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Faculty Senate Executive Committee Minutes (2/1/22)

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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

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

MINUTES

Tuesday, February 01, 2022 – 2-4 PM

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

Members Not Present:

Guest: Barry Ryan

1. Introduction of Dr. Barry Ryan, Interim Associate Vice President and Chief of Staff
 - 1.1. President Morales introduced Dr. Ryan and shared his accolades. Everyone introduced themselves and welcomed him to CSUSB. Dr. Ryan shared a few thoughts with the executive committee and thanked them for their kind welcome.

2. Approval of [FS Executive Committee Meeting Minutes, November 30, 2021](#).
 - 2.1. The Executive Committee unanimously approved the FS Executive Committee Minutes for November 30, 2021, as presented.

3. Review of [Faculty Senate Meeting Minutes, November 23, 2021](#).
 - 3.1. The Executive Committee reviewed the Faculty Senate Minutes for November 23, 2021, and had no amendments.

4. Appointments
 - 4.1. [Academic Program Review/Self-Study Review Committee - 2 Positions](#) CAL, JHBC (2021-2022)
 - 4.1.1. Crystal Xiaoyu Huang, **(JHBC)**
 - 4.1.1.1. Crystal Xiaoyu Huang was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 4.2. [Intellectual Life and Visiting Scholar Committee - 1 Position](#) JHBC (2021-2023)
 - 4.2.1. Crystal Xiaoyu Huang, **(JHBC)**
 - 4.2.1.1. Crystal Xiaoyu Huang was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 4.3. [Palm Desert Campus Teaching Committee- 1 Position](#) At Large
 - 4.3.1. Lewis A. Njuaem, **(JHBC)**

- 4.3.1.1. Lewis A. Njualem was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 4.4. [Recruitment Committee for the Associate Vice President of Finance and Administration Services](#) - **1 Position**
 - 4.4.1. Crystal Xiaoyu Huang, **(JHBC)**
 - 4.4.1.1. Crystal Xiaoyu Huang was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 4.5. [Student Grade Appeal Panel](#) - **6 Positions** 2 CAL, 2 JHBC, 2 COE, 2 CAL (2020-2022, 2021-2023), 2 COE (2020-2022, 2021-2023), 2 JHBC (2020-2022, 2021-2023) tenured, tenure-track
 - 4.5.1. Brittany Bloodhart, **(CSBS)**
 - 4.5.1.1. Brittany Bloodhart was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 4.6. [Student Research Competition - \(Graduate\)](#) - **3 Positions** CAL, COE, JHBC (2020-2022, 2021-2023)
 - 4.6.1. Robert Kyriakos Smith, **(CAL)**
 - 4.6.1.1. Robert Kyriakos Smith was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 4.7. [Student Research Competition \(Undergraduate\)](#) – **3 Positions** CAL, COE, (2020-2022) JHBC (2021-2023) tenured, tenure-track
 - 4.7.1. Sung-Hee Wendy Paik, **(JHBC)**
 - 4.7.1.1. Sung-Hee Wendy Paik was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 4.8. [Student Perceptions of Teaching \(SPT\) Pilot Test](#) – **3 Positions** COE, JHBC, PDC tenure-line faculty Representative
 - 4.8.1. Nicole Klimow, **(COE)**
 - 4.8.1.1. Nicole Klimow was appointed to the committee. The Faculty Senate Office will notify the appointee.
5. Curriculum
- 5.1. [Program Changes](#) 12/02/2021
 - 5.1.1. The Executive Committee unanimously approved the curriculum for program changes dated 12/02/2021.
6. Faculty participating in the FERP program serving on the University Evaluation Committee
- 6.1. [FAM 652.4 “Evaluation of Library Faculty”](#)
 - 6.2. [FAM 652.1 “Evaluation of Tenure-Line Faculty”](#)
 - 6.2.1. A question came up about faculty who are in the faculty early retirement program serving on the University Evaluation Committee.
 - 6.2.1.1. The evaluation of tenure line faculty is silent on this, but the evaluation of Library faculty specifically disallows faculty who are FERPing from serving.

