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Faculty Senate Executive Committee Minutes (1/31/23)

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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

<https://csusb.zoom.us/j/84761794289>

MINUTES

Tuesday, January 31, 2023 – 2-4 PM

Members Present: Claudia Davis, Jordan Fullam, Thomas Girshin, Mark Groen, Ann Johnson, Tiffany Jones, Karen Kolehmainen, Tomás Morales, Beth Steffel

Members Not Present: Sherri Franklin-Guy, Rafik Mohamed

1. Call to Order (2:00 PM)
2. Approval of [FS Executive Committee Meeting Minutes, November 29, 2022](#)
 - 2.1. The FS Executive Committee unanimously approved the FS Executive Committee Minutes for November 29, 2022.
3. Approval of the [February 07, 2023, Faculty Senate Agenda](#)
 - 3.1. The FS Executive Committee unanimously approved the Faculty Senate Agenda for February 7, 2023.
4. Review of [Faculty Senate Meeting Minutes November 22, 2022](#)
 - 4.1. The FS Executive Committee unanimously approved the review of the Faculty Senate Meeting Minutes for November 22, 2022.
5. Appointments
 - 5.1. [Honorary Degree Committee](#) – 1 Position JHBC (2022-2023)
 - 5.1.1. Bailey Benedict, **(JHBC)**
 - 5.1.1.1. Senator Steffel mentioned that the Honorary Degree Committee has concluded their work for the year.
 - 5.1.1.2. The Faculty Senate office will contact the nominee to see if there are any other committees she may be interested in.
 - 5.2. [Student Grade Appeal Panel](#) – **1 Position** CAL (2022-2024)
 - 5.2.1. Bob Bishop, **(CAL)**
 - 5.2.1.1. Senator Fullam confirmed nominees for the Student Grade Appeal Panel must be tenured.
 - 5.2.1.2. The Faculty Senate Office will contact the nominee to see if there are any other committees he may be interested in.

- 5.3. [Teaching Academy](#) – **1 Position** Library (202-2023)
 - 5.3.1. William Ortiz, **(Library)**
 - 5.3.1.1. William Ortiz was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.4. [Teaching Academy](#) –**1 Position** (2021-2024) At-Large
 - 5.4.1. Yan Zhang
 - 5.4.1.1. Yan Zhang was appointed to the committee. The Faculty Senate Office will notify the appointee.
6. President's Report – No Report
7. Provost's Report – No Report
8. [Chair's Report](#)
 - 8.1. Chair Davis discussed the Zephi process that is in collaboration with Chris Bradney. There weren't many responses which delayed the process, possibly due to timing (final exams). Chair Davis mentioned she met with Chris and will be doing a dry run tomorrow. Chair Davis encouraged Senators to check their email for Zephi and kindly respond.
 - 8.2. Chair Davis mentioned there are currently two outstanding FAMs (regarding the Dean's review and final exams review).
9. [FAC Report](#)
 - 9.1. Senator Kolehmainen mentioned that in November, the EC referred FAM 652.1 to FAC. It's been difficult finding people to serve on the College Evaluation Committees. However, if FERPs are eligible it will alleviate the problem. The current policy allows FERPs to serve on the Department Evaluation Committees, but it does not mention college and university evaluation committees. A revision has been introduced to allow FERPs to serve.
 - 9.2. Senator Kolehmainen mentioned that a prior revision of the RPT policy was passed in Spring 2021 by the Senate. However, it was not signed by the President due to lacking a comprehensive review. Senator Kolehmainen will consult with Bryan Haddock to know which issues the President may have before asking him to sign a FAM. Their meeting is scheduled for March 6th.
10. EPRC Report
 - 10.1. FAM 105.4 "Policy Guidelines for the Formation and Review of Institutes and Centers".

