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## Faculty Senate Executive Committee Minutes (3/19/2024)

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

<https://csusb.zoom.us/j/81024271347>

**MINUTES**

Tuesday, March 19, 2024, 2-4 PM

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

**Members Not Present:** Rafik Mohamed

1. Call to Order at 2:01 PM by Chair Davis
2. [Approval of Executive Committee Meeting Minutes 03-12-2024](#)
  - 2.1. Vice Chair Girshin motioned to approve the minutes. Senator Jones seconded the motion. The FS Executive Committee unanimously approved the FS Executive Committee Minutes for March 12, 2023.
3. Review of Faculty Senate Meeting Minutes 03-05-2024 (Under review)
4. Appointments
  - 4.1. IT Governance Committee – 1 Position (2023-2025)
    - 4.1.1. [Jennifer Jin](#) (At Large)
    - 4.1.2. [Fadi Muheidat](#) (At Large)
      - 4.1.2.1. Fadi Muheidat was appointed to the IT Governance Committee. The Faculty Senate office will notify the appointee.
  - 4.2. Palm Desert Campus Teaching Committee – 1 Position (tenure-track faculty, 2023-2025)
    - 4.2.1. [John Reitzel](#) (At Large)
      - 4.2.1.1. John Reitzel was appointed to the Palm Desert Campus

Teaching Committee. The Faculty Senate office will notify the appointee.

**5. President's Report**

- 5.1. President Morales shared that he visited CSULA and congratulated the CSUSB men's basketball team for winning the Western Regional Championships for the second year in a row. The basketball team is now off to Illinois to compete for the national championship.
- 5.2. President Morales stated that he attended the 14th annual Forging Hope Awards, presented by the San Manuel Band of Mission Indians.
- 5.3. President Morales stated that he attended the California Native American Summit conference to discuss challenges faced by the Native American community in education.
- 5.4. President Morales stated that CSUSB Student Affairs sponsored the 2024 Social Justice Summit, titled The Path to Resilience: Embracing Adversity.
- 5.5. President Morales stated that Dr. Rachel Beech is leaving CSUSB to become the Vice President of Enrollment Management at the University of Miami, Ohio. Dr. David Maynard has agreed to serve as the interim Associate Vice President for Enrollment Management to facilitate the transition.
- 5.6. President Morales noted that CSUSB is challenged with enrollment; in the Strategic Planning Conference last May, it was discussed that every year from 2012-2019 enrollment was growing significantly, but post-pandemic the rate flattened and decreased, impacting tuition revenue by \$7.4 Million.
- 5.7. President Morales noted that the CSUSB budget is made up of the

appropriation of CSU and the State of California and tuition revenue, and this impact on the budget is significant.

- 5.8. President Morales noted that there has been an increase in new students who are unprepared for Math and English. CSUSB is a regional institution with the majority of applicants being from San Bernardino and Riverside. President Morales noted that these communities were heavily impacted by the pandemic, as seen in a decrease in A-G completion rates, and are generally underprepared for college-level English and math.
- 5.9. President Morales noted that pre-pandemic, he had implemented a summer bridge program, and the program has not been hosted in the past years due to COVID-19.
- 5.10. President Morales stated that the Division of Academic and Student Affairs is working hard to implement strategies by Implementing a 2-day orientation program required for freshmen and a 1-day program for transfer students. President Morales noted that the 1-month Summer Bridge Program for students is being reinstituted and will provide additional support to incoming freshmen.
- 5.11. President Morales stated that retention and student success numbers are improving and, regarding enrollment management, the cabinet decided to elevate the position of the AVP of Enrollment Management to a VP of Strategic Enrollment Management, which follows other CSU campuses. This change is to be implemented without adding additional MPP lines. The VP will present directly to the president and will have a portfolio that will include other offices and will also move strategically in marketing.
- 5.12. Senator Johnson noted that, after talking to students, many stated they

would be full-time students in the Summer and Winter if financial aid would cover it. Senator Johnson asked if winter-spring financial aid would solve the problem.

