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4-16-2024

## Faculty Senate Executive Committee Minutes (4/16/2024)

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

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

**MINUTES**

Tuesday, April 16th, 2024, 2-4 PM

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

**Members Not Present:** Beth Steffel, Tomás Morales

1. Call to Order at 2:00 PM
  
2. [Approval of Executive Committee Meeting Minutes 03-19-2024](#)
  - 2.1. Chair Davis mentioned that the minutes were corrected to reflect the correct dates regarding the Summer Bridge Program, and confirmed that the program was one month long.
  - 2.2. Senator Jones motioned to approve the minutes with correction. Senator Kolehmainen seconded the motion. The Executive Committee unanimously approved the minutes for March 19, 2024.
  
3. Review of Faculty Senate Meeting Minutes 04-09-2024 (Under Review)
  
4. Appointments
  - 4.1. Academic Program Review/Self-Study Review Committee - 1 Position, CAL (2024-2025)
    - 4.1.1. [George Thomas \(CAL\)](#)
      - 4.1.1.1. George Thomas was appointed to the Academic Program Review/Self-Study Review Committee. The Faculty Senate office will notify the appointee.
  
  - 4.2. Children's Center Advisory Committee - 2 Positions, At-Large (2024-2026)
    - 4.2.1. [Heekyung Lee \(COE\)](#)
      - 4.2.1.1. Heekyung Lee was appointed to the Children's Center

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

4.3. Honorary Degree Committee - 1 Position, CAL (2024-2025)

4.3.1. [Mariam Betlemidze](#) (CAL)

4.3.1.1. Mariam Betlemidze was appointed to the Honorary Degree Committee. The Faculty Senate office will notify the appointee.

4.4. Honorary Degree Committee - 1 Position, JHBC (2024-2025)

4.4.1. [Bailey Benedict](#) (JHBC)

4.4.1.1. Bailey Benedict was appointed to the Honorary Degree Committee. The Faculty Senate office will notify the appointee.

4.5. Student Grade Appeal Panel - 1 Position, CNS (2024-2026)

4.5.1. [Suthakaran Ratnasingam](#) (CNS)

4.5.1.1. Suthakaran Ratnasingam was appointed to the Student Grade Appeal Committee. The Faculty Senate office will notify the appointee.

4.6. Space Planning Advisory Committee (SPAC) - 2 Positions, At-Large (2024-2026)

4.6.1. [Dorothy Chen](#) (CNS)

4.6.1.1. Dorothy Chen was appointed to the Space Planning Advisory Committee (SPAC). The Faculty Senate office will notify the appointee.

4.7. Palm Desert Campus Planning & Operations Council - 1 Position, At-Large (2024-2026)

4.7.1. [Terese Burch](#) (CNS)

4.7.1.1. Terese Burch was appointed to the Palm Desert Campus Planning & Operations Council. The Faculty Senate office will notify the appointee.

4.8. Calendar Committee - 1 Position, At-Large (2024-2026)

4.8.1. [Todd Johnson](#) (CAL)

4.8.1.1. Todd Johnson was appointed to the Calendar Committee. The Faculty Senate office will notify the appointee.

4.9. IT Governance Executive Committee - 1 Position, At-Large (2024-2026)

4.9.1. [George Georgiou](#) (CNS)

4.9.1.1. George Georgiou was appointed to the IT Governance Executive Committee. The Faculty Senate office will notify the appointee.

5. President's Report - No report.

6. Provost's Report

6.1. Provost Mohamed stated that Choose CSUSB Day occurred on Saturday, April 13th, 2024, and over 1600 students and family members attended.

6.2. Provost Mohamed mentioned that Rabbi Elliot Cosgrove hosted a lecture titled "What it means to be a Jew today," regarding the modern Jewish experience.

6.3. Provost Mohamed noted that Meeting of the Minds took place and four hundred students presented their research, and creative works were also presented for the first time. Provost Mohamed thanked the faculty who mentored the student researchers.