- 10.1.1. [With Markup](#)
- 10.1.2. [Without Markup](#)
 - 10.1.2.1. Senator Fullam mentioned he did not get much feedback on FAM 105.4 at the first reading.
 - 10.1.2.2. Senator Fullam discussed the changes that have been made. The terming “standing committee” was changed to “special committee” and a section was added. Senator Fullam asked for approval to bring this to the next Faculty Senate meeting for a second read.
- 10.1.3. The EC approved FAM 105.4 for a second read.
- 10.2. Faculty Senate Committee Book 2022-2023
 - 10.2.1. [With Markup](#)
- 10.3. [Call for Nominations EPRC Subcommittee](#)
 - 10.3.1. Senator Fullam stated that he wants nominees to volunteer to serve on the EPRC Subcommittee. The position will only be for Spring 2023. They are looking for one tenure track faculty from each college and two directors of centers and institutes.
 - 10.3.2. Chair Davis asked if there was a spot available for a student on the committee.
 - 10.3.3. Senator Fullam said he is open to it but is unsure if it is appropriate to have a student do such heavy tasks.
 - 10.3.4. Vice Chair Jones mentioned that it is fine whether there is a student or not. Many current committees that require a lot of work don't necessarily have students on them. The committees that do tend to have students are those that affect students directly.
 - 10.3.5. Senator Steffel asked if the workload could be explained.
 - 10.3.6. Senator Fullam explained that there are twelve annual reports that need to be reviewed. The committee would help with the first drafts for those reports.
 - 10.3.7. Senator Steffel asked how many centers and institutes there are in total.
 - 10.3.8. Senator Fullam answered that there are about twenty centers and institutes.
 - 10.3.9. Senator Steffel asked if this semester had an unusual backload.
 - 10.3.10. Senator Fullam explained that some centers have not received reviews for quite some time, so they are trying to catch up.
 - 10.3.11. Senator Steffel asked what the normal workload is since this is useful information for people to know when they are signing up for the committee.

- 10.3.12. Senator Fullam stated that this subcommittee will only be for Spring 2023. Senator Fullam can give a workload estimate for this semester. For the special committee, the workload will vary. Senator Fullam will try to get information on the typical workload and include it in the duties.
- 10.3.13. Senator Beth pointed out that having a director serve on the subcommittee may cause conflict if they are undergoing review.
- 10.3.14. Senator Fullam stated that the way this was handled with the proposed special committee was to have two ex-officio current directors. They would provide input and be part of the discussion but would not actually vote. Another option would be to remove the director requirement.
- 10.3.15. Senator Kolehmainen suggested having two current directors who are not undergoing review at the time. Senator Kolehmainen also asked if the committee members had to be tenured or tenure-track. This may discourage junior faculty from applying.
- 10.3.16. Senator Fullam explained that the verbiage was taken from recent calls to committees. It can be removed.
- 10.3.17. Senator Kolehmainen stated that if you actually look at the descriptions for committee members, a lot of them would allow lecturers to serve. Senator Kolehmainen suggested revisiting the descriptions to ensure which committees actually need tenured faculty vs. junior or tenure-track faculty. In the case for this subcommittee, Senator Kolehmainen does not see an issue with allowing a junior faculty member to serve.
- 10.3.18. Senator Fullam proposed removing the “at minimum” requirement. Senator Fullam also proposed adding that the two current directors must not be currently due for periodic review.
- 10.3.19. Chair Davis agreed about removing the “at minimum” verbiage. However, Chair Davis suggested allowing all directors to apply and having anyone who is under review simply recuse themselves. The restrictions limit the possibility of individuals wanting to serve.
- 10.3.20. Senator Fullam agreed with Chair Davis. Senator Fullam also mentioned that EPRC does have student representatives. Because this is a subcommittee of EPRC, they can loop students in.
- 10.3.21. Senator Fullam explained that he wants to remove the “at minimum” restriction and leave the “two current directors”. When overseeing this subcommittee’s work, Senator Fullam will make sure those individuals are recusing themselves when their own annual reports are being reviewed.
- 10.3.22. The EC members agreed.

11. Statewide/ASCSU (Academic Senate of the CSU) Senators’ Report

11.1. [Statewide/ASCSU Chair's Report](#)

11.1.1. Senator Steffel informed that the Title IX/DHR survey is out. Feedback is being solicited system wide, therefore individuals are encouraged to fill out the survey if they have not already.

11.1.2. Senator Steffel informed that the Chancellor's Search Committee will have open forums next week. Individuals can participate in person or remotely and provide advice to the committee for what to look for in the next Chancellor. Comments and suggestions can also be given to Senator Steffel directly before the end of next week.

12. Old Business – None

3:00PM Time Certain (if preceding times have not been completed)

13. Presentation: [Strategic Planning Process & Update](#)

Co-Chairs of Strategic Plan

Interim Associate Vice Provost Kelly Campbell & Senator Nicole Dabbs

13.1. Interim Associate Vice Provost Kelly Campbell and Senator Nicole Dabbs did a presentation on the University's current strategic planning process.

