



16-17 BC 1
October 4, 2016

TO: The Academic Senate
FROM: Academic Senate Chair Mark Karplus
SUBJECT: 2015-2016 Standing Chair Annual Reports

ACTION REQUESTED:

That the Academic Senate accept the packet of 2015-2016 Annual Reports as written by the 2015-2016 Academic Senate Standing Committee Chairs.

2015-2016
Academic Senate Chair
and
Standing Committee Chair Annual Reports



September 1, 2016

TO: The Academic Senate
FROM: Michael Hedrick, Academic Senate Chair (2015-16)
SUBJECT: Annual Report of the Chair
PURPOSE: Information to the 2016-2017 Academic Senate
ACTION REQUESTED: The Academic Senate accept the information and record this report on its website

2015-2016 Annual Report of the Chair

The Academic Senate for 2015-16 had a number of important achievements. The chair would particularly like to acknowledge and thank the members of the Executive Committee, chairs and members of the Senate standing committees, subcommittees and the Academic Senate for the dedication and hard work in process of shared governance that is represented by the CSUEB Academic Senate. Below is a summary and analysis of notable actions by the Senate for the 2015-16 academic year.

Academic Programs and Curriculum

In anticipation of the quarter to semester conversion (see below), the Senate-approved moratoria on quarter-based General Education proposals (14-15 CIC 5), new course curriculum revisions (14-15 CIC 21), and the suspension of 5 year program reviews (14-15 CAPR 18) limited the work of CAPR in 2015-16. Nevertheless, CAPR and the Senate did approve the 5 year reviews for Earth and Environmental Sciences (14-15 CAPR 23), General Education (15-16 CAPR 12), Political Science (15-16 CAPR 17) and the Master in Public Administration (15-16 CAPR 9). In addition, CAPR and Senate approved two new programs: MS in Nursing (14-15 CAPR 24) and a BS in Civil Engineering (15-16 CAPR 6). CAPR also made a request (and subsequently approved by the Senate) for University adoption of ILO critical thinking measurement rubric (15-16 CAPR 10).

In addition to adopting several policies related to semester conversion (see below), CIC and the Senate passed several important policies. Among these include a postponement of enacting prerequisite enforcements (15-16 CIC 21) which will enable online degree audits necessary for semester conversion, and exemptions for 'bridge' course to the moratorium on curricular changes that is in line with the 'Student Pledge' for quarter to semester conversion. CIC adopted a resolution to enable a grant application for state funding for Affordable Learning Solutions (15-16 CIC 41). The Writing Skills subcommittee of CIC provided important recommendations for Writing II, clarifying 'Second Comp' vs. 'Second Tier' (15-16 CIC 31).

Furthermore, CIC also created a policy, adopted by the Senate, allowing for a Writing II 'double count' (15-16 CIC 55) for courses that could be certified for GE credit as A3, B1-B4, C1-C3, D1-D3.

Faculty Affairs

The FAC produced several key policies that were adopted by the Academic Senate. The Senate adopted the FAC proposal to allow for the Executive Committee to appoint a representative to MPP searches in emergency situations. This was a necessary change to the 'Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrators of CSUEB' document. It is my opinion that the 'Policies and Procedures' document needs substantial revision and updating given that the last update occurred in the 2012-13 AY (12-13 FAC 12). The CSUEB Constitution and Bylaws were unclear on the length of service of the Immediate Past Chair; in response, the FAC defined the term of service of the Immediate Past Chair to be no longer than one year (15-16 FAC 2). There was also a discrepancy between the Constitution and Bylaws on voting thresholds that was rectified by aligning the two documents on this issue (15-16 FAC 3). Both FAC 2 and FAC 3 were passed in Spring, 2016 University-wide elections. The FAC made numerous revisions of the Retention, Tenure and Promotion document (15-16 FAC 5) and suggested changes to the Appointment and Review of the Department Chairs Policy and Procedures (15-16 FAC 7). The FAC also clarified the awards guidelines for the Exceptional Levels of Service to Students (15-16 FAC 11) and made a suggested change to the policy on course syllabus information regarding the addition of a note on Discrimination, Harassment and Retaliation (15-16 FAC 12) based on Title IX and CSU Policy.

Budget and Resource Allocation

COBRA provided several important reports for the Academic Senate including a Year-End Report and an update on the Progress of the 'Classroom Planning Study and Classroom Design Standards; California State University East Bay: 21st Century Classroom Plan' project (15-16 COBRA 1 & 15-16 COBRA 2), and the usual budget analyses of the University's Revenue and Expenses and divisional budgets (15-16 COBRA 3, 4 & 5).

Semester Conversion

Many of the standing committees and Excom were involved with policy decisions that were directly related to the Semester Conversion (SC) initiative. The FAC and Senate, for example, passed the ten-year quarter to semester transitional calendar (15-16 FAC 10) for 2015-2025. CIC was instrumental in adopting several SC policies that were passed by the Senate. CIC provided a recommendation for the Institutional Learning Outcome overlays in the areas of Diversity, Social Justice and Sustainability (15-16 CIC 5); the overlay outcomes were then passed by Senate after considerable campus-wide consultation (15-16 CIC 42). CIC and Senate also approved the course numbering policy under semesters (15-16 CIC 4), including course numbering for extension courses (15-16 CIC 38); the revision of minor requirements under semesters (15-16 CIC 6 revised); the registration calendar for semesters (15-16 CIC 13); the General Education learning outcomes (15-16 CIC 20) within the GE framework; the American Institutions student learning outcomes (15-16 CIC 50); and recommendations for the Freshman Year Experience under semesters (14-15 CIC 40 amended) including the structure of the First (Freshman) Year Experience (15-16 CIC 52) to include 'linked discipline' courses.

