PM. **Passed Unanimously.**
    - 5.2.1. Senator Karen Kolehmainen mentioned that if the deadline is not extended that SOTEs will be due tomorrow Wednesday, November 25, 2020.
    - 5.2.2. Senator Graciela Moran suggested that the deadline does get extended.
    - 5.2.3. Chief Academic Technology Officer Brad Owen is planning on placing a notice on the Blackboard’s Institution Page for all faculty that the Senate is asking each faculty member to announce SOTEs to their own students. They will include a link on how to create the link in Blackboard to that particular course’s SOTEs and that is going up today.
    - 5.2.4. Senator Janelle Gilbert is also in agreement that the deadline needs to be extended. She mentions that when you log into the link states that SOTEs will be open until December 4, 2020. Dr. Owen said he would look into this.
  - 5.3. FAM 651.3 “Periodic Review College Deans” [FAC] (First Reading)
    - 5.3.1. [With Markup](#)

- 5.3.2. [Without Markup](#)
- 5.3.3. Senator Karen Kolehmainen reviewed changes that were made to FAM 651.3 “Periodic Review College Deans”.
  - 5.3.3.1. Senator Rong Chen made a suggestion to change, “Q2S-Update: 2020 by FAC to revise it to “Q2S Updated **and Revised**: 2020 by FAC at the bottom of the document.
- 5.4. FAM 652.1 “Evaluation of Tenure-Line Faculty” [FAC] (First Reading)
  - 5.4.1. [With Markup](#)
  - 5.4.2. [Without Markup](#)
  - 5.4.3. Senator Karen Kolehmainen reviewed changes that were made to FAM 652.1 “Evaluation of Tenure-Line Faculty”.
- 5.5. FAM 035.3 “Award Policy” [FAC] (First Reading)
  - 5.5.1. [With Markup](#)
  - 5.5.2. [Without Markup](#)
  - 5.5.3. Senator Karen Kolehmainen deferred this to Senator Kathie Pelletier to discuss. Senator Pelletier clarified changes that had been made to FAM 035.3 “Award Policy”.
- 5.6. FAM 105.4 “Policy Guidelines for the Formation and Review of CSUSB Ancillary Units” [EPRC] (First Reading)
  - 5.6.1. [With Markup](#)
  - 5.6.2. [Without Markup](#)
  - 5.6.3. Senator Hughes reviewed changes that were made to FAM 105.4 “Policy Guidelines for the Formation and Review of CSUSB Ancillary Units” for first reading.
    - 5.6.3.1. Senator Rong Chen mentioned that the policy is not in the format the Senate agreed to last year. He requested that the committee fix the format before the second reading. Senator Jacqueline Hughes agreed that it would be corrected.
- 5.7. FAM 832.4 “Policy on Final Examinations” [EPRC] (First Reading)
  - 5.7.1. [With Markup](#)
  - 5.7.2. [Without Markup](#)
  - 5.7.3. Senator Jacqueline Hughes wanted to clarify the policy statement and bring it up to date given the environment we exist in right now which is virtual and online for FAM 832.4 “Policy on Final Examinations”.
- 5.8. FAM 627.65 “Sabbatical Leaves” [FAC] (First Reading)
  - 5.8.1. [With Markup](#)
  - 5.8.2. [Without Markup](#)
  - 5.8.3. Senator Karen Kolehmain mentioned that FAC was asked to consider the possibility of having the Professional Leave Committee rank Sabbatical applications in case there is not

sufficient money to fund them all. FAC discussed at length the possibility of ranking proposals and decided against it.

5.9. FAM 642.4 “Recruitment and Appointment of Tenure-Line Faculty” [FAC] (First Reading)

5.9.1. [With Markup](#)

5.9.2. [Without Markup](#)

5.9.3. Senator Karen Kolehmainen stated that there were formatting changes made by last year's FAC to put FAM 642.4 “Recruitment and Appointment of Tenure-Line Faculty” into the common format. Then she discussed changes that were made by this year's FAC.

5.9.4. Senator Rong Chen agrees that it is a great idea not to require 3 letters of recommendation in the initial screening. He is suggesting to request that the applicant provide 3 or 4 references which would include names and email addresses. Senator Kolehmainen said that FAC would be happy to discuss this suggestion.

5.9.5. Senator Claudia Davis suggested an amendment to consider having evidence of their teaching effectiveness, such as a teaching statement if that might be included prior to visit as opposed to the campus visit.