- 5.13. President Morales noted that the Financial Aid process has been upended, and students can no longer submit documentation to local departments; income data is sent directly from other federal agencies so families no longer have to report income. This has caused many software problems.
- 5.14. President Morales stated that CSUSB has extended the deadline for FAFSA to April 1st, and is considering moving the deadline to May 1st.
- 5.15. President Morales noted that CSUSB offers financial aid to students who attend in the summer; CSUSB is offering local financial aid, which is generated by the university(as opposed to state-funded financial aid) to freshmen and sophomores who have not completed 30 credits.
- 5.16. President Morales noted that the Federal Aid situation is causing problems for our student body and will affect enrollment.
- 5.17. Senator Jones asked if CSUSB was the only campus that had a Vice President for Student Affairs. Furthermore, does this change increase salary?
- 5.18. President Morales said that this is occurring among many CSUs. President Morales mentioned that the increase in salary but a new MPP line will not be added. Additionally, there are different management models; in some universities, management either reports to Student Affairs, or an AVP reports to a provost. Both models have existed at CSUSB previously, but it was moved to Academic Affairs. President Morales described enrollment management as an upside-down funnel,

and the decrease in applicants is partially caused by a significant decrease in community college enrollment. Furthermore, there is a decrease in admissions and a decrease in students who accept the offer. CSUSB is competing against UCs that have opened their doors to more in-state applicants. Fewer students are going to college in general, and other schools are experiencing a larger decline in applicants.

- 5.19. Chair Davis asked when the search committee for the permanent position would be convened.
- 5.20. President Morales stated that it is being launched soon.
- 5.21. Chair Davis asked if there would be an increase in funding for enrollment management and outreach given the need to increase enrollment.
- 5.22. President Morales stated that admissions could always use more funding, however, enrollment is not solely based on the bodies who are recruited, but rather on how successful students can be when they are enrolled.
- 5.23. President Morales noted that all aspects of student success are being considered so that the university does not continue on a downward spiral in enrollment.
- 6. Provost's Report - No report.
- 7. Chair's Report
  - 7.1. Chair Davis mentioned the additional workload of teaching students, advising, and research, coupled with doing senate work.
  - 7.2. Chair Davis verbalized that she co-chaired the CFAC meeting last week.
  - 7.3. Chair Davis mentioned that the Executive Committee also met with Trustee Adamson today at 10:00 and had a productive meeting.
- 8. [FAC Report](#)
  - 8.1. Senator Kolehmainen stated that there has been a revision of the RPT

Policy for Librarians, and it will be presented at the next meeting due to a technical issue.

- 8.2. Senator Kolehmainen stated that there has been a discussion in FAC about the RPT process, and some of the evaluators (deans and chairs) need updated training, as some are still using procedures that were updated twelve years ago and perhaps training from FAD is needed.
- 8.3. Senator Kolehmainen noted that there has been an ongoing difficulty in filling both CEC and UEC committees. Reviews are not being done due to this, which may lead to liability issues and grievances if evaluations are not conducted timely and properly.
- 8.4. Senator Kolehmainen suggested that part of the problem is that faculty do not want to serve on committees because the workload is too high, and relief is needed.
- 8.5. Senator Kolehmainen noted that it is beyond the scope of the FAC to resolve this problem, and asked the Executive Committee to form an RPT Task Force.
- 8.6. Senator Jones stated that various CECs and department chairs have mentioned that faculty can only apply for tenure after four years of being a member. Faculty members have asked to reconsider and think three years might be a better option.
- 8.7. Senator Johnson stated that the cut-off date was in 2019, and there is a different system for faculty hired before 2019, and additional clarification would be helpful.
- 8.8. Senator Kolehmainen stated that the change in 2019 was made so that Faculty could not apply for tenure before their fourth year because some faculty members were getting tenure during their second year and it was

unfair that some senior faculty had to wait.

- 8.9. Chair Davis stated that Senator Kolehmainen motioned to create an RPT Task Force. Senator Johnson seconded the motion. The motion was passed as a unanimous vote.