- 6.2.1.2. This is a potential violation of the bargaining agreement.
- 6.2.1.3. Chair Steffel is asking the Executive Committee for permission to officially move to allow faculty who are FERPing to serve on the UEC and the Faculty Affairs Committee is already aware and will be submitting a revision to this FAM.
 - 6.2.1.3.1. The Executive Committee unanimously agreed that FERP's should be allowed to serve on UEC and will be referring this policy to FAC to make the necessary changes.

7. [Proposal to move the Ed.D. Program](#) [Refer to EPRC]

7.1. [Dean's Memo](#)

- 7.2. Chair Steffel brought up a concern that the FAM that covers this requires anonymous comments to be collected from elected faculty members and the originators of the proposal solicited comments, but not necessarily in an anonymous fashion.
 - 7.2.1. Communication between the Election committee Chair Dr. Garcia who oversees the anonymous collection of comments and the EPRC Chair Dr. Hughes about having a mechanism before this comes back to the EC or the Senate to have those comments collected.
 - 7.2.2. Chair Steffel is recommending to have this referred to EPRC with the understanding that is going to be solved before it comes back to the EC. If the EC is not comfortable with referring until that's done that is the role of the EC.
 - 7.2.2.1. EC members Kolehmain and Davis both mentioned that they received communication from members of COE and their displeasure with the lack of consultation as it was described about this policy and how no additional information or discussion was provided. They just wanted an understanding on why this was being done since there is a history of it in this department.
 - 7.2.2.2. EC member Davis asked, In regards to the policy related to the COE in a standalone department, how does one evaluate faculty when they are going up for promotion?
 - 7.2.3. The Executive Committee is in agreement to refer the "Proposal to move the Ed.D. Program" to EPRC with the understanding that before it comes back that the issue of not having faculty had the opportunity to collect anonymous comments will be addressed before it comes back for referral to the Senate.

8. President's Report

- 8.1. The Cabinet agreed with Chair Steffel to delay in person instruction until Saturday February 19, 2022. We will continue to monitor test positivity rates

and the environment in San Bernardino and Riverside counties. We will keep the Senate informed as we approach that February 19th day.

- 8.1.1. Chair Steffel asked if there was a deadline to decide if the in-person start is going to be pushed back?
 - 8.1.1.1. Our position is to open up on the 19th but we will be monitoring the conditions on the ground.
- 8.1.2. EC member Kolehmainen mentioned how her department would like to know of any delay in returning on the 19th as soon as possible so they can reschedule campus visits for potential new faculty candidates.

9. Provost's Report

- 9.1. Had a discussion with Chair Steffel regarding the CEAT awards and the deadline dates.
 - 9.1.1. Chair Steffel mentioned that these dates have been changed to avoid future issues and had been communicated to the Elections Chair and Faculty Senate Office staff.
 - 9.1.1.1. New application deadline will be October 1st.
 - 9.1.1.2. New decision deadline will be November 1st.
- 9.2. We are undergoing a C&I audit and are in the process of developing an automated procedure for the future. I will keep you posted on how the audit is going.
- 9.3. At our last Deans meeting Tanner rolled out some really interesting dashboards that are available for faculty. I would like to invite him to a Senate meeting.

10. Chair's Report

11. [FAC](#)

- 11.1. [FAM XXX.X Library Dean Review](#)
 - 11.1.1. This will be placed on the Faculty Senate meeting agenda being held on February 8, 2022 for a first reading.
- 11.2. RPT - English
 - 11.2.1. [With Markup](#)
 - 11.2.2. [Without Markup](#)
 - 11.2.2.1. The Chair of FAC is asking for the EC's input on considering if we can establish a policy like this for the university overall.
 - 11.2.2.1.1. Provost McMahan asked if there was evidence that these things are not taken into consideration? She just reviewed 20 files, and everybody has taken this under consideration. She believes we have been very compassionate as human beings in the review files.
 - 11.2.2.1.2. Chair of FAC Kolehmainen said she wasn't aware of any evidence, just that some department chairs expressed that

- the junior faculty members in their department are very nervous and would like reassurance.
- 11.2.2.1.3. EC member Johnson spoke about the travel portion and how some of her conferences in the past had been canceled.
 - 11.2.2.1.4. The President expressed that the Provost and himself are deeply committed to the professional development of our faculty and it is the number 2 goal in our strategic plan. He doesn't believe that faculty are being turned down for travel when it comes to travel for their own professional growth and development.
 - 11.2.2.1.5. Chair Steffel mentioned that this would be really good to have as part of the SOTE policy.
 - 11.2.2.2. This will be placed on the Faculty Senate meeting agenda being held on February 8, 2022 for a first reading.