13.2. Senator Fullam praised the presentation. It was clear and provided valuable information.

13.3. President Morales mentioned that the process started on May 7th, 2022 at the President's Retreat. They went over the process, basically replicating the 2015-2020 process. It is a transparent process. President Morales is encouraging feedback.

13.4. Chair Davis thanked the guests for their presentation. Chair Davis mentioned she served on the last strategic planning committee, which included a goal on community, however this one does not. Chair Davis asked why that was left out.

13.5. Interim AVP Campbell explained that community may be included in the revised mission. However, there is still uncertainty if the revised mission will be adopted. It will be part of the revised core values. Nonetheless, community is present throughout all the other goals. It is an integral part of everything.

13.6. President Morales explained that there was a deep discussion about goals. In the last strategic plan, there were 5 goals: (i) student success, (ii) faculty and staff success, (iii) resource sustainability and expansion, (iv) community engagement and partnerships, (v) identity. The best practice is to focus on a limited number of goals. President Morales informed that the last three goals don't go away. Resource and sustainability continue to thrive. Branding and

identity continue to mature. Community engagement is part of the university's DNA and is still in play even though it is not its own goal.

- 13.7. Senator Dabbs mentioned that the presentation at the Faculty Senate meeting next week will be informative. To avoid wasting floor time, Senator Dabbs will ask for direct feedback to be submitted through the website.
- 13.8. Chair Davis asked if there was feedback from PDC.
- 13.9. Senator Dabbs stated that she has not seen any but will ensure representation.
- 13.10. Chair Davis asked how will faculty and staff goals be differentiated given that each have different outcomes.
- 13.11. Interim AVP Campbell stated that there will be separate goals for each group, but some may overlap across the two.

14. Discussion Items

- 14.1. Campus Policy: [Student Participation in Policy Development Policy](#)
 - 14.1.1. Senator Kolehmainen mentioned that the changes being proposed to this policy are not obvious. It would be nice to see the revised form with the track changes to better understand what is being changed.
 - 14.1.2. Chair Davis stated that she would request the track changes version. Chair Davis also mentioned that the policy may not have been updated, hence no track change.
 - 14.1.3. Vice Chair Jones questioned why the policy was being presented if it is old and has not been updated. Other committees are also having difficulty recruiting students. This policy focuses on ASI, but it should encourage participation beyond that.
 - 14.1.4. Vice Chair Jones asked for clarification regarding the third bulletized item. It uses the terms "relevant" and "reasonable" but does not specify what is meant by that.
- 14.2. Campus Policy: [Student Leave of Absence Policy](#)
 - 14.2.1. Vice Chair Jones pointed out that it looks like they are simply updating quarter terms to semester terms and contact information.
 - 14.2.2. Senator Girshin mentioned that there is no current date of revision.
 - 14.2.3. Chair Davis stated that the changes were minor and mostly pertained to names and departments.
- 14.3. Campus Policy: [Family Educational Rights and Privacy Act of 1974](#)
 - 14.3.1. No changes or recommendations proposed.
- 14.4. Campus Policy: [Mandatory Reporting of Child Abuse and Neglect](#)
 - 14.4.1. No changes or recommendations proposed.
- 14.5. Campus Policy: [Retired Administrator Policy](#)
 - 14.5.1. Vice Chair Jones was unsure of the note at the bottom.

