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Faculty Senate Executive Committee Minutes (4/18/2023)

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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

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

M I N U T E S

Tuesday, April 18, 2023 – 2-4 PM

Members Present: Claudia Davis, Sherri Franklin-Guy, Jordan Fullam, Thomas Girshin, Mark Groen, Ann Johnson, Karen Kolehmainen, Rafik Mohamed

Members Not Present: Tiffany Jones, Tomás Morales, Beth Steffel

Guest Presenter: Craig Stevens

1. Call to Order (2:00 PM)
2. Approval of [FS Executive Committee Meeting Minutes April 4, 2023](#)
 - 2.1. The FS Executive Committee unanimously approved the FS Executive Committee Minutes for April 4, 2023.
3. Approval of [Faculty Senate Agenda April 25, 2023](#)
 - 3.1. Senator Kolehmainen mentioned FAM 035.3 and FAM 652.2 are second readings.
 - 3.2. The FS Executive Committee unanimously approved the agenda with the above amendment.
4. Review of [Faculty Senate Meeting Minutes April 11, 2023](#)
 - 4.1. The FS Executive Committee reviewed the Faculty Senate Minutes for April 11, 2023 and had no amendments.
5. Appointments
 - 5.1. Academic Program Review/Self-Study Review Committee- 1 Position, CNS (2023-2024)
 - 5.1.1. [Fadi Muheidat](#), (CNS)
 - 5.1.2. [Khalil Dajani](#), (CNS)
 - 5.1.3. Fadi Muheidat was appointed to the committee. The Faculty Senate Office will notify the nominees of the decision.

- 5.2. Academic Program Review/Self-Study Review Committee- 1 Position, WCOE (2023-2024)
 - 5.2.1. [Becky Sumbera](#), (WCOE)
 - 5.2.1.1. Becky Sumbera was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.3. Alcohol, Tobacco, and Other Related Drugs Advisory Committee- 3 Positions, At-Large (2023-2026)
 - 5.3.1. [Shuryo Fujita](#), (CSBS)
 - 5.3.1.1. Shuryo Fujita was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.4. Calendar Committee- 1 Position, At-Large (2023-2025)
 - 5.4.1. [Jill Vassilakos-Long](#), (Library)
 - 5.4.1.1. Jill Vassilakos-Long was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.5. Children's Center Advisory Committee- 1 Position, At-Large (2023-2025)
 - 5.5.1. [Amanda Wilcox-Herzog](#), (CSBS)
 - 5.5.1.1. Amanda Wilcox-Herzog was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.6. Committee for Centers and Institutes- 1 Position, CNS (2022-2024)
 - 5.6.1. [Khalil Dajani](#), (CNS)
 - 5.6.1.1. Khalil Dajani was appointed to the committee. The Faculty Senate Office will notify the appointee.
6. President's Report- None
7. Provost's Report
 - 7.1. Provost Mohamed attended a faculty meeting at PDC this morning where things are going well. However, post-pandemic issues with student engagement ensue. Students are attending fewer events and are less connected. There is an increase in student stress and mental health issues. Provost Mohamed wants to ensure PDC students have access to mental health services and resources.
 - 7.2. Provost Mohamed mentioned individuals from PDC expressed their desire to have stronger connections, more engagement with, and be a part of shared governance with the San Bernardino campus.
 - 7.3. Provost Mohamed also met with the director of the Osher Lifelong Learning Institute (Olli). They are looking to expand activity in San Bernardino, including connecting with FERPers. The new director has a wonderful vision for Olli.

- 7.4. Chair Davis mentioned she is pleased that Olli is planning to connect with FERPers as they have historical knowledge. Chair Davis asked if the university might consider a goal for lifelong learners in the strategic plan. There should be some consideration to the global context of lifelong learners and include FERPers and individuals at Olli.
- 7.5. Provost Mohamed mentioned he likes the idea and will pass it on to the strategic planning team. It could fall under student success or can tie in under community engagement.
- 7.6. Senator Girshin mentioned he is co-chairing student success on the strategic plan and discussed this. One thing that was included was “lifelong champion of CSUSB” so it includes people who are learners.
- 7.7. Senator Franklin-Guy asked if there have been discussions about “long Covid” and its impact on students. Senator Franklin-Guy mentioned its impact on students in the K-12 system has been so prominent there have been preliminary conversations about adding a special category to the Individuals with Disabilities Education Act specific to the impact of Covid. Have there been conversations about resources and how to support those students?
- 7.8. Provost Mohamed mentioned that is a great point. Provost Mohamed answered no, most of the conversations are not about the lasting effects of Covid, they are about moving past Covid. PDC also raised the issue of Covid physically and psychologically. The impacts of Covid have not been addressed. Folks have been trying to leave Covid behind, but members of our community are still dealing with these issues. It is a good point to raise with the interim director of Services to Students with Disabilities.
- 7.9. Chair Davis mentioned with regards to engaging with SBC, PDC members can serve on committees thereby engaging more with the San Bernardino Campus.
- 7.10. Provost Mohamed mentioned one of the challenges is there are only 8-10 tenure track faculty who currently sit on committees specific to PDC. Provost Mohamed mentioned he is trying to come up with a plan to make it easier for San Bernardino tenure line faculty to teach their entire load at PDC. This would provide additional support to PDC faculty.