5.9.6. Senator Mariam Betlemidze wanted to briefly add to Senator Rong Chen's comment that it's a good idea to request names of the people who will write letters of recommendation. She really appreciates the change not to wait for the letters of recommendation in order to begin the initial review.

5.9.7. Senator Karen Kolehmainen asked whether we request transcripts for all degrees, or should we just request for the highest degree? Do we want both letters of recommendation and notes from telephone or zoom reference checks? Or can it be one or the other of those?

5.9.7.1. Senator Rong Chen responded to the first question regarding degrees by saying he thinks it should be all degrees.

5.9.7.2. Senator Donna Garcia suggested we leave the transcript question up to the department.

5.9.7.3. Senator Oraib Mango agrees that this should be left up to the department to decide which degrees they require.

5.9.7.4. Senator Karen Robinson thinks that the letters of recommendation should be an “or” not both.

5.9.7.5. Chair Steffel released her gavel to Vice Chair Donna Garcia, so she could speak to the issue.

5.9.7.5.1. As university-level policy writers, we are writing minimum standards, so Senator Steffel would speak highly in favor of only requiring references and not letters of reference. This allows departments to choose to request letters if they feel letters of reference would be appropriate for their disciplines. Same rationale with transcripts: if we just require the highest transcript, it allows departments to request all transcripts if that would be useful for their discipline. Not requiring letters of reference and all transcripts for every recruitment would reduce barriers for disciplines that would not benefit from those materials.

5.10. FAM 642.76 “Recruiting and Appointment of Lectures” [FAC] (First Reading)

5.10.1. [With Markup](#)

5.10.2. [Without Markup](#)

5.10.3. Senator Karen Kolehmainen reviewed changes that were made to FAM 642.76 “Recruiting and Appointment of Lectures” for first reading.

5.10.3.1. Senator Thomas Corrigan wondered if this FAM policy also concerns the reappointment of lecturers or if this is just a policy that pertains to the initial hire?

5.10.3.1.1. FAC Chair/Senator Karen Kolehmainen stated that this only applies to the new lectures which are stated in the purpose.

5.10.3.1.2. Former FAC Chair/Senator Rong Chen confirmed what Senator Kolehmainen said.

5.11. FAM 803.65 “Student Academic Grievance Procedures” [EPRC] (First Reading)

5.11.1. [With Markup](#)

5.11.2. [Without Markup](#)

5.11.3. [Flow Chart](#)

5.11.4. Senator Hughes mentioned that this policy is a carryover from last year. She discussed the changes that have been made to FAM 803.65 “Student Academic Grievance Procedures”.

6. [CHAIR’S REPORT](#)

7. [PRESIDENT’S REPORT](#) not able to attend/no questions

8. [PROVOST’S REPORT](#)

- 8.1. On Monday, November 30, 2020, at 11:00AM via zoom the campus will be highlighting the 2019-2020 Outstanding Faculty Awards.
- 8.2. There will be a Grant proposal workshop in January and applications are due in December.
- 8.3. Discussion is going on right now at the Chancellor's Office with the President regarding starting the spring semester in a remote-only mode for all 23 campuses. They are considering remote-only until February 1, 2021. More information to come.
  - 8.3.1. Senator Rong Chen asked about the faculty Professional Development Funds. He believes that the policy right now is that faculty should spend their PDF by the end of Spring semester. Faculty have been expressing concern that they can't spend their PDF because of travel restrictions because of COVID-19. Is it possible for Academic Affairs to reconsider the policy to extend the deadline to the end of AY 20-21?
    - 8.3.1.1. Provost McMahan said that they will discuss this with the Cabinet. We are in a very significant budget crisis right now, and she is afraid that if that money is included in rollover it may get swept for other uses. This is why we are recommending the faculty do remote conferences where they can still present for RPT purposes. The Provost will get clarification and send out a clarifying memo regarding PDF in the coming weeks.
  - 8.3.2. Senator Jill Vassilakos-Long asked, "What's expected in terms of the campus being opened or closed after the first week of February?"
    - 8.3.2.1. Provost McMahan responded by saying, we have 4 or 5 percent of our classes in an in person mode so after February 1st the classes will continue as proposed in hybrid format.
  - 8.3.3. Senator Thomas Corrigan wanted to confirm that the recognition ceremony on the 30th is to recognize the Outstanding Faculty for 2019-2020 academic year because of some emails that are going around in CAL. he wanted to see if this was for faculty who had already received awards in the past.
    - 8.3.3.1. Provost McMahan confirmed this for Senator Corrigan.