6.4. Provost Mohamed mentioned the impact of the state and system budget crunch, noting that CSUSB had to reduce the number of sabbaticals awarded to faculty and limit recruitment for the next academic year.

6.5. Provost Mohamed mentioned that the recruitments for the AVP for Research and the AVP for FAD are currently taking place.

6.6. Provost Mohamed mentioned that the Provost Research Award

announcement was sent out and encouraged faculty to apply by May 6, 2024.

- 6.7. Chair Davis asked Provost Mohamed for comparative data from last year's sabbaticals to this year.
  - 6.8. Provost Mohamed stated that eighteen sabbaticals were funded out of about forty applicants.
  - 6.9. Chair Davis noted that approximately less than half were supported, and asked if Provost Mohamed could share the percentage of the budget that funds sabbaticals.
  - 6.10. Chair Davis stated that at a recent PLT meeting, discussing the budget, Provost Mohamed mentioned that there was another decrease of 5%. Chair Davis sought clarification on whether this was an additional decrease of 5% or if it was 5% overall.
  - 6.11. Provost Mohamed stated that every division has been asked to identify 5% of their overall operating budget to meet campus obligations this year.
  - 6.12. Chair Davis asked if this included staff and faculty budget cuts.
  - 6.13. Provost Mohamed stated that this included operating expenses, and every division talked about the impact of the cuts and he will update accordingly.
7. [Chair's Report](#)
- 7.1. Chair Davis stated that teaching a course whilst serving as Senate Chair is an additional burden and strongly recommends that Senate Chairs receive a full course buyout. This is consistent with other CSUs, as their Senate Chairs do not teach. Senator Kolehmainen and the Executive Committee previously recommended that the Senate Chair has a full

course buyout.

8. [FAC Report](#)

8.1. Senator Kolehmainen stated that the report covers the FAC recommendations regarding the RPT Taskforce.

9. [EPRC Report](#)

9.1. Senator Fullam noted that his report summarizes the revisions to the Grade Grievance Policy; the changes were the same as they were presented last time, but a minor typo was revised. The Academic Dishonesty Policy revisions were presented for the first time, and updated to add sections regarding the use of generative AI.

10. Statewide ASCSU Report - No report.

11. Old Business

11.1. Strategic Plan Implementation Follow-up - Chair Davis

11.1.1. Chair Davis noted that several senators inquired about the structure, function, and composition of the proposed Academic Senate in the strategic plan, and asked Provost Mohamed to share more information regarding the formation of the Academic Senate.

11.1.2. Provost Mohamed stated that he did not write the strategic plan, and this information came from the sub-committee that was responsible for making the strategic plan, which Vice Provost Kelly Campbell co-chaired.

11.1.3. Provost Mohamed stated that some CSUs have Academic Senates instead of Faculty Senates.

11.1.4. Chair Davis mentioned that, during a CSU Statewide chair meeting, some CSU campuses regret going to an Academic Senate

and are seeking how they can revert to having a Faculty Senate. An example would be CSU Chico. Chair Davis further reiterated that the Executive Committee requested to review the questions in the HERI Survey and is concerned about the lack of shared governance in this process.

- 11.1.5. Provost Mohamed noted that the discussion was held by faculty representing the interests of the faculty on each of the planning committees for the strategic plan, including several senators.
- 11.1.6. Provost Mohamed stated he would not dismiss the idea based on an anecdote from Chico State.
- 11.1.7. Chair Davis noted that she would provide additional information, but the fact remains that there is no discussion about the structure, function, and composition of the proposed Academic Senate and shared governance is crucially important.
- 11.1.8. Senator Kolehmainen stated that there is a student member on the Faculty Senate who does vote. Further Senator Kolehmainen recalled that when she was previously Senate Chair, she had suggested promoting interaction between the Faculty Senate and the staff council, but since then the staff council morphed into a social club, noting that CSUEU filed an unfair labor practice, stating that the staff council was intruding into areas that pertain to the CSUEU.
- 11.1.9. Chair Davis mentioned HEERA, the Higher Education Employee Relations Act, and its importance here.
- 11.1.10. Senator Garcia noted that it is important to consider who is on the Senate, but it is more important to improve the system regardless

of which label is used. Many senates do self-assessments and CSUSB is doing its best to represent shared governance.