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

- 8.10.1. Senator Kolehmainen stated that the only change that has been made since this proposed policy was last discussed was the possibility of an open search as opposed to an internal search.
- 8.10.2. Senator Kolehmainen stated that in section 1, the Provost or designee, in consultation with the appropriate committee, may decide whether a search is internal or open.
- 8.10.3. Senator Kolehmainen motioned to include this as a second read at the next Faculty Senate meeting. Senator Fullam seconded the motion. The motion was approved unanimously.

8.11. [FAM 871.4 Teaching Resource Center](#)

- 8.11.1. Senator Kolehmainen stated that this policy revision is the result of the previous proposed new policy. The major change in the TRC policy is under organizational structure, which clarifies how the TRC director is chosen. This position is now covered by the new proposed policy, and it is no longer necessary to describe the procedure in this policy. Instead, the referral to the new policy is included.
- 8.11.2. Senator Kolehmainen stated that an additional change was made, adding point number 3 to replace the paragraph and instead reference the DEI.
- 8.11.3. Senator Kolehmainen motioned to include FAM 871.4 as a first read



on the Faculty Senate agenda. Vice Chair Girshin seconded the motion.

9. [EPRC Report](#)

- 9.1. Senator Fullam stated that his report mostly covers revisions to the DE policy and the origins of the revisions.
- 9.2. Senator Fullam mentioned Dr. Stan Swartz, who was a guest at the last Faculty Senate meeting, took the initiative to write up suggestions for changes that can be made to the DE policy. For the sake of transparency, all of Dr. Swartz's recommendations were included in the EPRC report, but not all of the recommendations were accepted.
- 9.3. Senator Fullam stated that the next section shows specific revisions, including a minor revision to the definition section.
- 9.4. Senator Fullam stated that following section B there are revisions based on the suggestions from Dr. Swartz, such as the removal of section 26 and adding a line to refer to the corresponding FAM.
- 9.5. Senator Fullam stated that in section 5E, language regarding qualifications was removed.
- 9.6. Senator Fullam stated that In section 14, feedback was given so that faculty are allowed to store intellectual property wherever they decide. Therefore the phrasing "Faculty *shall* use University-provided cloud services" was changed to "*are encouraged to use.*"
- 9.7. Senator Fullam stated that in Section 19, Dr. Swartz's recommendation was taken.
- 9.8. Senator Fullam stated that, in section 26, it was made clear that faculty would only vote upon changes to the curriculum in the event of a dispute.
- 9.9. Senator Fullam stated that consensus has not yet been reached on

section 13 regarding the use of a specific, university-approved LMS.

- 9.10. Senator Jones asked, where did the language come from regarding the changes on the LMS?
- 9.11. Senator Fullam stated that EPRC referenced the version of the policy created by the previous EPRC to not disregard their work. Sections 13 and 14 were carried over from the previous FAM and they worked with Brad Owen at the time to develop the language and he worked with Brad Owen.
- 9.12. Senator Franklin-Guy noted that during the recent Faculty Senate meeting, one of our faculty colleagues shared concerns about and provided feedback on the DE policy. The faculty colleague requested that the Faculty Senate poll faculty for input. Senator Franklin-Guy stated that, based on this feedback and request, she made a motion at the last Faculty Senate meeting for the Faculty Senate to develop and distribute a survey to all faculty across campus before the second reading of the policy to ensure all faculty would have an opportunity to provide input. Senator Franklin-Guy indicated that the motion was seconded by Senator Hwang.
- 9.13. Senator Franklin-Guy indicated that it is important that faculty have an opportunity to provide input with anonymity and in a safe space. Senator Franklin-Guy mentioned that it was shared with her that at a recent faculty meeting in one of the colleges on campus, faculty members attempted to share their input and were not permitted to do so. Senator Franklin-Guy states that the term “shut down” was used by faculty to describe their experiences during the meeting. Senator Franklin-Guy stated that given the importance of the policy and in the interest of

demonstrating collaborative and inclusive practices, it is imperative that all faculty voices are heard.

