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Faculty Senate Executive Committee Minutes (3/12/2024)

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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

FACULTY SENATE EXECUTIVE COMMITTEE

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M I N U T E S

Tuesday, March 12, 2024, 2-4 PM

Members Present: Claudia Davis, Sherri Franklin-Guy, Jordan Fullam, Thomas Girshin, Tiffany Jones, Karen Kolehmainen, Rafik Mohamed, Ann Johnson, Tomás Morales, Donna Garcia

Members Not Present: Beth Steffel

1.   Call to Order

2.   Approval of Executive Committee Meeting Minutes
   2.1.   Approval of Executive Committee Meeting Minutes 02-20-2024
      2.1.1.   Senator Kolehmainen motioned to approve the meeting minutes. Senator Johnson seconded the motion.
      2.1.2.   The FS Executive Committee unanimously approved the FS Executive Committee Minutes for February 20, 2024, as presented.
   2.2.   Approval of Executive Committee Meeting Minutes 02-27-2024
      2.2.1.   Senator Johnson motioned to approve the meeting minutes. Senator Franklin-Guy seconded the motion.
      2.2.2.   The FS Executive Committee unanimously approved the FS Executive Committee Minutes for February 27, 2024, as presented.

3.   Appointments
   3.1.   Student Grade Appeal Panel – 1 Position (2023-2025)
      3.1.1.   Sharon Ward **(WCOE)**
      3.1.2.   Sharon Ward was appointed to the committee. The Faculty Senate Office will notify the appointees.
   3.2.   Honors Committee – 1 Position (2023-2025)
      3.2.1.   Ki Eun Kang **(JHBC)**
      3.2.2.   Ki Eun Kang was appointed to the committee. The Faculty Senate Office will notify the appointees.

3.3. Committee for Centers and Institutes
    3.3.1. [Eric Vogelsang](#) **(Director of Center or Institute)**
        3.3.1.1. Eric Vogelsang was appointed to the committee. The Faculty Senate Office will notify the appointees.
3.4. High Impact Practices (HIPS) Committee – 1 Position (2023-2025)
    3.4.1. [Sally McGill](#) **(CNS)**
        3.4.1.1. Sally McGill was appointed to the committee. The Faculty Senate Office will notify the appointees.
3.5. Recreation Committee – 1 Position (2022-2024)
    3.5.1. [Sarah Dunn](#) **(At Large)**
        3.5.1.1. Sarah Dunn was appointed to the committee. The Faculty Senate Office will notify the appointees.

4. President's Report

    4.1. No report

5. Provost's Report

    5.1. Provost Mohamed stated that the second candidate for the Faculty Affairs Development position was on campus today delivering an open forum, and expressed appreciation for the EC's work in this process.

    5.2. Provost Mohamed mentioned that CSUSB will be hosting the summer 2-day freshman orientation for the first time since COVID-19. The hope is to encourage student success and retention.

    5.3. Provost Mohamed stated that the simplified FAFSA form has caused every university to experience significant delays and CSUSB students are not going to have an accurate understanding of their Financial Aid package until early May. Additionally, this puts everybody in a precarious position but CSUSB is doing all it can to provide information to students and families.

    5.4. Senator Garcia asked about AB 760 which ensures that students have control over their names and pronouns in PeopleSoft; a few campuses were being proactive on Peoplesoft, but there had been disasters where

students changed their names, and paperwork was sent to parents of students who had not disclosed these names and were not out to their families yet.

5.5. Provost Mohamed stated that there is the possibility of putting your own preferred name into the system but will look into compliance with AB 760 and will update the EC.

5.6. Chair Davis asked if there were updates on ESSA awards, specifically how much funding was received from the Chancellor's Office and how many faculty received the awards.

5.7. Provost Mohamed plans to provide an update in the next EC meeting.

5.8. Chair Davis thanked Senator Kolehmainen and FAC for developing the policy in such a short timeline.

6. Chair's Report

6.1. Chair Davis attended the Black Student Success Committee last week, where they discussed the success, sense of belonging, and timely graduation for black students.

6.2. Chair Davis stated that communique from other senators was received asking that the Faculty Senate be kinder to one another during meetings; everybody is working hard to do their job and the sense of someone being attacked is unacceptable. Chair Davis suggested that if there is an issue, the solution is to bring it to her attention and be mindful that we are all part of this process.

6.3. Senator Franklin-Guy expressed appreciation for bringing up this issue and indicated that she had received feedback from senators regarding the use of disrespectful tone towards Chair Davis. Senator Franklin-Guy stated that everyone is working hard to advance what is in the best

interest of faculty. Senator Franklin-Guy stated that respect for diverse voices, perspectives, experiences, and concerns should always be maintained.