## 11.2. Search Committees

### 11.2.1. Non-Disclosure Agreement - Chair Davis

- 11.2.1.1. Chair Davis received notification from a member of a current search committee who inquired if it is standard procedure and appropriate for faculty to be requested to sign Non-Disclosure Agreements.
- 11.2.1.2. Senator Jones mentioned that she signed an NDA every time she sat on a search committee to avoid people losing their current positions, especially those who are recruited and not actively looking for new positions.
- 11.2.1.3. Provost Mohamed agreed and mentioned that he has worked with firms, and they do not disclose candidate information until past a certain point, in fear of retribution. Further, it is for the integrity of the process; members retain confidentiality so that it does not influence the outcome of the search.
- 11.2.1.4. Chair Davis provided context from the NDA: "I understand that my invitation to serve on this search committee reflects my commitment to the university. My commitment in this search is not to serve as a representative of my role or any constituency but to serve in the best interest of the university." Given that members of the search team were elected by faculty to represent their constituency, the clause in the NDA seems contradictory to that fact.

- 11.2.2. Campus-wide survey results regarding finalists - Chair Davis
  - 11.2.2.1. Chair Davis was happy to share that the recent query was received and the results have been shared with the search committee.
- 11.3. [MSPA Program RPT Guidelines](#) - Chair Davis
  - 11.3.1. Chair Davis stated that the MSPA program submitted their RPT guidelines and requested feedback from the Executive Committee given that a department vote could not be done.
  - 11.3.2. Senator Kolehmainen mentioned that there were originally two faculty members, however one of them was on leave. Senator Kolehmainen stated that the vote seems superfluous in this situation as it would not be confidential.
  - 11.3.3. Provost Mohamed stated that the faculty member who is currently on leave was actively involved in the creation of the RPT guidelines, and there was consensus around the guidelines. Provost Mohamed stated that ultimately more faculty will be brought on board when the program starts in the Fall of 2025. Provost Mohamed noted that the two faculty worked very closely with Carol Hood and the Kinestheology department, which was used as the model for the RPT guidelines, to ensure consistency with existing standards on campus. Provost Mohamed noted that their accreditor requires RPT guidelines to be in place before the program begins.
  - 11.3.4. Senator Jones requested that FAC ensure this does not contradict any of the existing FAMs since the FAM has precedent over the program guidelines. Senator Jones noted that because of the

unique nature of the program, there were areas of grayness, and wanted FAC to review the differences.

- 11.3.5. Chair Davis asked the Executive committee how they should proceed in the absence of a faculty vote. Chair Davis asks if there is support for the FAC to review this.
- 11.3.6. Chair Davis noted that the Executive Committee expressed overwhelming support for the RPT guidelines to be reviewed.
- 11.3.7. Senator Kolehmainen stated that the FAC would review.
- 11.4. SBS QLT Training - Senator Jones
  - 11.4.1. Senator Jones stated that, regarding distance learning policy, she received a question from a faculty member in regards to QLT certification or training as a requirement before teaching distance learning. Some departments are asking faculty if they are QLT trained, however, this is not mentioned in the FAM. Senator Jones asked if department chairs should be asking this. Regardless, QLT or equivalent experience is not benign taken into consideration, and wondered if there is anything that could be done to encourage department chairs to not set this as a requirement before the DE policy is executed.
  - 11.4.2. Provost Mohamed asked if the policy requires QLT.
  - 11.4.3. Senator Jones replied yes.
  - 11.4.4. Provost Mohamed noted that if there were equivalent campus trainings, they should be sufficient.
  - 11.4.5. Senator Jones stated that many faculty have been teaching online for years and are suddenly being asked to have QLT training and are not given options to teach online if they do not have QLT

certification.