12. EPRC Report

- 12.1. Chair Hughes mentioned that the committee is continuing their discussion on FAM 827.3 "Distributed Learning Policy" with the ATDL committee.
- 12.2. FAM 852.6 "Policy on Office Hours"
 - 12.2.1. [With Markup](#)
 - 12.2.2. [Without Markup](#)
 - 12.2.3. EC member Davis wanted clarification if only lecturers could have office hours or is it others?
 - 12.2.3.1. EPRC Chair Hughes said that in the definition section it states that everyone can have in-person or virtual office hours. For those faculty who teach online only may hold all of their office hours online.
 - 12.2.4. EC member Kolehmainen said she saw a statement that said that if office hours were being canceled there would be a note posted on the faculty members door. That seems appropriate for in-person office hours, but if we are talking about online office hours instead it might be more appropriate to post something on the course side in the Learning Management system or send an email to students.
 - 12.2.5. EPRC Chair Hughes said it states in the policy, "A notice of cancellation shall be posted virtually and outside the faculty member's office."
 - 12.2.6. Provost McMahan brought up the section that mentioned part time faculty.
 - 12.2.7. EPRC Chair Hughes said in the new version there is no mention of part time faculty and had been replaced it with "lecturers"
 - 12.2.8. Provost McMahan asked this follow up question. So, if they are a full-time lecturer, they aren't required to have office hours?

- 12.2.9. EPRC Chair Hughes replied that we did not specify what type of lecturer to encompass them all as a whole.
- 12.2.10. Provost McMahan thinks there should be a distinction between part time and full time lecturers when it comes to office hours. Full time lecturers should be expected to hold hours whereas part time lecturers may not.
- 12.2.11. President Morales agrees with Provost McMahan that there should be a distinction between part time and full time lecturers. He wants to know what the CBA states about part time and full time lecturers office hours.
- 12.2.12. EPRC Chair Hughes will look into what the CBA says about office hours.
- 12.2.13. Chair Steffel summarized by saying that right now the policy states that full time and part time in-person lecture must have either in-person or virtual office hours. What we are trying to decide now is if a lecturer is teaching 100 percent online are they required to hold an in-person office hour.
- 12.2.14. Provost McMahan wanted to know why we can't just use the word part time lecturer?
- 12.2.15. EPRC Chair Hughes that it was the terminology used in the original document, but the Senate suggested it wasn't terminology that was consistent with the CBA and it was recommended that we use the word lecturer.
- 12.2.16. Provost McMahan suggested saying part time lecturers to solve that issue.
- 12.2.17. EC member Davis asked if when a full time tenure line faculty has office hours in-person was there any consideration given to the distance between the faculty and the student in the office where these meetings may take place, such as the closeness or the intimacy? Also was there any consideration of the risk to faculty being in confined spaces with students in this pandemic?
- 12.2.18. We considered and recognized those factors and felt that the university was taking the appropriate precautions for the faculty members. We did not feel that it needed to be a part of this policy.
- 12.2.19. President Morales' response to this is to read the signs.
 - 12.2.19.1. This will be placed on the Faculty Senate meeting agenda being held on February 8, 2022 for a second reading.
 - 12.2.19.2. The faculty senate office staff along with Chair Hughes will make sure the correct version will be placed on the agenda.

13. [Statewide/ASCSU \(Academic Senate of the CSU\) Senators' Report](#)

- 13.1. [CSU Board of Trustees January 2022 Resolutions](#)
- 13.2. [January 2022 Resolution Summary](#)

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

14. Approval of [Faculty Senate Agenda February 8, 2022](#).
 - 14.1. The Executive Committee unanimously approved the February 8, 2022 Faculty Senate Agenda as presented.
15. New Business
16. Adjournment (Time Certain 3:26PM)