6.4.   Senator Garcia mentioned that some policies are signed with wet ink, so they are uploaded to the websites as scans that are not searchable.

6.5.   Chair Davis stated that this had previously been mentioned at an earlier meeting and the Faculty Senate Office Support Coordinator is working to make all FAMs searchable.

6.6.   [FAC Report](#)

6.7.   [FAM XXX.X - Recruitment of non-MPP Administrators](#)

6.8.   Senator Kolehmainen stated that this is a proposed new policy that went for first-read at the last meeting.

6.9.   Senator Kolehmainen stated that language was inserted and titles were changed. The Office of Community Engagement was eliminated from the list because it is a staff position.

6.10.   Senator Kolehmainen stated that the FAC is not attempting to list all positions in the case that new positions are added.

6.11.   Senator Kolehmainen stated that the ASI president had asked about a student rep on the committees. The intent was to use existing committees, so it was included that a student rep could be added to the appropriate selection committee; if any, by ASI. No students are in review committees but they may be present in search committees.

6.12.   Senator Kolehmainen stated that concern was expressed about SSD fellows who are partially funded by Student Affairs. The phrase "other consultation may occur if appropriate" was included to include those positions.

6.13.   Senator Kolehmainen stated that, under the review section, the need for a survey was eliminated, and input would be solicited instead so that the committee would not have to construct and manage a survey.

6.14.   Senator Kolehmainen motioned to add this as a second-read to the upcoming Faculty Senate agenda. Senator Garcia seconded the motion.

6.15.   Senator Jones noticed that the position of the Chair's Fellow was included despite being a temporary position, and it may not be worth including in policy.

6.16.   Senator Mohamed stated that the position was only resurrected as needed and was currently inactive.

6.17.   Senator Kolehmainen noted that it could be removed from the list if the EC wished.

6.18.   Chair Davis noted that the Chair's Fellow should be left on the policy in case there is ever the need for this policy.

6.19.   Vice Chair Girshin noted that he was recruited for his position externally, and wondered if these instances could occur in the future.

6.20.   Senator Kolehmainen stated that external searches are rare and would be too complicated to include in the policy, but if it is the sentiment of the EC, it can be included.

6.21.   Vice Chair Girhsin stated that as long as it does not preclude committees from doing an external search, the language is fine as is.

6.22.   Senator Kolehmainen noted that if the EC wants to make changes, they can be taken to the FAC and be made in time for the next FS meeting.

6.23.   Chair Davis asked if there were other Fellows in PDC that needed to be included.

6.24.   Senator Kolehmainen stated that Kevin Grisham had a list of positions

where everyone was included. The list on the policy is not meant to be exhaustive so it allows newly created or unincluded positions.

6.25.   Vice Chair Girshin motioned including the language "in the event of an external recruitment effort for such a position the provost or designee may form a separate search committee." in section 12.

6.26.   Senator Kolehmained suggested adding the statement to the top of the recruitment section instead.

6.27.   Senator Jones suggested adding the phrase "May utilize or from" to the statement to emphasize using existing committees.

6.28.   Vice Chair Girshin accepted the edit and motioned to approve the language. Senator Kolehmainen seconded the motion.

7.   [EPRC Report](#) - Not discussed.

   7.1.   FAM 827.3 Distance Education Policy - Not discussed.

      7.1.1.   [With markup](#)

      7.1.2.   [Without markup](#)

8.   Statewide ASCSU Report - No report.

9.   Old Business

10.   New Business

   10.1.   CEC & UEC – Senator Kolehmainen and Senator Garcia

11.   2:40-3:00 PM Time Certain- Bruce Hagan, Samuel Sudhakar, Gerard Au, Brandon Sierra: SPT Implementation

   11.1.   Chair Davis introduced Bruce Hagan, Samuel Suhhakar, Gerard Au, and Brandon Sierra, thanked the SPT implementation committee, and asked them to kindly share their findings.

   11.2.   Guest Hagan stated that the committee met with Qualtrics regarding the ability of faculty to open and close their own individual surveys. The

committee found that no, this is not possible through Qualtrics. It is planned, but it is unclear when it will be available.

11.3.   Guest Hagan mentioned that Class Climate's new cloud-based version (called Class-Climate Plus) is going to have the ability for faculty to select their individual dates to release their course evaluations. Class Climate is significantly cheaper and is currently being used.

11.4.   Guest Hagan stated that a meeting is scheduled for next week so that Class Climate can demonstrate this feature to them.

