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## Faculty Senate Executive Committee Minutes (9/5/2023)

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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
FACULTY SENATE EXECUTIVE COMMITTEE

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

**MINUTES**

Tuesday, September 05, 2023 – 2-4 PM

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

Members Not Present: Beth Steffel

1. Call to Order (2:03 PM)
2. Review of the [Faculty Senate Meeting Minutes, May 9, 2023](#).
3. Review of the [Faculty Senate Meeting Minutes, May 9, 2023](#) (Organizational Meeting 01)
4. Review of the [Faculty Senate Meeting Minutes, May 9, 2023](#). (Organizational Meeting 02)
5. Appointments
  - 5.1. Athletics Advisory Committee- 1 Position, WCOE (2023-2026)
    - 5.1.1. [Nena Torrez](#), (WCOE)
      - 5.1.1.1. Nena Torrez was appointed to the committee. The Faculty Senate Office will notify the appointee.
  - 5.2. Exceptional Service to Students Award (ESSA) Committee- 1 Position, JHBC (2023-2024)
    - 5.2.1. [Bailey Benedict](#), (JHBC)
      - 5.2.1.1. Bailey Benedict was appointed to the committee. The Faculty Senate Office will notify the appointee.
  - 5.3. Exceptional Service to Students Award (ESSA) Committee- 1 Position, CSBS, (2023-2024)
    - 5.3.1. [Jacob Jones](#), (CSBS)
      - 5.3.1.1. Jacob Jones was appointed to the committee. The Faculty Senate Office will notify the appointee.

- 5.4. Exceptional Service to Students Award (ESSA) Committee- 1 Position, CAL, (2023-2024)
  - 5.4.1. [Matthew Poole](#), (CAL)
    - 5.4.1.1. Matthew Poole was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.5. Honorary Degree Committee- 1 Position, CNS (2023-2024)
  - 5.5.1. [Khalil Dajani](#), (CNS)
    - 5.5.1.1. Khalil Dajani was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.6. Honorary Degree Committee- 1 Position, JHBC (2023-2024)
  - 5.6.1. [Francisca Beer](#), (JHBC)
    - 5.6.1.1. Francisca Beer was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.7. Honorary Degree Committee- 1 Position, Library (2023-2024)
  - 5.7.1. [Isabel Guzman](#), (Library)
    - 5.7.1.1. Isabel Guzman was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.8. Honors Committee- 1 Position, CNS (2023-2025)
  - 5.8.1. [Zhaojing Chen](#), (CNS)
    - 5.8.1.1. Zhaojing Chen was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.9. Honors Committee- 1 Position, JHBC (2023-2025)
  - 5.9.1. [Joon Son](#), (JHBC)
    - 5.9.1.1. Joon Son was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.10. Instructionally Related Programs Board- 2 Positions, At-Large (2023-2025)
  - 5.10.1. [Arianna Huhn](#), (CSBS)
    - 5.10.1.1. Arianna Huhn was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.11. Palm Desert Campus Teaching Committee- 5 Positions, At-Large (2023-2025)
  - 5.11.1. [Cynthia Schreihans](#), (JHBC)
    - 5.11.1.1. Cynthia Schreihans was appointed to the committee. The Faculty Senate Office will notify the appointee.
  - 5.11.2. [Robert Leo](#), (CAL)
    - 5.11.2.1. Robert Leo was appointed to the committee. The Faculty Senate Office will notify the appointee.
- 5.12. International Student Services Advisory Committee- 1 Position, CAL (2023-2025)