8. [Chair's Report](#)

9. [FAC Report](#)

- 9.1. Senator Kolehmainen mentioned most activities have revolved around FAM 642.4. The FAM was previously passed by the senate but not signed by the President. FAC received a drafted policy from librarians on hiring library faculty

and are consulting with them to determine whether a new policy is needed, or the existing one can be amended to meet their needs. There was an issue with service credit which is being worked on.

9.2. Chair Davis asked what the issue with service credit is.

9.3. Senator Kolehmainen mentioned they wanted to add language for clarification.

10. [EPRC Report](#)

10.1. FAM 803.65 “Student Academic Grievance Procedures”

10.1.1. [With Markup](#)

10.1.2. [Without Markup](#)

10.1.2.1. Senator Fullam mentioned EPRC was referred this policy because there were faculty who were requesting the form be more Adobe Sign friendly. EPRC was evaluating creating an online submission form, but decided it was not appropriate.

10.1.2.2. Senator Fullam explained a few of the changes. The policy was an academic grievance policy, but EPRC is suggesting changing it to a student grade policy since other grievances are handled by other departments and procedures. The policy is now exclusive to grade grievances and language from EO 1037 was added. Additionally, students were given the chance of a time extension, at the Provost’s discretion.

10.1.2.3. Senator Fullam mentioned when students decide they want to file a grade grievance, they can get the form online or from the college office. The form can be submitted electronically or physically. Once the college receives the form, it will be processed using Adobe Sign or whatever platform is being used, unless circumstances make it not possible. Some revisions were made to provide clarity. The form for submission was also revised.

10.1.2.4. Senator Kolehmainen mentioned rather than referring to Adobe Sign exclusively, it would make sense to refer to whatever platform the university is using. If Adobe Sign is superseded, the policy won’t have to be changed just because of that.

10.1.2.5. Senator Fullam mentioned he can do that if that is what the EC wants or take it back to EPRC.

10.1.2.6. Senator Girshin suggested a change under the “Purpose and Scope” section. The word “see” should be removed from the

parenthetical in the sentence beginning with “For grade grievances...”.

- 10.1.2.7. Senator Fullam stated it is a grammatical error that can be fixed.
- 10.1.2.8. Senator Girshin mentioned the committee removed the word “appeal” from the document but the form states appeal. The language in the form and document should be consistent.
- 10.1.2.9. Senator Fullam stated that can be fixed.
- 10.1.2.10. Chair Davis asked if there is any place that states students need to contact faculty at the beginning of the process.
- 10.1.2.11. Senator Fullam mentioned the policy states students should seek redress with the instructor prior to filing a grievance.
- 10.1.2.12. Chair Davis mentioned the first step should be reaching out to the faculty of record, before escalation. Can it be considered in the first step? Also, in regard to the “80 days or longer”, how long is longer?
- 10.1.2.13. Senator Fullam mentioned the procedures do state the first step is to informally resolve the issue with the instructor. If that does not work, the student can then escalate the issue. Regarding the 80 days, EPRC had a lot of discussion on the number of days. The number is arbitrary, it may be appropriate to just allow the Provost to have discretion.
- 10.1.2.14. Chair Davis mentioned that “or longer” is subjective and there should be some clarity. Previously, there was a forty or fifty day timeframe.
- 10.1.2.15. Senator Fullam mentioned last year’s EPRC changed the number of days. He is open to removing the “or longer” section.
- 10.1.2.16. Chair Davis mentioned she would like Senator Fullam to discuss this with EPRC.
- 10.1.2.17. Senator Johnson mentioned the Americans with Disabilities Act might have other provisions to cover certain events.
- 10.1.2.18. Senator Fullam mentioned he will take the recommendations back to EPRC.