9. COMMITTEE REPORTS

- 9.1. [FAC](#)
- 9.2. [EPRC](#)

10. STATEWIDE/ASCSU (ACADEMIC SENATE OF THE CSU) SENATORS' REPORT

- 10.1. [Draft November Minutes](#)

- 10.2. [Draft November Plenary Report](#)
  - 10.2.1. Senator Janelle Gilbert noticed that there is a lot of talk of online teaching, being as much as 50% when we are post COVID. She is wondering how much beyond the notes that we see here those conversations are happening at the State level that we really have that much online teaching once COVID is not a factor?
  - 10.2.2. Senator Mark Groen stated that it would be permissive of the faculty who wish to do it can, but nobody is going to mandate that it will be any particular percentage.
  - 10.2.3. Senator Karen Kolehmainen mentioned at last week's Executive Committee meeting that President Morales gave a strong reassurance that the decision would be up to the faculty and that online teaching would not be imposed on faculty who did not want to do it.
  - 10.2.4. Chair Steffel seconded all of these points mentioned.
  
11. SENATORS' REPORTS ([INCLUDING ASI PRESIDENT'S REPORT](#))
  - 11.1. Senator Moran expressed how our students are struggling due to Covid and we need to show them compassion.
  - 11.2. Senator Rong Chen appreciates all the work that FAC and ERPC have been doing.
  
12. DIVISION REPORTS
  - 12.1. [Vice President for Information Technology Services](#)
    - 12.1.1. [ITS Strategic Plan 2020-2022](#)
      - 12.1.1.1. Samuel Sudhakar wanted to remind faculty to sign up for DUO before December 19, 2020.
      - 12.1.1.2. Provided a link for student support.
        - 12.1.1.2.1. Senator Rong Chen asked if DUO is something we are doing as a campus?
        - 12.1.1.2.2. Samuel Sudhakar responded that the Chancellor's office is providing the licencing for the product and each campus implements the DUO at their own timeline. Our campus has been implementing DUO for the last 3 years. It started with faculty and staff who have access to sensitive information, and then we went to faculty and staff who have access to financial information, and then to MPPs, now we are rolling out to the entire campus.
        - 12.1.1.2.3. Senator Jacqueline Hughes said the EPRC received two questions from other faculty members regarding LMSs. The first question is "What factors are considered in making an administrative



decision regarding selecting a specific LMS?” The second question is, “How are faculty consulted beyond the ATDL Committee in evaluating prospective LMSs?”

12.1.1.2.4. Samuel Sudhakar replied that the LMS decision is not and will not be an administrative decision. The discussion started in the Academic Technologies and Distributed Learning Committee of the Faculty Senate, whereby faculty expressed a desire to explore other LMS’s because of the significant changes in Blackboard Ultra. ATDL suggested that we consider other LMSs because switching to Ultra is almost like switching to a new LMS. There is a limited pilot that will happen in the Spring. This is a faculty decision.

12.1.1.2.5. Brad Owen states that from their meetings with the EC and the Faculty Affairs Committee and the Educational Policy Resources Committee they took away the very clear message that faculty are overworked. They are at the edge of exhaustion, and have change fatigue. The ATDL Committee will keep that in mind as we go forward with the pilot. The senate will be kept fully-apprised of the results from the pilot and all other information that pertaining to a decision about the LMS. The intention is that there will be a consensus among the faculty on what the direction should be.

12.1.1.2.6. Senator Kathie Pelletier appreciates the update on DUO and thinks it would be helpful to have a FAQ document for faculty that clarifies certain things.

12.1.1.2.6.1. Sam Sudhkar will make sure to make FAQs very clear.

12.2. [Vice President for Student Affairs](#) - unable to attend/no questions

12.3. [Vice President for University Advancement](#) unable to attend/no questions

12.4. [Vice President for Administration and Finance](#) (unable to attend)

12.4.1. Senator Oraib Mango noticed that in the 2021/2022 draft there is no change in the number of enrolled resident students, however; there was an increase in total for their tuition. Senator Mango would like to know why it went up \$3,000,000 if we are projecting the same number of students? She always wonders about these discrepancies when she sees them. The State appropriation for 2020-2021 and the 2021-2022 supposedly there is no change, but there is just a little bit of change in the

hundreds of thousands. She is wondering does that mean the State appropriation is going to go down just a little bit or is there something she is just not understanding?

12.4.2. The Faculty Senate Office will forward these questions on to Admin and Finance.

12.5. Academic Affairs/Deans' Reports - no report/no questions

13. OTHER BUSINESS

13.1. No Other Business

14. ADJOURNMENT at 3:45 PM