- 9.14. Senator Franklin-Guy stated that it is incumbent upon us as individuals and as a collective body to provide their feedback. Senator Franklin-Guy reiterated that the motion was made based on Dr. Swartz's feedback to develop a mechanism to uplift faculty voices and that motion was seconded by Senator Hwang. Senator Franklin-Guy restated that it is important to ensure that we have more comprehensive faculty input and feedback before proceeding.
- 9.15. Senator Fullam stated his opposition to the motion to postpone the second reading until after the survey is conducted because it would postpone the development of the policy.
- 9.16. Senator Franklin-Guy stated that if input from all faculty via a survey is received before the second reading, there should still be sufficient time to incorporate it into the developing policy. Senator Franklin-Guy stated that the Executive Committee and the Faculty Senate have been entrusted to be good stewards of the policies that were designed for and by faculty and that there is an obligation to do so to ensure that the will of the faculty is safeguarded and advanced. Senator Franklin-Guy asked how can we truly know the will of the faculty if we are not providing a mechanism by which they have an opportunity to fully participate in decisions around policies that impact them. Senator Franklin-Guy indicated that the Executive Committee and the Faculty Senate cannot proclaim to be collaborative and inclusive if opportunities for invaluable feedback and input from all faculty are not provided.
- 9.17. Senator Kolehmainen stated that a survey would be the most effective

way to include faculty voices, however, it would serve no purpose if the policy had already gone to a second reading.

- 9.18. Senator Kolehmainen asked Senator Fullam what the debate had been with EPRC regarding the consensus that was not agreed upon in section 13.
- 9.19. Senator Fullam stated that some EPRC members supported keeping Canvas as the approved LMS.
- 9.20. Senator Fullam asked Senator Franklin-Guy if there were any specific issues with the policy that warranted delaying the second reading.
- 9.21. Senator Franklin-Guy reiterated that the point of the survey is to provide an opportunity for all faculty to provide their input before proceeding.
- 9.22. Chair Davis noted that this policy was still in first reading for the Faculty Senate.
- 9.23. Senator Jones stated that in terms of practicality, the Faculty Senate is sometimes criticized for not being transparent during major changes that occur and supports conducting a survey for feedback.
- 9.24. Senator Jones noted the changes in the DE policy and suggested a survey for those changes as well, not only to receive feedback but also to inform and advertise to faculty that these changes are currently under debate. Senator Jones also mentioned that the survey was consistent with the SPT survey of faculty.
- 9.25. Senator Jones noted that section 13 was wordy and should be simplified so that if faculty wishes to use a third-party alternative LMS, they should contact ATI to get further input. Senator Jones noted that this section could become outdated very quickly as technology changes.
- 9.26. Senator Garcia mentioned that at the last senate meeting, the meeting

was extended but a vote was not conducted. Senator Garcia stated that there should be a sense of exactly how the tool would be used and what questions would be asked.

9.27. FAM 827.3 Distance Education Policy

9.27.1. [With Markups](#)

9.27.2. [Without Markups](#)

9.28. Vice Chair Girshin asked why Dr. Swartz's suggestions for section 13 were not implemented in the revisions.

9.29. Senator Fullam stated that the gist of Dr. Swartz's suggestions was to give power to faculty in these changes. EPRC members did not agree to implement this revision because they believe it is appropriate to use Canvas as the approved LMS.

9.30. Vice Chair Girhsin mentioned there should not be one single requirement for approved LMS and verbalized that he liked Dr. Swartz's revisions because they were direct. Vice Chair Girshin noted that the revisions would be parallel to the prior DE policy, however, the previous policy stated that it would not provide technical support with third-party apps, and this revision could revise that.

9.31. Senator Fullam stated that if the Executive Committee proposes it, it would be taken back to EPRC as a friendly amendment.

9.32. Senator Jones noted that this language does not take student privacy into consideration, and ATI needs to know if other LMS are being used for security reasons.

9.33. Chair Davis circled back to Senator Garcia and mentioned that although Senator Franklin-Guy motioned and was seconded by Senator Hwang, and the time was extended, the vote was not conducted due to lack of

quorum.