Executive Committee

The Executive Committee drafted and sent three resolutions to the Academic Senate that were passed. The first (15-16 BEC 5) was a resolution on CSU 2015-16 Presidential searches that called for transparency in the Presidential search process by publishing the names of finalists in CSU Presidential searches. The second resolution (15-16 BEC 9) supported CSU Academic Senate's resolution 3249 titled 'Concerns about Administrative Communications Regarding Classroom Discussion of Possible Strike Action'. The final resolution (15-16 BEC 10) supported the CFA's call for strike in the event no contract agreement was reached between the CSU and CFA. Fortunately, the contract was ratified and a strike was averted.

In response to a referral from the SC directors (15-16 ASCD 2), a Time Modules Task Force for the Semester Calendar was created. The TMTF met weekly throughout the 15-16 AY to create a report that was delivered to Excom in May, 2016. Excom subsequently recommended (15-16 BEC 12) that the Senate consider the TMTF report and refer to the 16-17 Senate to make a final recommendation to the President on time modules under the semester calendar.

Finally, Excom also adopted a plan to create a new Senate subcommittee on Sustainability (15-16 CAH 1) that will be implemented during the 2016-17 academic year.

In summary, the standing committees and the Academic Senate made considerable progress on many fronts during the 2015-16 academic year. Unlike many previous years, there were no documents to be carried forward for the next Academic Senate to consider. It is clear, however, that the Semester Conversion initiative has created additional workload for the standing committees and the Senate that, although burdensome, will necessarily continue until the University converts to the semester calendar in Fall, 2018. The Semester Conversion directors and Steering Committee have worked well with the Academic Senate to create many important policies to allow the conversion process to proceed smoothly. I fully anticipate that the relationship between the Semester Conversion initiative and the Academic Senate will continue to operate smoothly to keep the Semester Conversion on its current timetable.

The Committee on Academic Planning and Review (CAPR) Annual Report AY 2015-16

Due to the suspension of all Departmental 5-year reviews, CAPR focused on annual reviews from AY 14-15, past 5-year reviews that were not turned in or turned in and not able to be reviewed by CAPR and procedural motions that would strengthen Departmental programs as the University moves toward semesters. This was a very productive year for CAPR and I feel CAPR can move forward in the upcoming academic year toward assisting each Department in monitoring progress of the University's Academic Plan by continued modifications, additions and deletions to the Plan, as well as creating and/or continuing important task forces, such as the ILO subcommittee and initiating meetings between faculty representatives and facilities Space Allocation Committee. This report begins with the annual reports that were reviewed and critiqued by CAPR this past academic year. Below is a list of submitted and approved annual reports by CAPR:

Annual Reviews: CAPR did an excellent job in reviewing the annual reports as some departments were very weak in assessing their programs or assessing their program in the wrong manner. The Departments received excellent feedback that will aid when they begin turning in their 5-year reviews.

Biological Sciences [BS/BA/MA/MS]
Computer [BS], Industrial Engineering [BS] and Engineering Management [MS]
Engineering (Construction Management) [BS, MS]
Early Childhood Education [MS]
Earth and Environmental Sciences (Geology) [BS/BA]
Education Technology [MS]
Educational Leadership [MS]
Education [Special MS]
Environmental Science [BA, BS, MS]
English, [BA/MS]
Ethnic Studies [BS]
Health Care Administration [MS]
History [BA/MA]
Human Development and Women's Studies [BA]
International Studies [BA/MS]
Kinesiology [BS/MS]
Liberal Studies [BA]
Masters in Family Therapy [MS]
Music [BA/MA]
Physics [BA/BS]
Psychology [BA/BS]
Sociology [BA/MA]
Social Work [MSW]
Statistics and Biostatistics [BS/BA/MS]
Theater Arts [BA]

Past 5-year Reviews:

Though the process of submitting five year reviews have been suspended for the Academic years 2015-16 and 2016-17, there were several 5-year reviews that still needed to be submitted, Department Chair Time-Certain discussions and final 5-year CAPR reports that needed to be submitted.

Anthropology, Geography and Environmental Studies (AGES) (15-16 CAPR 20)- The Chair of the Department, Dr. David Larson, discussed AGES' program in conjunction with representatives: Henry Gilbert (Anthropology), Michael Lee (Geography, Director of International Studies) and Karina Garbesi (Environmental Studies). An overview of how the each of the Departments work together. The report was held up due to three outside reviewers being needed. Since the time certain occurred at the last CAPR meeting, CAPR's report and the Department's 5-yr review will be brought up for approval at CAPRs 2016-17 AY meeting.

Art and Multimedia (15-16 CAPR 16: 14-15) – Dr. Gwyan Rhabyt discussed the progress and changes within their Department since their last 5-year review. The Department has been given two faculty hires, one fulfilled and one on-going, increasing the curriculum in the Department. Several of the options have been streamlined and road maps created for each option helping to ensure that students can graduate in four years. Due to advancing technology Photography has been renamed Digital Art. Committees main concern was making a more concerted effort toward diversity with regard to faculty hires. The Chair indicated the last announcement was revised so that recruitment material would encourage diversity. CAPR approved their 5-year review, without modification.