- 14.5.2. Chair Davis stated that the note was for someone else, not the committee.
- 14.5.3. Senator Kolehmainen suggested updating the term “Emeritus” to include the variations of the term (Emeritus, Emerita, Emeritex).
- 14.5.4. Senator Steffel informed that the proposal on this policy is to eliminate it.
- 14.5.5. Senator Girshin asked President Morales about the note. Senator Girshin wanted to know whether the policy is being reviewed or up for elimination.
- 14.5.6. President Morales informed that some individuals want to eliminate the policy and not award Emeritus status to any administrators. There is some difference of opinion. President Morales stated that he will bring the policy back to the table for discussion at the next meeting. They are currently looking at other CSU campuses to see how many are still doing this. There is a lot of debate as to whether it is needed or not.
- 14.5.7. Chair Davis asked whether the feedback was to keep it or not or if it was suggestions to the policy.
- 14.5.8. President Morales said the feedback can be on whether the policy should be kept or not.
- 14.5.9. Senator Kolehmainen mentioned that Emeritus faculty have other benefits such as library and parking privileges. Thus, there are many benefits to keep it. If the policy is kept, Senator Kolehmainen suggests including the gender-neutral Emeritus pronouns.
- 14.5.10. Senator Girshin asked if this policy were to be eliminated, would faculty who are serving as an administrator still be eligible for Emeritus status as a faculty member.
- 14.5.11. President Morales answered yes, they will still be eligible.
- 14.6. Campus Policy: [Campus Smoke and Tobacco Free Environment Policy](#)
 - 14.6.1. Chair Davis asked President Morales for marked up copies of the policy changes going forward.
 - 14.6.2. President Morales stated that he would make those available so the changes can be seen.
 - 14.6.3. Senator Kolehmainen asked for confirmation as to whether some of the policies are not changing.
 - 14.6.4. President Morales mentioned that they are seeking feedback from the campus. When President Morales assumed the position in 2012, some policies had not been reviewed in more than five years, contrary to established procedures. President Morales stated that he wants to ensure all stakeholders can weigh in.

- 14.6.5. Chair Davis stated that there is currently a smoking committee. Perhaps they can provide feedback on this policy.
- 14.6.6. Senator Fullam suggested a minor grammar correction. Under the definition of “Smoke Free” it says, “are prohibited”. This should be corrected to “is prohibited”.
- 14.6.7. Vice Chair Jones confirmed that there is an alcohol, tobacco, and other drugs committee. Vice Chair Jones will forward this policy to them for their input.
- 14.6.8. President Morales informed that Sam Sudhakar’s staff are keeper of the policies so any feedback should be given to them.
- 14.7. Campus Policy: [Drug Free Workplace Policy](#)
 - 14.7.1. Chair Davis suggested sending this policy to the alcohol, tobacco, and other drugs committee as well.
- 14.8. Campus Policy: [Budget Oversight Policy](#)
 - 14.8.1. Chair Davis liked that they have specific roles and responsibilities. This avoids confusion as to who is doing what.
 - 14.8.2. Senator Girshin asked if this is formalizing current practices or implementing new ones.
 - 14.8.3. President Morales stated that he was not sure. Questions should be directed to Sam Sudhakar. There is no mention of UBAC.
- 14.9. Campus Policy: [Security Alarm Update Policy](#)
 - 14.9.1. Chair Davis mentioned CECE currently has emergency buttons which put the building into lockdown. Chair Davis asked if this was going to be implemented for other buildings in the future.
 - 14.9.2. President Morales instructed the question be sent to Sam Sudhakar and Jennifer Sorenson. Jennifer has already priced out different security/lockdown measures.
 - 14.9.3. Chair Davis mentioned that other campuses use mobile apps to notify of any threats. Chair Davis will follow up with Sam Sudhakar to discuss.
- 14.10. Campus Policy: [Vehicles on Campus Pathways Policy](#)
 - 14.10.1. No changes or recommendations proposed.
- 14.11. Campus Policy: [Reporting of Fiscal Improprieties Policy](#)
 - 14.11.1. No changes or recommendations proposed.
- 14.12. Campus Policy: [Wheeled Devices Policy](#)
 - 14.12.1. No changes or recommendations proposed.
- 14.13. Campus Policy: [Speech Policy](#)
 - 14.13.1. President Morales informed that the AVP and Dean of Students Daria Graham or Associate Dean of Students Lisa Root are handling this policy.

- 14.13.2. Vice Chair Jones mentioned that she worked on this policy years ago. It looks like they are just updating department names and procedures.
- 14.14. Memo: [Removal of Quarter System Language from Catalog](#)
From: Interim Associate Vice Provost Kelly Campbell
 - 14.14.1. Senator Davis explained that the policy wants to remove any verbiage related to the quarter system from the catalog.
 - 14.14.2. Senator Kolehmainen stated that she does not have an issue removing the words from the catalog. However, some students take more than 4 years to graduate. There may be quarter students still enrolled. If the quarter terminology is removed, they should still be able to access that information elsewhere.
 - 14.14.3. Chair Davis mentioned she will report this suggestion to Interim AVP Kelly Campbell.
- 15. New Business
 - 15.1. Chat GP3 – Not discussed at this time.
- 16. Adjournment - Vice Chair Jones made a motion to adjourn the meeting. Senator Groen seconded the motion. The meeting adjourned at 4:00 PM.