- 5.12.1.1. [Mariam Betlemidze](#), (CAL)
    - 5.12.1.2. Mariam Betlemidze was appointed to the committee. The Faculty Senate Office will notify the appointee.
  - 5.13. Research, Scholarly, and Creative Activity Committee- 1 Position, WCOE (2023-2025)
    - 5.13.1. [Viktor Wang](#), (WCOE)
      - 5.13.1.1. Viktor Wang was appointed to the committee. The Faculty Senate Office will notify the appointee.
  - 5.14. Research, Scholarly, and Creative Activity Committee- 1 Position, Library (2023-2025)
    - 5.14.1. [Sanjeet Mann](#), (Library)
      - 5.14.1.1. Sanjeet Mann was appointed to the committee. The Faculty Senate Office will notify the appointee.
  - 5.15. Student Aid Committee- 1 Position, At-Large (2023-2025)
    - 5.15.1. [Robert Kryiakos Smith](#), (CAL)
      - 5.15.1.1. Robert Kryiakos Smith was appointed to the committee. The Faculty Senate Office will notify the appointee.
  - 5.16. Student Health Advisory Committee- 1 Position, At-Large (2023-2025)
    - 5.16.1. [Bailey Benedict](#), (JHBC)
    - 5.16.2. [Antony Field](#), (CSBS)
      - 5.16.2.1. Bailey Benedict was appointed to the committee. The Faculty Senate Office will notify the appointee.
  - 5.17. Student Research Competition-Graduate- 1 Position, CNS (2023-2025)
    - 5.17.1. [Terezie Tolar-Peterson](#)
      - 5.17.1.1. Terezie Tolar-Peterson was appointed to the committee. The Faculty Senate Office will notify him.
- 6. President's Report - None
- 7. Provost's Report - None
- 8. [Chair's Report](#)
- 9. [FAC Report](#)
- 10. [EPRC Report](#)

Senator Fullam mentioned the Grade Grievance policy was approved by the Faculty Senate Executive Committee last year but was not brought to the full senate due to

priority of policies. Senator Fullam also mentioned some of the new inquiries received from within his committee might not be under the purview of the EPRC. These inquiries will be brought back to the Faculty Senate Executive Committee to determine and prioritize.

10.1. [Distributed Education Policy Concerns and Response](#)

- 10.1.1. Senator Fullam recommended comments on this policy be reviewed when President Morales and Provost Mohamed join the meeting.
- 10.1.2. Senator Kolehmainen asked Chair Davis if it would be appropriate to ask a question related to modality while the Executive Committee waited for President Morales and Provost Mohamed to join the meeting.
- 10.1.3. Chair Davis mentioned that it would be appropriate given that neither are present as this time.
- 10.1.4. Senator Kolehmainen asked if a faculty member is required to change a course modality for a student with disabilities if multiple sections of a class are offered.
  - 10.1.4.1. Senator Fullam noted this statement is for an individual student and does not pertain to the entire modality of the course. Senator Fullam noted that AVP Kevin Grisham sent the concern to EPRC about a faculty member potentially refusing an accommodation.
- 10.1.5. Senator Johnson mentioned she encountered this situation last year. The student had the impression that she would be able to record the class, yet there was not a microphone in the classroom to accommodate the request. Senator Johnson also mentioned that in this particular circumstance, moving the student to a different section might have made sense.
- 10.1.6. Senator Jones suggested running this language by the SSD office as the word “required” is somewhat vague and might need a minor tweak.
- 10.1.7. Senator Franklin-Guy stated that the term “reasonable” is used to guide practice, as expectations around accommodations would not, typically, extend beyond the boundaries of an individual’s specific, documented needs, relative to time and resources.
- 10.1.8. Senator Fullam stated he would take these comments back to the EPRC and reach out to the SSD office.
- 10.1.9. President Morales and Provost Mohamed joined the meeting, and Senator Fullam provided an overview of Provost Mohamed’s concerns and EPRC’s response.
- 10.1.10. *(Provost’s letter: It is believed that stating faculty have the ultimate say over the modality of the class contradicts CFA-CSU CBA Article 20.2.)*