Communication (15-16 CAPR 18) - Dr. Lonny Brooks shared several documents with committee members, including the department's 15-16 Assessment report. Brooks discussed changes in the number of faculty in the department, plans for new concentrations and potential interdisciplinary minors with semester conversion, department initiatives focused on sustainability and recent revisions to the department's assessment efforts. The committee asked questions about a variety of topics (broadcast journalism, internships for students, assessment of the Master's program, etc.). Dr. Brooks will share additional data about the assessment of the Master's program with CAPR.

Criminal Justice (15-16 CAPR 13) - The Chair, Dr. Dawna Komorosky, discussed the progress made in the Department from their past 5-year review. In a nice change of pace, the Department had three successful Tenure-Track hires over the past five years and a fourth search occurring in the 2016-17 AY. The entire faculty has moved from Meikejohn to the new SF Building. They are looking for ways to create more diversity in the Department, as well as incoming majors. The 5-year review was accepted without modification.

General Education (15-16 CAPR 12) - Interim Chair/Director Dr. Nancy Thompson had the arduous job of writing the 5-year review for general studies. Dr. Thompson is working on

an assessment for student outcomes (retention, graduation, GPAs) based on GS courses. A GE sub-committee has been tasked with assessing GE learning outcomes. Assessment is difficult for GE since they rely on courses from all departments within all the Colleges in the University. Addressed in the 5-year review dealing with the hiring of diverse lecturers for GE courses and Graduate Teaching Assistants in General Studies, was the possibility of including CAPR's input for future hiring's. The report by Dr. Thompson and CAPR was approved without modification.

Modern Languages MLL (15-16 CAPR 19) - The Department was represented by the Chair, Dr. Monique Manopoulos. Due to personal issues the Department's 5-year review was submitted later than usual. There was a great concern that the University is not supporting this particular Department and the fact that many programs have eliminated their foreign language requirements. Due to the aforementioned problems, enrollment has decreased. Faculty who have moved on or retired have never been replaced. Since fewer courses are now offered it makes sense that the Department would find difficulty toward increasing enrollments. However, American Sign Language has continued to be successful. Though all Departments are in need of new Tenure-Track faculty, MLL is in desperate need for at least one more in the very near future. The Time-Certain occurred on the last CAPR meeting of the AY. Thus, the report will be submitted and voted on at a CAPR meeting the 2016-17 AY.

Political Science (15-16 CAPR 17) -The Chair of the Department, Dr. Kim Geron, discussed his Department's program. CAPR found some problems with the Department's assessment practices and needs assessment that will close the loop. CAPR gave several ways in which this could be done and Dr. Geron plans to implement many of the suggestions. The Department has hired a new Tenure-Track Faculty that focuses on immigration issues, increasing the Department's curriculum.

Public Administration (15-16 CAPR 9) - Dr. Jay Umeh discussed the Masters program in Public administration. The department streamlined available options, and developed a degree completion plan and a road map. The Department hired a new Tenure-Track faculty and has two on-going searches for new Tenure-Track faculty. Several suggestions were made to improve the Department's program assessment. The report was approved with modification by CAPR.

Interdisciplinary Studies (Master's Degree) asked for and received a suspension of their 5-year review of their Master's Program. See below.

Action Items Ay 2015-16

- Many Departments had issues with the deadlines for annual reviews to be turned into CAPR. The committee voted to change the language in the Academic Program Review Procedures document to reflect that the annual reviews are due the last day of the spring quarter. The committee voted to change the language in the Academic Program Review Procedures document to reflect that the annual reviews will be due the last day of the spring quarter.

- CAPR clarified Article II, Section A.2, as well as adding a provision to Article II, section A, which states that CAPR serve in a consultative role, when appropriate, on enrollment management.
- University space allocation is an important issue since programs can be obstructed when no rooms are available. With the move of several Departments to the SF Building and COBRA and CAPR being charged with input with regard to space allocation, AVP Jim Zavagno and Debbie Chaw was invited to discuss how the process of space allocation is procured throughout the University. CAPR, up to this point, had no input as to how space would be allocated within the University, which is an important issue since finding adequate space for courses, especially at peak times, has become a daunting task. Jim Zavagno discussed campus space allocation starting with the Capital Outlay Program, the Academic Master Plan (from 2008), the ongoing Physical Master Plan (from 2001), the current Physical Master Plan (from 2009, currently in litigation), the Space Management and Assignment Policy, and the Space Policy Committee. Since CAPR was not involved in any space allocation decisions, there was a broad discussion about procedures for funding new buildings, how space is allocated on campus (including classroom and office space) and how faculty currently participate in those allocation decisions.

Additionally, CAPR invited several guests to participate in the discussions, which occurred over several meetings. Guests included the Senate Chair Mike Hedrick; Vice President, Administration and Finance and CFO Debbie Chaw; AVP of Facilities Jim Zavagno; University Planner Anne Leung; Director, Academic Affairs Budget and Communications Audrey Katzman. CAPR's questions revolved around faculty input on space decisions; the Space Utilization Report for Fall 2014; how space allocation may affect the approval of new programs; the roles of the Space Advisory Committee and the Space Policy Committee and increasing faculty and student representation on those committees; as well as other space-related topics. A problem was discovered in that the Space Committee at the Facility level only convenes when issues with space cannot be resolved with an individual faculty or Department. CAPR asked for regular meetings with a representative from both CAPR and COBRA be present for the meetings. CAPR nominated and approved Dr. Luz Calvo, Chair of the Department of Ethnic Studies, as our representative to the University/Facilities Space Allocation Committee.