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

12. Old Business

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

13. [XM Course Evaluation Module](#)

Craig Stevens, Qualtrics Senior Enterprise Account Executive

- 13.1. Guest Craig Stevens shared that he is an account rep at Qualtrics for CSUSB and helps clients see the benefits of Qualtrics. Qualtrics is used for a variety of reasons, including custom course evaluations. Students can see the evaluations as task items or receive notice via email and/or text. Evaluation notifications can be automated or sent once. The Qualtrics dashboard shows data relevant to the individual logged in. Different dashboard views can be created for deans and provosts. The system finds recurring topics in comments and feedback given by students. Many universities are adopting Qualtrics for course evaluations.
- 13.2. Senator Kolehmainen mentioned there is an existing policy on student evaluations. They were previously done on paper but were moved online at the beginning of Covid. However, the online process does not match the policy. The platform needs to be in sync with the policy. Senator Kolehmainen asked if faculty can write their own questions?
- 13.3. Guest Craig Stevens mentioned faculty can write all their questions or choose from pre-approved questions. There is complete control over what questions to ask.
- 13.4. Senator Kolehmainen mentioned there are a few questions all instructors ask students. Those are in the faculty member's files when they go for tenure and promotion. There are also other questions the instructor might not want to see formally. Can the questions be separated into different categories (e.g. basic questions that would go in the file and other questions that would just be for faculty)?
- 13.5. Guest Craig Stevens answered yes.
- 13.6. Senator Kolehmainen explained that when evaluations were done on paper, the instructor would bring evaluations on a particular day and give students time to complete them. With the online procedure, the evaluations open on a certain date and students have three weeks to complete them. That violates the current policy. Senator Kolehmainen asked if an individual instructor can choose what days to open and close the evaluations. Those dates may vary by instructor.
- 13.7. Guest Craig Stevens answered yes. A form is sent out to allow instructors to pick the date the evaluation opens and expires.
- 13.8. Senator Girshin mentioned one of the issues with moving to online evaluations is lower response rates, which is a trend across the university. Is there any data

on universities that have switched to Qualtrics? Have any universities reported increases in responses?

- 13.9. Guest Craig Stevens answered yes. Several universities have gone digital and have seen a decent response rate in major courses, while other courses have lower response rates. Many universities use texts as reminders. Another option is to hold grades until the evaluation is complete. When instructors have the ability to view their response rate, they can set class time aside to allow students to complete the evaluation. Qualtrics allows professors to be part of the process and help improve response rates.
- 13.10. Chair Davis mentioned she liked that the platform evaluates students' experience of the course. When the evaluation is open during a set time, there are many factors that come into play (such as exams, exam results). Students should have the perfect environment to complete and evaluate this experience. Chair Davis mentioned she appreciates that faculty can dictate the perfect time to evaluate the student experience in the course.
- 13.11. Senator Kolehmainen asked what the next step is. Will there be a similar presentation to the full senate?
- 13.12. Chair Davis answered affirmatively, Craig should return and present to the full senate.
- 13.13. Senator Johnson mentioned it is a good idea because a lot of people may not be familiar with how the data is taken.
- 13.14. Chair Davis mentioned there is full support to have Craig Stevens come back and present to the full senate. Chair Davis asked Senator Kolehmainen if the platform works with the SOTE policy.
- 13.15. Senator Kolehmainen mentioned it looks like this package can be set up in a way to be consistent with the SOTE policy.
- 13.16. Chair Davis asked if the SOTE policy is being worked on.
- 13.17. Senator Kolehmainen answered that there is a revision of the SOTE policy.
- 13.18. Chair Davis asked if there will be a revision for next week's meeting.
- 13.19. Senator Kolehmainen mentioned she is meeting with Bryan Haddock to discuss the policy and thinks it should be put on the backburner.
- 13.20. Provost Mohamed mentioned the platform looks great and likes that it is customizable. Provost Mohamed appreciated the suggestions on increasing response rates without affecting quality of data, since current response rates are an issue.
- 13.21. Chair Davis mentioned that while current SOTEs are good, there are ways to improve. Chair Davis mentioned she is thankful for this presentation.

14. New Business

3:40 PM Time Certain (if preceding times have not been completed)

15. Executive Session

16. Adjournment (4:00PM)