- 11.4.6. Provost Mohamed stated that the only other college that has an independent Distance Learning policy is CNS, but does not think QLT training is required.
- 11.4.7. Chair Davis noted that CNS has required training/certification.
- 11.4.8. Senator Garcia stated that the SBS policy calls for QLT training/certification.
- 11.4.9. Senator Jones stated that the question arises because it is not specified in the current Distance Education policy, and it is unclear which policy they should abide by. The problem is that different policies suggest different things.
- 11.4.10. Chair Davis stated that in the absence of a newly approved policy, the current DE policy (FAM 827.3) stands and must be followed.
- 11.4.11. Provost Mohamed stated that if the college policy does not contradict the current policy, then the college policy is followed.
- 11.4.12. Chair Davis stated that the CNS and SBS policies contradict the current FAM 827.3.
- 11.4.13. Chair Davis announced the time certain at 2:50 PM.
- 11.5. [2024-2025 Academic Calendar](#)
- 11.6. [2025-2026 Academic Calendar](#)
  - 11.6.1. Chair Davis noted that the calendars have been revised and solicits feedback.
  - 11.6.2. Vice Chair Girshin asked if the deadline to opt-out of the equitable access program could be included.
  - 11.6.3. Chair Davis stated that she would relay that information to Vice Provost Campbell.

11.7. FAM 803.65 Student Grade Grievance Policy - Senator Fullam

11.7.1. [With Markup](#)

11.7.2. [Without Markup](#)

11.7.2.1. Senator Fullam stated that only a minor correction of a typo had been made on this policy in section 2B.

11.7.2.2. Senator Fullam motioned to add this policy to the Faculty Senate agenda as a first read. Senator Garcia seconded the motion.

12. New Business

12.1. [Distance Education - Call for Nominations](#) **Time Certain: 2:50-2:55**

12.1.1. Chair Davis stated that a motion was passed during the recent Faculty Senate meeting, which called for the formation of a Distance Education Policy Committee, consisting of one faculty member from each college to create a survey to obtain faculty feedback.

12.1.2. Senator Jones motioned to accept the call. Senator Kolehmainen seconded the motion. The motion passed with unanimous approval.

12.2. [SPT Referendum](#) - Vice Chair Girshin **Time Certain: 2:55-3:00**

12.2.1. Vice Chair Girshin stated that the Executive Committee decided to convene a sub-committee to draft a referendum for the faculty so they could directly approve or reject the SPT instrument. The sub-committee worked together to draft this language as an email that would be sent as an email to all qualified faculty. It would introduce the SPT, with a report and referendum, as well as a finalized version of the SPT instrument itself after many revisions.

- 12.2.2. Vice Chair Girshin motioned to add the SPT Referendum to the next Faculty Senate meeting agenda. The motion was approved unanimously.
- 12.3. [RPT Taskforce Recommendations](#) - Senator Kolehmainen
  - 12.3.1. Senator Kolehmainen stated that, in response to a request from the Executive Committee, the FAC made recommendations on the composition of the RPT Taskforce.
  - 12.3.2. Senator Kolehmainen suggested that the Executive Committee consider how RPT is done on other campuses and consult with other campus stakeholders as appropriate, look at other literature concerning RPT, especially with DEI issues, think about ideas mentioned in the Faculty Senate meeting, and try to simplify the process and introduce flexibility into the system.
  - 12.3.3. Senator Kolehmainen asked that the committee think about CSUSB's mission as a teaching university and R2 status and to make recommendations to the Faculty Affairs Committee and Faculty Senate on how the RPT policy at CSUSB can be improved.
  - 12.3.4. Chair Davis called for a motion to approve the creation of the RPT Taskforce. The motion was approved unanimously.
- 12.4. FAM 652.4 Evaluation Of Tenure-Line Library Faculty - Senator Kolehmainen
  - 12.4.1. [With Markup](#)
  - 12.4.2. [Without Markup](#)
    - 12.4.2.1. Senator Kolehmainen noted that parallel changes had been made to align with other existing policies.
    - 12.4.2.2. Senator Kolehmainen stated that most changes were just

changing the order of statements.