- An 18-month Calendar was created for what should be accomplished during the next eight quarters, while there is a suspension of Departmental five-year reviews.
- Due to the suspension of five-year reviews for the AY's 2015-16 and 2016-17, CAPR needed to rebalance the due dates for all five-year upcoming five-year reviews. The Chair created a schedule for each program which requires review. Departments whose previous five-year review showed excellent progress and demonstrated exceptional assessment of Departmental programs were not of immediate concern

and subsequently scheduled to turn in their next five-year review after programs who have problems with program review and/or program assessment. Accredited programs were part of the schedule, which went out till the AY 2022-23. Due to the amount of work to put the schedule together and the discussion of Action and Discussion items during CAPR's scheduled meetings, the schedule was not voted on this AY. However, it will be up for discussion and a vote in the first meetings of CAPR in the AY 2016-17.

- The Department of Sociology has requested that the BA in their Social Services Option be discontinued. The course of action is to teach out students currently in the Option. The Department is currently not accepting new social services students. The Department name will be changed to "Sociology" with semester conversion. The actual change will be reflected in the 2017-18 University Catalog.
- There was a request for approval of a new Certificate Program: The LVN Certification Program. The Committee had questions about whether students would need to be matriculated to participate in this program. There was a motion to approve the new LVN Certificate Program with an explanation from Lynn VanHofwegen to given to ExCom.
- There were several requests for the discontinuance of several programs. The conversion from Quarter-to-Semesters has allowed many Departments to strengthen their programs by eliminating weak options and /or programs. The programs approved for discontinuance are: Geography [MA], Anthropology [MA], Communications [Organizational Communication Certificate], Sociology [MA: The program has been under "temporary" suspension since 2010].
- In an effort to get the annual reviews turned in in a timely manner by each department, the committee voted to change the language in the Academic Program Review Procedures document to reflect that the annual reviews will be due the last day of the spring quarter.
- There was a request by the Department of Engineering for the addition of a Civil Engineering BS to the Academic Master Plan. Associate Professor Farzad Shahbodaghlou gave presentation as to why this would be beneficial to the department. A memo from Dean Leung was shared and the history of the School of Engineering, started as a department with three majors and developed into a School, was introduced. Dr. Farzad Shahbodaghlou, from the Department of Engineering explained the anchor engineer disciplines are conventionally industrial, computer, and construction engineering; because CSUEB already has construction management program as a subset of civic engineering, a new Civil Engineering BS will provide a broader spectrum. For School of Engineering, the anchor engineer disciplines are anticipated to be in place to build a coherent school of engineering. As a feeder to construction management programs, the BS will prepare students with better science foundation and math knowledge. The BS of Civil Engineering is

on track for accreditation and well received by the civic engineering/ construction management community.

- A request for the discontinuance of the Computer Networks M.S. Discussion: This change is being suggested because it will be more efficient to have Computer Networks as a concentration in the Computer Science M.S. program. It will be implemented with semester conversion. This request was passed by the committee.
- There was a request for the suspension of admissions to Interdisciplinary Studies Master's Degree due to enrollment. The proposal to suspend the program was passed until after semester conversion, when CAPR will revisit the proposal in three years.
- CAPR had several discussions regarding the exemption from annual reports for accredited programs. A motion to strike the second sentence from the top of Section D in the Academic Program Review Procedures document was approved.
- There was a discussion by CAPR, initiated by the Chair, that it would be best to review Department programs and options by the submitting Department and not the individual program. This way all programs can be reviewed at the same time in the same report by the individual department, thus streamlining the approval process. Donna Wiley was able to obtain the information that the Chancellor's Office and WASC require a review of each degree program. In the reports, some of the data between programs and departments may be intermingled, but there should be evidence of each program assessing its PLOs. WASC also wants retention and graduation data included in reviews, which the CAPR data group will discuss this summer. Thus, it remains that each program will be reviewed by CAPR.
- CAPR required program review data (Section VI., p. 30): The committee discussed additional data that may be useful to include in program review documents, including: more than one year's worth of data (with trend lines); data that represents unmet demands; data that represents program bottlenecks; waitlist data; successful course completion rates; as well as graduation timelines and how those relate to course bottlenecks. A smaller subcommittee (led by Donna Wiley) will work on revising the data requirements.
- CIC approved the following program prefix changes on 5/2/16: Business Analytics (BAN) and Criminal Justice – CRJ. A motion to accept the information items was made and CAPR passed the motion.
- Dr. Joanna Lee, Chair of Marketing and Entrepreneurship, has requested that the Departments name be changed to the Marketing Department. Dr. Lee shared information on the history of the Department. The College of Business will now be overseeing Entrepreneurship Education, rather than just the Marketing Department. Other CSUs and other institutions usually have a standalone Department of

Marketing. The College Dean is supportive of the change. The motion was approved by CAPR.