11.5.   Guest Hagan noted that switching to Qualtrics would cost $62000 to buy the faculty survey module, in addition to the $45,000 that CSUSB already pays for campus today.

11.6.   Guest Hagan stated that Rich, the Qualtrics lead at CSUSB, said most of what is done through Qualtrics can be achieved in other forms. Some of their features are very unique and cannot be duplicated, but most of them can be.

11.7.   Guest Hagan asked if the EC could provide a new set of questions so that the committee could demonstrate what they would look like in Class Climate.

11.8.   Chair Davis thanked Guest Hagan and opened the floor for questions.

11.9.   Senator Jones asked about the timeline for establishing Class Climate.

11.10.   Guest Hagan stated that it would be done at the beginning of the school year and cost about $16,000 to move to the cloud-based version of Class Climate. Guest Hagan mentioned that he wanted to meet with Class Climate first to see a demonstration and confirm that this technology was available.

11.11.   Chair Davis asked when the demonstration would take place.

11.12.　Guest Hagan stated that he was not sure, but could show how the survey would look in the current version of Class Climate excluding the feature to turn the surveys on and off, because we do not have the cloud version of Class Climate yet.

11.13.　Guest Sudhakar clarified that the committee cannot completely confirm that the ability to turn surveys on and off exists in the cloud version yet, since they have not seen the demonstration.

11.14.　Vice Chair Girshin noted that, when the EC met with Qualtrics previously, they had been assured that this feature would be available. Vice Chair Girshin verbalized that the survey questions are simple and do not require many features, and faculty control is the only real issue.

11.15.　President Morales verbalized that the ultimate goal was to increase the amount of student participation in SOTEs. Most campuses have a set time for when SOTEs are up and when they are removed.

11.16.　President Morales stated that he is reluctant to allow faculty to decide when they open and close SOTEs. Instead, the goal should be to honor student voices and encourage participation in the survey.

11.17.　Guest Au mentioned that midterm feedback has been proposed, and maybe it could be established through Canvas. It would not be part of the evaluation process but rather for personal feedback for faculty.

11.18.　Senator Jones stated the EC is not sure if all faculty members are in favor of these changes yet and a survey is needed to see if the new instrument is preferred over the existing one. The hope was to gather faculty feedback before the end of the school year.

11.19.　Chair Davis agreed that this was the goal of the referendum for faculty to decide.

11.20. President Morales stated that he respects the faculty's work toward developing the instrument, and stated that SOTE needs to emphasize student engagement and be respectful of student opinion in a positive and constructive way.

11.21. Chair Davis stated that students may evaluate faculty in different ways depending on when the survey takes place during their course. For example, if the evaluation occurs after an exam, there may be unintended consequences for faculty.

11.22. Provost Mohamed noted that most institutions leave a window of opportunity for students to respond to surveys and the deadlines are in their master calendar.

11.23. Senator Jones stated that, in the past when paper-based surveys were conducted and filled in class, it was more likely for students to participate. A similar option would be helpful.

11.24. Senator Kolehmainen stated that leaving SOTE windows open for longer is a compromise, and three weeks is too long.

12. **3:00 -3:15 PM Time Certain- Brad Owen: Follet Equitable Access (EA) Program**

   12.1. Chair Davis welcomed Guest Owen and reiterated that he was invited to talk about Follet access. Faculty was under the impression that they voted against the Follet access because it interfered with faculty opinions.

   12.2. Guest Owen stated that the purpose of the pilot was to address the cost of materials and inclusive access. Many students do not buy textbooks, so the purpose is to save students money while also providing a higher rate of access. Students who participate in the program will have complete access to course materials from day one of the semester. The program

charges per unit. Faculty may continue to choose course materials from any publisher, as they do now. The average (mean) student will save $400 per year using this program. The Median student will save $100 per year, and a quarter of the students will not save money. Any student may opt out before the CSUSB census, and about 25% of students opt out.

12.3. Guest Owen stated that he had presented to the EC and the full Senate, and presented to ASI Board three times. The final meeting with the ASI board was on how to optimize awareness for students on the opt-out option.

12.4. Senator Kolehmainen asked which data Guest Owen was using for this presentation. Senator Kolehmainen asked if students were being asked how much they spent, or if the data was based on how much books cost in the bookstore. Senator Kolehaminen noted that most students do not pay full price for books; they often find cheaper or used versions online.

12.5. Guest Owen stated that this was self-reported survey data.

12.6. President Morales asked if the cost of the program was taken directly from student Financial Aid packages.

12.7. Provost Mohamed confirmed.

12.8. President Morales stated that students receive Financial Aid to buy their books, but often this money is diverted for other needs and students skip buying their needed course materials. President Morales stated that this is a student-centered program that will ensure students have access to their materials.

