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## Faculty Senate Executive Committee Minutes (11/30/21)

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

<https://csusb.zoom.us/j/83292441089>

**MINUTES**

Tuesday, November 30, 2021 – 2-4 PM

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

**Members Not Present:** Sherri Franklin-Guy

1. Approval of [FS Executive Committee Meeting Minutes, November 16, 2021](#).
  - 1.1. The Executive Committee unanimously approved the FS Executive Committee Minutes for November 16, 2021, as presented.
  
2. Appointments
  - 2.1. [Committee for Exceptional Assigned Time \(CEAT\) – 5 Positions](#) CAL, COE, CNS, JHBC, SSP, ARs, Librarians, or Coaches (2021-2022, tenured, tenure-track)
    - 2.1.1. Cheryl Brandt, **(CNS)**
    - 2.1.2. Dorothy Chen, **(CNS)**
    - 2.1.3. Andreas Beyersdorf, **(CNS)**
      - 2.1.3.1. Andreas Beyersdorf was appointed to the committee. The Faculty Senate Office will notify the appointee and those not appointed.
      - 2.1.3.2. Chair Steffel **(CAL)**, Vice Chair Garcia **(CSBS)**, EC member Johnson **(JHBC)** and EC member Hughes **(COE)** volunteered to serve on the committee and the EC committee approved this.
  - 2.2. [Instructionally Related Programs Board – 1 Positions](#) (2021-2023) At-Large
    - 2.2.1. Rajrani Kalra
    - 2.2.2. Richard Samuelson
      - 2.2.2.1. Richard Samuelson was appointed to the committee. The Faculty Senate Office will notify the appointee and those not appointed.
  - 2.3. [Student Perceptions of Teaching \(SPT\) Pilot Test – 4 Positions](#) COE, JHBC, PDC tenure-line faculty Representative, Full-time lecturer
    - 2.3.1. Shaoyi He, **(JHBC)** Lecturer
      - 2.3.1.1. Shaoyi He was appointed to the committee. The Faculty Senate Office will notify the appointee and those not appointed.
  - 2.4. [University Art Advisory Council](#)
    - 2.4.1. Alison Ragguette
    - 2.4.2. Taylor Moon

2.4.2.1. Alison Ragguette and Taylor Moon were appointed to the committee. The Faculty Senate Office will notify the appointee and those not appointed.

3. Curriculum

3.1. [Course Changes](#)

3.2. [Program Changes](#)

3.2.1. The committee approved the curriculum so it could be included in the next catalog.

4. [FAC](#)

4.1. Provost McMahan brought up that in FAM 612.4 “Emeritus Status for Retired Faculty” she would like to make a few friendly changes. Where it says “retired instructional faculty, Librarians” she would like it to read “faculty Librarians” so that we are clear that this is a faculty related policy and there is no ambiguity later. The other area she mentioned was regarding where it says, “student services professionals, AR academic related” and I would like to have it read SSP - AR.

4.2. FAC Chair Kolehmainen said she would be happy to make those changes.

5. EPRC Report

5.1. EPRC will not be meeting until Thursday so Chair Hughes has nothing to report for today's meeting.

6. President's Report

6.1. No report, I just want to wish everybody a wonderful break.

7. Provost's Report

7.1. No formal report but this morning we thanked everybody for their participation in the WASC process. We had a breakfast inviting everybody to celebrate all the successes and ongoing work that everyone provided during the WASCA reaffirmation of accreditation.

8. Chair's Report

8.1. [Signed FAM 627.65 Sabbatical Leaves](#)

8.1.1. [Memo Re: Signed FAM 627.65 Sabbatical Leaves](#)

8.1.2. Faculty Senate staff has uploaded the signed FAM 627.65 Sabbatical Leaves document to the Faculty Senate website.

8.2. [Memo Re: FAM 642.4 Recruiting and Appointment of Tenure-Line Faculty Returned Unsigned](#)

9. [Response from General Counsel Re: Conflicts of Interest](#)

- 9.1. [Faculty-Senate-Requested Letter to University Counsel](#)
  - 9.2. [Draft process discussed at November 11, 2021, Executive Committee Meeting](#)
    - 9.2.1. The EC reviewed the draft created by Chair Steffel and made some recommendations to be considered.
      - 9.2.1.1. Create a separate process for electing a department evaluation committee for promotions and tenure.
      - 9.2.1.2. The new policy for the Library Dean was brought up to keep in mind while making these considerations.
      - 9.2.1.3. A motion was brought forth to add a 10% cap of names eligible for removal from the list of names provided for election to the committee.
        - 9.2.1.3.1. Chair Steffel suggested placing this on hold until the EC comes back in the Spring.
    - 9.2.2. Chair Steffel with the permission of the EC will put together a draft for faculty.
- 10.** [Terms of Engagement/Collaboration Standards Discussion](#)
- 10.1. Top three items to discuss
    - 10.1.1. A discussion was held regarding that in meetings there will be topics that come up where everyone should have a safe space to voice their opinion. All members present should treat each other with respect.
    - 10.1.2. A point was made that being present during meetings is important and everyone will not always agree, but it is just as important not to offend anyone for their comments or opinions. Meetings should be held with a cool head with the end result being that the outcome is to enhance the university.
    - 10.1.3. It's important to engage in tough but honest conversations on difficult subjects in order to get resolution in order to move forward.
    - 10.1.4. A question was raised on how do you get people to open up and speak freely and honestly for fear of retaliation?
    - 10.1.5. Provost McMahan suggested prioritizing the FAMs at the beginning of the year. Working together more as a team and making sure we are all on the same page as we move the institution forward since that is what we are here for. She also brought up reassign time for academic affairs as another example.
- 11.** [Statewide/ASCSU \(Academic Senate of the CSU\) Senators' Report](#)
- 11.1. Inner meeting will be held next week so there will be an update after the new year.
- 12.** New Business
- 13.** Adjournment (Time Certain 3:56PM)