- Discontinuance policy needed from CIC/CAPR. Donna Wiley volunteered to prepare a draft discontinuance policy document. Currently, a discontinuance procedure, but not an actual policy, exists. The draft document will be brought to CAPR in the 2016-17 academic year.
- The ILO subcommittee was created to assess the University's ILO's. New rubrics and a bank of ILO rubrics were created so that at the start of semesters the ILO subcommittee can continue on with positive assessment. Though not comprehensive for any one discipline, each ILO will represent each College to create the specific rubric. The ILO subcommittee requested a University Adoption of Institutional Learning Outcome (ILO) Critical Thinking Measurement Rubric. This rubric was passed by CAPR.
- 14-15 CAPR 8: A proposal to add a Diversity Rubric to the Academic Program Review Policies and Procedures was approved by President Morishita; thus, there is a need for integration of a diversity rubric into Academic Program Review Procedures document.
- 15-16 CAPR 11: Option Elevation for Masters of Arts in Teaching English to Speakers of Other Languages (TESOL) (Dr. Ke Zou, 3:00pm time certain). Dr. Ke Zou presented a proposal for elevating TESOL as a separate graduate program. TESOL does not share curriculum/unit requirements, outcomes, or capstone experiences with the MA English program. 9 of 11 TESOL programs on other CSU campuses are separate from MA English. Approval of Option Elevation for Masters of Arts in Teaching English to Speakers of Other Languages (TESOL). Many CSUs have stand-alone TESOL degrees, and this change should not require any additional resources. CAPR passed the request and moved it on for approval by the Academic Senate.
- The final act of CAPR was to elect a new Chair for the AY 2016-17. The committee elected Dr. Jason Smith, from the Department of Health Sciences, will be the new Chair and Dr. Stephanie Alexander will remain as Secretary.

I would like to take this moment to thank everyone on CAPR for all of the work they did over the AY 15-16. In this time of Quarter-to-Semester conversion, to work on program review on top of restructuring departmental programs, is a thankless business. A special thank-you is in order to Dr. Donna Wiley, Dr. Stephanie Alexander, Sophie Rollins and Mark Robinson for really helping things run in a highly constructive manner and keeping track of CAPR proceedings.

Committee on Instruction and Curriculum (CIC) 2015-2016 Annual Report

First and foremost, I list the committee and subcommittee membership for this year. All did an amazing amount of work for which I am grateful.

Committee Membership

Eileen Barrett
Andrew Carlos (Secretary)
Luis Cardenas (Undergraduate Student)
Brian Cook (non-voting / AVP Continuing Education)
Jesus Diaz-Caballero
Pablo Garnica (Graduate Student)
Farnaz Ganjeizadeh
James Mitchell
Arnab Mukherjea
Nancy Thompson
Joy Vickers (SSP)
Mitchell Watnik (Chair)
Donna Wiley (Presidential Appointee)
Jing-Wen Yang

Subcommittee Membership

Affordable Learning Solutions Subcommittee

- Eduina Escobar, Bookstore
- Cathey Hurtt, Information Technology Services
- Dayrll Lewis, Duplicating Services
- David Lopez, ASI representative
- James Murray, CSCI
- Corazon Napolis, Accessibility Services
- Aline Soules, LIB (Chair)
- Missy Wright, CEAS
- Jing Wen Yang, CBE, CIC representative

Critical Thinking GE Requirement Subcommittee (not convened in 2015-6)

Cultural Groups/Women GE Requirement Subcommittee (not convened in 2015-6)

General Education Subcommittee

- Lawrence Bliss, Director of Academic Advising and Career Education
- Luz Calvo, CLASS
- Eric Fricke, CBE
- Julie Glass, CSCI (**Chair**)
- Zach Hallab, CEAS
- Yi Karnes, CBE
- Rita Liberti, CEAS

- Sarah Nielsen, CLASS
- Maureen Scharberg, Dean of Undergraduate Studies
- Aline Soules, Library
- Nancy Thompson, General Education Director
- Mitch Watnik, CSCI (Secretary)

Graduate Programs Subcommittee

- Lynn Eudey, CSCI
- Cathy Inouye, CEAS
- Joanna Lee, CBE
- Karen Mucci, PEM
- Asha Rao, CBE
- Linda Smetana, CEAS
- Holly Vugia, CLASS
- Mitch Watnik, CSCI
- Donna Wiley, APGS (Chair)
- Ke Zou, CLASS

Writing Skills Subcommittee

- Kathryn Hayes, CEAS
- Helen Ly, SCAA
- Margaret Rustick, Director of Composition (Chair)
- Maureen Scharberg, Dean of Undergraduate Studies
- Ryan Smith, CSCI
- Nancy Thompson, CLASS
- Lan Wang, CBE
- Donna Wiley, AVP APGS
- Ke Zou, Director of Tesol

Items approved by CIC and Passed by the Academic Senate

- [14-15 CIC 25](#) Procedure for Handling Pilot Programs' Migration to Permanent Status
- [14-15 CIC 40 amended](#) Recommendation for Freshman Year Experience under Semesters
- [15-16 CIC 2](#) Approval of COMM 2550 Queer Cultures: Knowledge and Literacy for GE D1-3
- [15-16 CIC 3](#) Approval of GEOL 3080 Hands on Earth Science Lab for B6 GE
- [15-16 CIC 4](#) Approval of Course Numbering Regime Under Semesters
- [15-16 CIC 5](#) Recommendation for Institutional Learning Outcome Overlays