12.9. Vice Chair Girshin pointed out that the survey data was based on books and supplies, and supplies cover all sorts of materials that may be

inflating the costs separate from the cost of books. Vice Chair Girshin asked how much student input was solicited and where it came from.

12.10. Vice Chair Girshin vocalized that he had this conversation with his students and they were against this program. Vice Chair Girshin stated that campus-wide input would be needed.

12.11. Guest Owen stated that a pilot survey was done last year, and those who answered were in favor.

12.12. Chair Davis noted that the survey was centered around ASI and not the entire student body.

12.13. Senator Jones asked what the plan was for the outcome of the Fall semester pilot. Would students be surveyed? Furthermore, the current US presidential administration is looking to stop these programs, so what is the plan if those changes pass?

12.14. Guest Owen stated that the ASI board talked about conducting student surveys early in the semester about student awareness and later in the term about whether they were in favor of the program.

12.15. Provost Mohamed stated that the ASI has representative responsibilities on shared governance to represent the student body and direct funds as necessary.

12.16. Provost Mohamed restated that students can opt-out as needed, and students have weeks to make their decision.

12.17. Provost Mohamed noted that this program is for the benefit of CSUSB's most vulnerable student population and the goal is to intervene early for their success.

12.18. Senator Johnson stated that her department provides materials using a code that is very expensive to students, and asked if that was also

covered.

12.19.   Guest Owen confirms, stating that all materials would be covered.

12.20.   Senator Garcia asked if an equity gap analysis could be done after the pilot. Senator Garcia stated the DFW rate should drop and it should lower the equity gap.

12.21.   Provost Mohamed stated that he would support that faculty research.

12.22.   Senator Jones stated that when the program was initially presented to the Faculty Senate, there was a majority backlash and it should be taken into consideration that most of the Faculty did not approve of the program. Senator Jones warned that the program needs to be presented carefully as it is against faculty opinion.

12.23.   Senator Kolehmainen stated that financial aid was delayed this year due to a change in the system, and asked if students were responsible for covering the cost upfront.

12.24.   Provost Mohamed stated that the award letters have been delayed but the distribution has not been delayed.

12.25.   Chair Davis noted that many faculty use PDF documents as course materials at no charge to students. Chair Davis asked what the procedure would be if one faculty provided cost-free materials and another used Follet. How are the differences addressed?

12.26.   Guest Owen stated that part of the rollout process would be to ensure students know how to make the calculations to decide whether this program is right for them.

12.27.   Chair Davis asked what would happen if a faculty member decided to use a textbook that is not included in the materials covered by Follet.

12.28.   Guest Owen clarified that faculty is welcome to choose materials from any publisher, and Follet will cover it.

13.   3:30-3:45 PM Time Certain- Vice Provost Kelly Campbell: Strategic Plan Implementation

13.1.   Associate Vice Provost Campbell noted that most of last year was spent developing the plan. Goal Two had members developing strategies, there were two groups representing the group.

13.2.   Associate Vice Provost Campbell noted that she led the groups along with Nicole Dabbs and was not involved in the creation of Goal Two but it is what the group decided was appropriate. Goal Two is not outlined for implementation this year.

13.3.   Chair Davis asked about the structure and function of the Academic Senate.

13.4.   Provost Mohamed stated that ultimately the planning group is supposed to be inclusive of faculty, staff, and admin voices.

13.5.   Chair Davis asked why the Faculty Senate was not consulted in the implementation of the survey which asked questions about the Faculty Senate.

13.6.   Associate Vice Provost Campbell stated that some senators were part of the task force and worked on questions together.

13.7.   Senator Garcia mentioned that the questions came from the AAUP survey recommendation and were not written by the task force.

13.8.   Chair Davis asked if President Morales was ok.

13.9.   President Morales stated that he was counting the number of staff and faculty that worked on the groups, and stated that the intentions were to ensure faculty and senators were involved in the development of the strategic plan.

13.10.   President Morales expressed commitment to be transparent and ensure that the strategies were developed organically with the input of Faculty, Staff, and Admin.

13.11.   Chair Davis mentioned that the strategic plan has combined faculty + staff and both have different outcomes than staff, therefore they should be in separate categories.

13.12.   President Morales vocalized that he could share faculty spending and development.

13.13.   Provost Mohamed noted that certain lines differentiate the groups and the prepositions do not overlap each other.

14.   **3:45- 4:00 PM (Closed Meeting)**

15.   Adjournment (4:00 PM)