- Senator Fullam asked for clarification on what is interpreted as “ultimate say.”
- 10.1.11. (Provost’s letter- We also need to: (1) ensure the policy will not adversely impact our international students.)
  - 10.1.12. (Provost’s letter: (2) revisit definitions of F2F, hybrid, and online courses to ensure compliance with federal definitions, WSCUC, and the Chancellor’s Office.)
  - 10.1.13. (Provost’s letter: (3) ensure course modality is indicated not only in the course syllabus, but also in the published course schedule.)
  - 10.1.14. *(Provost’s letter: Lastly, I have concerns about changes made during the second read to Section 6: Faculty Training & Instructional Design Support.)* Senator Fullman noted that EPRC needs more information on this concern.
  - 10.1.15. Senator Jones referenced section 5b in the policy and recommended the committee align with CLSS, which looks very different from this policy's wording.
    - 10.1.15.1. Senator Fullam mentioned this information is on our C forms, so students are aware, and an updated policy would be needed to guide other revisions.
    - 10.1.15.2. Senator Fullam mentioned that both asynchronous and synchronous are required for reporting in the Academic Planning Database (APDB).
  - 10.1.16. Senator Jones asked if a 50% hybrid class is considered mostly online.
    - 10.1.16.1. Senator Fullam responded “yes” and noted that the 49% and 50% cut-off benefits international students and programs that do not meet the federal definition.
  - 10.1.17. Provost Mohamed mentioned EPRC’s responses seem reasonable, and he will review these responses. Provost Mohamed expressed concerns about the removal of “Faculty who teach DE (Distance Education) courses are expected to have demonstrated efficacy and/or engage in appropriate training.”
    - 10.1.17.1. Chair Davis mentioned faculty demonstrated their ability to navigate and teach online during the pandemic.
    - 10.1.17.2. Senator Franklin-Guy indicated that she agreed with the existing language in the new DE policy regarding the established evaluation procedures for determining instructional effectiveness. Senator Franklin-Guy stated that she questioned the rationale for training for faculty who teach online. Senator Franklin-Guy

highlighted the fact that similar requirements do not exist for in-person instruction. Senator Franklin-Guy stated that there is a variance in requirements, as it is presumed that faculty understand adult learning theory and pedagogical practices prior to teaching in the university setting, and that training or professional development is not recommended unless instructional effectiveness is revealed during evaluations. Senator Franklin-Guy asked why the same presumption would not be extended to faculty who provide online instruction. no similar expectations for faculty teaching university courses exist. Senator Franklin-Guy recommended that training be required if deficiencies are seen.

10.1.17.3. Provost Mohamed mentioned the existing policy does not address that online teaching vastly differs from in-person teaching and also does not mean that cutting-edge online techniques are being used. Provost Mohamed noted it could be called “professional development” rather than “training.” He also agreed that faculty did a great job during the pandemic.

10.1.17.4. Senator Fullam mentioned the CBA, Section 6e does account for this: “Department chairs and deans in consultation with faculty are responsible to determining if faculty are qualified for teaching DE courses.” Senator Fullam recommended the following change: “Faculty are expected to have demonstrated efficacy or engage in appropriate training prior to teaching DE courses. Department chairs and deans, in consultation with faculty, are responsible for determining if faculty are qualified for teaching DE courses.

10.1.17.5. Provost Mohamed mentioned this change might be sufficient and will take a closer look at it. Provost Mohamed also mentioned it sounds like a reasonable solution and a good compromise.

11. Statewide/ASCSU (Academic Senate of the CSU) Senators’ Report – No report

12. Old Business

13. New Business

13.1. [Off-campus Property Use Agreement](#)

13.1.1. Chair Davis mentioned faculty raised concerns about this form, specifically that the language appeared burdensome and cost prohibitive

to replace any device or equipment, especially while doing university work.

13.2. [Off-Campus Policy Use Agreement](#)

13.3. <https://calstate.policystat.com/policy/11206798/latest/>

- 13.3.1. Senator Jones mentioned the first form needs to define negligence. Senator Jones recommended a revision “as defined by” and referencing the CSU policy and also suggested the possibility of adding a time frame.
- 13.3.2. Senator Girshin mentioned “due to negligence” is not grammatically clear and noted that the university has an insurance policy.
- 13.3.3. President Morales suggested the form(s) be attached outlining the concerns and send to VP Sudhakar and if needed, we will revise the form. President Morales also agreed the form should be consistent with the CSU policy.
- 13.3.4. Chair Davis mentioned that she’ll follow up with VP Sudhakar and share the findings as this is an important policy for all faculty.

14. Adjournment: The Executive Committee meeting adjourned at 3:41 PM