- [15-16 CIC 6 revised](#) Revision of requirements for a Minor under semesters
- [15-16 CIC 7](#) Approval of D1-3 GE designation for FIN 2300: Personal Financial Management
- [15-16 CIC 8](#) Request for discontinuance of Social Service Option in Sociology and Social Services BA
- [15-16 CIC 9](#) Request for the discontinuance of the Organizational Communication Certificate in Communication
- [15-16 CIC 10](#) Request for discontinuance of MA in Geography
- [15-16 CIC 11](#) Request for discontinuance of MA in Anthropology
- [15-16 CIC 13](#) Registration Calendar for Semesters
- [15-16 CIC 14](#) Registration Calendar for Summer 2016-Spring 2018
- [15-16 CIC 16](#) Online/Hybrid course modification request: POSC 3441 Constitutional Law: Governance
- [15-16 CIC 17 revised](#) Minimum grade requirements for native/transfer students in A1-A3 and B4 from EEO 1100
- [15-16 CIC 18](#) Sankofa Scholars Program (Information)
- [15-16 CIC 19](#) Granting of academic credit listed upon the satisfactory completion of the Advanced Placement (AP), International Baccalaureate (IB), or College-Level Examination Program (CLEP) test
- [15-16 CIC 20](#) General Education Learning Outcomes
- [15-16 CIC 21](#) Postponement of enacting prerequisite enforcements
- [15-16 CIC 23](#) Bridge course exemptions to moratorium on curriculum changes
- [15-16 CIC 24](#) Request from Kinesiology to modify KIN 3330: Motor Learning Control (information)
- [15-16 CIC 25](#) Suggested amendments to the Online & Hybrid Instruction Policy
- [15-16 CIC 26](#) New course request for SOC 3535: Contemporary Brazilian Society-Study Abroad (information)
- [15-16 CIC 28](#) Course modification request: HIST 3400 America to 1900 (information)
- [15-16 CIC 29](#) Health Science request for a revision of the Pre-Clinical Preparation Option, B.S.
- [15-16 CIC 30](#) Master's Requirements for Semester Calendar
- [15-16 CIC 31](#) Writing Skills Subcommittee Recommendations Regarding Writing II: Clarifying "Second Comp" and Second Tier
- [15-16 CIC 32](#) M.A. Teaching English to Speakers of Other Languages (TESOL) Approval
- [15-16 CIC 34](#) Revision request for Mathematics M.S. graduate program (information)
- [15-16 CIC 35](#) Revision request for Chemistry M.S. and Chemistry Biochemistry Concentration M.S. graduate programs (information)
- [15-16 CIC 38](#) Approval of Extension Course Numbering Regime Under Semesters
- [15-16 CIC 39](#) Revision request for Physics B.S. (information)

- [15-16 CIC 40](#) Revision request for Human Development B.A. (information)
- [15-16 CIC 41](#) Resolution to Enable Grant Application for State Funding for Affordable Learning Solutions (ALS)
- [15-16 CIC 42](#) Overlay Outcomes
- [15-16 CIC 43](#) Registration Calendar for Shorter Sessions on Semester System
- [15-16 CIC 44](#) Revision request for Physics B.A. (information)
- [15-16 CIC 45](#) Revision request for Master of Social Work (information)
- [15-16 CIC 46](#) Revision request for M.S. in Biological Sciences (information)
- [15-16 CIC 47](#) Revision request for M.S. in Health Care Administration (information)
- [15-16 CIC 48](#) New course request for SOC 3530: Continuity and Change in Brazilian Society-Study Abroad
- [15-16 CIC 49](#) BIOL 3080: Biology Hands-on Laboratory General Education B6 request
- [15-16 CIC 50](#) American Institutions Student Learning Outcomes
- [15-16 CIC 51](#) Request for discontinuance of Computer Networks M.S.
- [15-16 CIC 52](#) Cluster Structure
- [15-16 CIC 53](#) Prefix modification request for Public Administration
- [15-16 CIC 54](#) Electronic Transcripts (information)
- [15-16 CIC 55](#) Writing II double count
- [15-16 CIC 56](#) Prefix modification request for Business Analytics
- [15-16 CIC 57](#) Prefix modification request for Criminal Justice
- [15-16 CIC 58](#) Revision request for Sociology B.A. (information)
- [15-16 CIC 59](#) Revision request for Construction Management B.S. (information)
- [15-16 CIC 60](#) Revision request for Computer Engineering B.S. (information)
- [15-16 CIC 61](#) Revision request for Industrial Engineering B.S. (information)
- [15-16 CIC 62](#) Degree Title Change M.S. Business Analytics
- [15-16 CIC 63](#) Degree Type Change M.S. Economics
- [15-16 CIC 64](#) Revision request for Masters of Business Administration (information)
- [15-16 CIC 65](#) Revision request for Accountancy MS (information)
- [15-16 CIC 66](#) Revision request for Computer Science MS (information)
- [15-16 CIC 67](#) Revision request for Multimedia MA (information)
- [15-16 CIC 68](#) Revision request for History MA (information)

The following information items were passed by CIC, but require action by 2016-7 Academic Senate:

- 15-16 CIC 69 Revision request for Psychology BA (information)
- 15-16 CIC 70 Revision request for Business Administration BS (information)
- 15-16 CIC 71 Revision request for Health Sciences BS (information)
- 15-16 CIC 72 Revision request for Nursing BS (information)
- 15-16 CIC 73 Revision request for Statistics MS (information)

15-16 CIC 74 Revision request for Biostatistics MS (information)
15-16 CIC 75 Revision request for Kinesiology MS (information)
15-16 CIC 76 Revision request for Engineering Management (information)
15-16 CIC 77 Revision request for Construction Management (information)

The following item were referred back to CIC by the 2015-6 Academic Senate:
[15-16 CIC 36](#) Probation Status Catalog Statement for Semesters

The following items were held by the Executive Committee after CIC passage:
[15-16 CIC 15](#) Campus-Originated Challenge Exams
[15-16 CIC 33](#) Procedure for approval of Extension courses bearing academic extension credit

Notable Achievements of CIC 15-16

First and foremost, the Committee moved an unheard-of number of documents to (and through) the Academic Senate. Committee members received no reassigned time this academic year, though GE Subcommittee members received 8 WTU and Graduate Subcommittee members received 2 WTU (most of the members of the latter deferred the time to the Fall Quarter to make a combined 4 WTU). (CIC members will receive 4 WTU in the Fall Quarter as part of semester conversion, as the Committee voted not to create an undergraduate program subcommittee and will handle the load itself.)