- 12.4.2.3. Senator Kolehmainen stated that background information was brought to the front, stating that there are no chairs in the Library, and definition definition section was added. Levels of review were specified and laid out clearly in the policy.
- 12.4.2.4. Senator Kolehmainen stated that on Page 5, it was specified that if somebody on the committee has to step down, the replacement is approved by the library dean. The election was eliminated. The old policy was more specific about timetables for when decisions had to be made; now they instead refer to timetables with the library chair in conjunction with the FAD.
- 12.4.2.5. Senator Kolehmainen stated that a provision was added stating that FERPers are allowed to serve on the evaluation committee, parallel to changes that were made for instructional faculty.
- 12.4.2.6. Senator Kolehmainen stated that a description of documentation was added for librarians to be granted service credit and clarify procedures. Pages 10-12 are rearranged and it discusses reports produced by the various levels. Furthermore, file locations have been updated, and clarification on the provision for tenure was updated.
- 12.4.2.7. Senator Kolehmainen stated that the old policy referred to non-tenure librarians and that section has now been removed, so this policy only now refers to tenure-line

librarians and a separate policy would be drafted.

12.4.2.8. Senator Kolehmainen motioned for it to be placed as a first read on the Faculty Senate agenda. Senator Franklin-Guy seconded the motion. The motion was unanimously approved.

12.5. FAM 803.5 Policy And Procedures Concerning Academic Dishonesty -  
Senator Fullam

12.5.1. [With Markup](#)

12.5.2. [Without Markup](#)

12.5.2.1. Senator Fullam stated that language on generative AI was added to this policy. The existing policy referenced an old, outdated executive order which has been preceded by a new order, so the policy has been updated accordingly. Senator Fullam motioned to add this policy to the Faculty Senate agenda.

12.5.2.2. Senator Jones seconded the motion. The motion was unanimously approved.

12.6. Elections update - Vice Chair Girshin

12.6.1. Vice Chair Girshin stated that almost every college is in the process of collecting votes or nominations. Elections are off to a good start but, there are still vacancies in a couple of colleges in their evaluation committees.

12.6.2. Chair Davis noted that this may be evidence that faculty on the CEC need more support. The heavy workload on this committee and teaching and research responsibilities may hinder faculty from self-nominating.

**3:00-3:30 Time Certain: Pelema Ellis/Buffkin & Baker - Listening Session  
with FSEC**

**a. Vice President of Strategic Enrollment & Marketing Position**

- i. Chair Davis introduced Dr. Pelema Ellis and mentioned that the intent was to obtain feedback for the Vice President of Strategic Enrollment & Marketing Position.
- ii. Guest Ellis noted that he would like context and information for the recruitment process so that he could provide information for candidates as they often want to know what is under the layers beyond the job description.
- iii. Senator Jones stated that this particular position is very important, and noticed that the connection to the local community is important to mention. Senator Jones stated that CSUSB serves the largest county in the country and students commute from large distances, so it is a shame that the CSUSB community is not as connected to local schools as it should be; building those connections is vital. Other universities have more programs connected to local schools in comparison to CSUSB.
- iv. Chair Davis asked Guest Ellis if he would be willing to make changes to the job description based on the feedback obtained from the Executive Committee.
- v. Guest Ellis stated that he would be willing to, however he would have to restart the search.
- vi. Chair Davis noted that the job description, stated that ethics training was required within the first six months of employment

and then once every two years. Chair Davis asked why ethics training was needed for this position, and if it is needed why was it not required to be completed on an annual basis. Chair Davis further reiterated that faculty also complete annual training.