- 9.34. Senator Fullam asked Senator Jones how the SOTE survey was voted upon by the senate, and how it was initiated.
- 9.35. Senator Jones mentioned she believes it was recommended by the Executive Committee.
- 9.36. Senator Fullam asked if the Executive Committee could authorize surveys.
- 9.37. Chair Davis clarified that the SPT Committee had their charge, conducted a pilot survey across campus, solicited feedback from faculty and students, and shared their final report.
- 9.38. Vice Chair Girshin clarified the purpose of a referendum emanating from the Executive Committee, Faculty Senate, and the bylaws.
- 9.39. Senator Fullam asked if this process could be done to receive input on the DE policy and if it could be executed by the Executive Committee.
- 9.40. Vice Chair Girshin noted that a referendum is typically a yes or no vote. If the Faculty Senate is looking for feedback and proposed language, a survey is a better instrument.
- 9.41. Chair Davis reiterated that the motion is with the Faculty Senate not the Executive Committee.

**10. Statewide ASCSU Report - No report.**

**11. Old Business**

- 11.1. FAM 827.3 Distance Education Policy (from 3/12/24) - Not Discussed due to time constraints.
  - 11.1.1. [With markup](#)
  - 11.1.2. [Without markup](#)
- 11.2. [2024-2025 Academic Calendar](#) - Not Discussed due to time constraints.
- 11.3. Strategic Plan Implementation Follow-up - Not Discussed due to time

constraints.

11.4. SPT Implementation Follow-up

11.4.1. Chair Davis mentioned that the SPT Referendum Committee, chaired by Vice Chair Jones will be meeting soon.

11.5. Follet Equitable Access (EA) Program - Not Discussed due to time constraints.

**12. New Business**

12.1. Chair Davis mentioned the importance of discussing the problems with RPT processes in both CEC & UEC now.

12.2. CEC & UEC – Senator Kolehmainen and Senator Garcia

12.2.1. Senator Kolehmainen noted that this was briefly mentioned in the FAC report.

12.2.2. Senator Garcia noted that three of the five CECs did not have sufficient membership and only one report was completed by the WCOE CEC. The same thing happened last year, and it is becoming a pattern that these committees are not being filled due to the amount of work they entail. Senator Garcia mentioned that if the reports are not done, it could put the university at risk for lawsuits and grievances. Senator Garcia wondered, how can this important work be supported.

12.2.3. Senator Garcia stated that it is difficult to make UEC-level decisions when reports are missing.

12.2.4. Senator Jones noted that over the two years of being a chair of a CEC, she spent more than 250 hours on the reports and received nothing, no compensation.

12.2.5. Senator Franklin-Guy clarified that the one report that was

completed by the WCOE CEC earlier in the academic year was completed by a committee of only one person at that time. Senator Franklin-Guy noted that this is not a fully constituted committee and it would be fair to say if there were more members in the committee then it would be able to achieve the tasks it wishes to accomplish, but until then it is not plausible.

- 12.2.6. Senator Jones noted that, due to hiring freezes and having a limited number of tenured faculty members during those times, committee members were sitting on multiple committees, and doing multiple service jobs. Hopefully, with more faculty getting tenure, there will be more incentive to join committees and lessen the burden as well as the potential for grievances.
- 12.2.7. Senator Johnson noted that she was hired in 2013 after a 7-year hiring freeze, and it was not until 2015-2017 that hiring was increased, so it was unlikely that committees would receive relief until junior faculty positions were filled.
- 12.2.8. Chair Davis asked President Morales if there was support via faculty professional development funds, and/or course releases for faculty who are overworked and what can be done to address this crucial issue.
- 12.2.9. President Morales stated that he would talk to the provost about it.
- 12.3. [CSUSB Department/School RPT Guidelines Faculty Senate Review](#) (Chair Davis) - Not Discussed due to time constraints.

**3:30- 4:00 PM (Closed Meeting)**



Adjournment (4:00 PM)