Most of the documents passed this year were about semester conversion and many of those originated in the GE or Graduate Programs Subcommittees. 14-15 CIC 40 and 15-16 CIC 52 set the structure for clusters (“First Year Experience”) under semesters. 15-16 CIC 31 and 15-16 CIC 55 regarded how the current “second comp” course will be transformed and possibly be offered more broadly across the University. 15-16 CIC 5 and 40 created and set the outcomes for the new “Overlay” requirements, which will be distinct to CSU East Bay. 15-16 CIC 20 determined the learning outcomes for GE courses under semesters (currently, finding the documentation for the learning outcomes for GE is at best a hodgepodge); I am grateful to the GE Office and Academic Programs/Graduate Studies for quickly creating and making available forms for academic departments to have the outcomes available. Analogously, 15-16 CIC 50 documents the learning outcomes for American Institutions requirements. The Committee additionally recommended a registration calendar for semesters (15-16 CIC 13 and 43) and, while doing so, recommended changes to the current calendar for a “trial run” before semesters (15-16 CIC 14). 15-16 CIC 4 altered the previously-approved course numbering scheme to allow for some additional suffixes, and 15-16 CIC 38 provided a policy for extension courses. 15-16 CIC 30 was the Graduate Programs Subcommittee’s first foray into Catalog copy for semesters, and provided guidance to program revisions. 15-16 CIC 6 provided rules for minors.

The new Dean of Undergraduate Studies, Maureen Scharberg, made her presence felt with the Committee, providing input into many facets of Committee work, even though she was not a member. The Committee passed 15-16 CIC 36 at her urging, but the Senate referred it back to Committee (at her request) to clarify a few components of the proposed policy. One of the issues that next year’s Committee may consider is whether to ask the Faculty to make the Dean a voting member of the Committee. While it is understandably rare that a titled administrator gets a seat on a

standing committee, CAPR provides a precedent where the Faculty observed that it is beneficial to Senate work.

Unfinished Business and Looking Forward to 16-17

Regarding 15-16 CIC 15, I strongly urge the incoming Executive Committee to read Article IV, Section 5 of the Faculty Bylaws. The 15-16 Executive Committee overstepped its authority when it failed to send the document to the Academic Senate. The Executive Committee is not a proxy for the Senate and has no authority to block a Committee document from the body's consideration. I recognize the controversial aspects of the proposed changes in the policy, but that is no excuse for the Executive Committee overstepping its bounds. The document proposes a more formal treatment of "challenge exams" and bans departments from receiving FTES for students who use the challenge exam. According to the Presidential Appointee to the Committee, this change is needed to bring the campus into alignment with CSU practice. While the written system policy does not state some of the aspects that the Associate Vice Chancellor (Mallon) wrote to spur parts of the proposal (and I share some of the concerns held by Executive Committee members about them), a full floor discussion is warranted, as well as the consideration of what is in the best interest of our students. If the campus is found to be out of compliance with system policy, the President may unilaterally implement rules, which is never in the Faculty's best interest, and particularly so when the administration intervenes in curricular policies.

In the Fall Quarter (and perhaps beyond), the Committee will see numerous undergraduate program revisions for semesters. Accordingly, it may have to meet on an accelerated schedule, which might mean having to move the GE Subcommittee to a different time slot.

The Committee will have to determine some mechanism for moving GE approvals to the Senate. There are numerous precedents for courses to be bundled, but even such groupings may be problematic for the workings of the Senate. I can imagine the Committee proposing a process analogous to [14-15 CIC 36](#) whereby, if the Committee (or Subcommittee) approves the proposal by some supermajority, it is merely sent for information.

I've been told that a draft executive order (1071) is being floated to mandate that "subprograms" (currently called "options", but to be called "concentrations" when we move to semesters) make up less than half of the degree program. Although I am probably supportive of the ends that the Chancellor's Office is trying to achieve, I am philosophically opposed to CO mandates about curriculum (which are absolutely the purview of the Faculty). I would welcome a charge to consider writing a resolution to that effect, as well as a charge to determine whether the Faculty would like a policy on rules regarding concentrations within degree programs.

Most importantly, the Committee will have to continue the work on semester Catalog copy. While the Committee has already defined GE, overlays, minors, and many graduate program rules, there is still considerable work to be done. AVP Wiley has assisted with the graduate copy (through the Graduate Programs Subcommittee) and Dean Scharberg, as mentioned earlier, has begun work with the Committee.

The appointed faculty members of the GE Subcommittee were reappointed for next year and approved by the 2015-6 Executive Committee (this was needed due to reassigned time for members). Similarly, most of the appointed faculty members of the Graduate Programs Subcommittee were reappointed and approved (I was the exception, with Farnaz Ganjeizadeh replacing me as the Committee representative).

I look forward to serving 2016-7 as the Committee Chairperson and, at the organizational meeting, the Committee elected Brian Cook as the Secretary.