- vii. Provost Mohamed stated that all management personnel must complete form 700 to disclose any potential conflict of interest, and it is standard language for all management employees at CSU.
- viii. Chair Davis reiterated and asked Provost Moahmed to clarify, specifically about the ethical issues that may arise in this position. if it should be every year as opposed to every two years, and requested that the training be done annually.
- ix. Provost Mohamed stated that it complies with state regulations.
- x. Vice Chair Girshin noted that the phrase 'preferred qualification' is vague and oddly specific, and his understanding is that if someone can demonstrate qualification then that material goes to the top of the list. Vice Chair Girshin asked how this language would affect recruitment.
- xi. Provost Mohamed stated that the position deals with a lot of student financial information and sensitive information; this position is the keeper of those records and needs the ability to maintain them.
- xii. Guest Ellis noted that it refers to the candidate's ability to navigate any environment or political situation. Guest Ellis acknowledged that it is subjective and executive search is different than traditional job searching.
- xiii. Chair Davis asked Guest Ellis if search committee members would

be required to sign an NDA.

- xiv. Guest Ellis stated that there would not be an NDA.
- xv. Senator Kolehmainen and the entire Executive Committee thanked Guest Ellis.

**B. 3:30-3:40 Time Certain: Codi Lazar and Christopher Hill - Committee proposal**

**a. [CSUSB Academic Freedom Committee Proposal](#)**

- i. Guest Lazar proposed a new committee, adapted from a similar committee at SF State, and other similar committees across the country. The basis of this committee is the commonly shared belief that there should be free inquiry and expression as a prerequisite for the university experience across the sciences, arts, and all levels of knowledge production.
- ii. Guest Lazar noted that there had been issues lately regarding political events, and having this committee would show that the faculty prioritizes the values on campus and provides a mechanism to promote ideas of academic freedom, free expression, and healthy disagreement. The committee is a symbol that sets the tone and acts as a deliberative body that dissolves conflict and can give advice and opinions based on scholarship and principles.
- iii. Guest Lazar noted that, as an official body, it could organize events and debates civilly.
- iv. Chair Davis acknowledged Guest Chris Hill.
- v. Guest Hill thanked Chair Davis and noted that this is a committee that is valuable to CSUSB.
- vi. Senator Jones provided some historical context, noting that there is

a free speech policy and it was written by the previous free speech committee. Senator Jones stated that it had been helpful to include the chief of police and suggested they be included, and recommended to refer to the existing policy.

- vii. Senator Jones further recommended having more diversity in the committee's composition.
- viii. Guest Lazar mentioned that not all issues would be related to free speech, it would reflect academic freedom. Guest Lazar suggested including the statement "Consult the chief of police regarding First Amendment conflicts when appropriate."
- ix. Senator Jones suggested two-year appointments.
- x. Senator Garcia asked, if this committee would hold elections, or would it be appointed by the Executive Committee?
- xi. Guest Lazar and Guest Hill mentioned they would be okay with the Executive Committee appointing positions.
- xii. Chair Davis noted that Executive Committee appointments would suffice for this committee.
- xiii. Senator Jones stated that one of the duties of this committee should be to update the free speech policy.
- xiv. Senator Kolehmainen asked about a section of the policy that stated 'no member of the faculty Senate should serve in this committee.' Senator Kolehmainen noted that it was an odd restriction and asked why it was settled upon.
- xv. Guest Lazar mentioned he had interpreted it as 'no member higher than department chair' and meant for this to be faculty-driven and not an administrative committee. Guest Lazar suggested revising

the policy so that it is for faculty only.

- xvi. Provost Mohamed added that it should be for unit three faculty members only.
- xvii. Chair Davis recommended including a member from PDC.
- xviii. Guest Lazar noted that it could be included as well.
- xix. Senator Kolehmainen stated that the policy could say every constituent unit, instead of every college.
- xx. Senator Jones suggested including library representatives especially due to current events regarding book bannings.
- xxi. Chair Davis thanked Guests Lazar and Hill and looked forward to receiving their revised proposal.
- xxii. Provost Mohamed mentioned that there are a lot more committees that faculty can serve, chiefly the CECs.

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

Adjournment (4:00 PM)