Respectfully Submitted,
Mitchell Watnik, Chairperson, 2015-16



**CALIFORNIA STATE
UNIVERSITY**
E A S T B A Y

**Committee on Budget and
Resource Allocation**

2015-16 Annual Report
Prepared by Nancy Mangold, Chair

Members: Tom Bickley, Lonny Brooks, Paul Carpenter, Monique Cornelius, Julie Glass, Jiansheng Guo, Audrey Katzman, Claudia Stone, Glen Taylor.

Fall 2015

COBRA established a COBRA Subcommittee in 2014-15 on Classroom Upgrade Master Plan to assist the Facilities in planning the classroom upgrade project. COBRA prepared 15-16 COBRA 1- Report to Update the Progress on the Classroom Renovation Project for information to the Academic Senate. In this report, COBRA presented the work by the facilities and the COBRA subcommittee on the classroom upgrade project including the planning study, outcomes of the study, classrooms selected and the project schedule. COBRA recommended that the facilities follow Subcommittee's recommendations and prepare cost estimates for both furnishings and construction costs for renovating the recommended classrooms as prototypes.

Winter 2016

In January 2016, COBRA invited Jim Zavagno to provide an update on the classroom upgrade project. The updates included the current status of the classroom upgrade project, project schedule, and the estimated construction costs. COBRA prepared 15-16 COBRA 2- Report on the Current Status of the Classroom Upgrade Project for the Academic Senate. In order to develop a long term schedule to complete upgrades to 80 remaining lecture classrooms on campus, COBRA will invite a plan from Facilities and COBRA members will review the plan and provide input on the schedule prioritizing the upgrades for the remaining 80 classrooms.

On January 27, 2016, COBRA invited VP/CFO Debbie Chaw and AVP Darrell Hayden to COBRA meetings to discuss the university budget for the fiscal year July 1, 2014 to June 30, 2015. COBRA presented to the Academic Senate COBRA 3, an executive summary of the University Revenue and Expense Summary by Fund Group – Year End June 30, 2015. This report documented the university revenues and expenses and balances in the university operating fund, housing fund, parking fund, continuing education fund, university union, trust fund and lottery fund and highlighted the important changes in these funds for the 2014-15 fiscal year.

On February 10, 2016, COBRA invited VP/CFO Debbie Chaw and AVP Darrell Hayden to COBRA meetings to discuss the university budget for the mid-year July 1, 2015 to December 31,

2015. COBRA presented to the Academic Senate COBRA 4, an Executive Summary of the University Revenue and Expense Summary by Fund Group – 2015-16 Mid-Year Report. This report documented the university revenues and expenses and balances in the university operating fund, housing fund, parking fund, continuing education fund, university union, trust fund and lottery fund and highlighted the important changes in these funds for the mid-year period from July 1 to December 31, 2015.

Spring 2016

COBRA prepared its first report on the university budgets for the three divisions at CSUEB, Academic Affairs, Administration and Finance, and Student Affairs. This type of budget information was never provided to the Academic Senate or faculty before. COBRA invited Debbie Chaw, VP Administration and Finance/CFO to present the 2015-16 CSUEB Budget Highlights and the 2015-16 operating budget for Administration and Finance. COBRA invited Carolyn Nelson, Interim Provost and Audrey Katzman, Director, Academic Affairs Budget and Communications to present the 2015-16 operating budget for Academic Affairs. COBRA also invited Julie Wong, VP, Student Affairs to present the 2015-16 operating budget for Student Affairs. COBRA prepared COBRA 5: Summary of the 2015-16 CSUEB Division Budgets for Academic Affairs, Administration and Finance, and Student Affairs to inform the Academic Senate on the budgets for the three main divisions and the budget issues each division faced.



2015-2016 Annual Report
Prepared by Sarah Taylor, Chair

Members: Kate Bell (15-17), Jeffra Bussmann (15-17), Brian Du (14-16), Stephanie Couch (Presidential Appointee), Shubha Kashinath (14-16), Jean Moran (14-16), Jenny O (15-17), Jeff Seitz (15-17), Sarah Taylor (14-16), Helen Zong (15-17)

Fall 2015

- Formed special grant review subcommittee and received Ex Com approval for the committee, which reviewed proposals and made recommendations to the Interim Provost regarding the Collaborative and Engagement of Students in Coursework-Related Research Faculty Support Grants.
- Reviewed revised ORSP policies and procedures, and discussed what CR's role should be in reviewing ORSP policies.
- Discussed formation of the Teacher-Scholar program with FAC chair and members, as well as with Interim Provost Nelson.
- Discussed compensation for faculty for special registration courses (e.g. theses and independent studies) with FAC Chair and Interim Provost Nelson.

Winter 2016

- Met with Sean Williams, Director of Compliance at ORSP, re: updates to the Animal Care and Use Policy (15-16 CR 2).
- Discussed and responded to the referral from Ex Com re: procedures for appointment of members to the Institutional Research Board (15-16 BEC 6).
- Met with Kevin Brown, Chair of the IRB, to discuss the above referral.
- Drafted and sent to Ex Com a response to the above referral, 15-16 CR 3, which was approved by Ex Com as an information item on 3/29/16.
- Continued discussion of the Teacher Scholar Program.
- Continued discussion of faculty compensation for special registration courses.
- Updated the call and rubric for Individual Faculty Support grants, and discussed implementation of new InfoReady submission and review system.
- Recruited a special grant review subcommittee to review the Individual Faculty Support grants and received Ex Com approval for the membership of this special subcommittee.
- Reviewed proposals for the CSU Student Research Competition and selected students to represent CSUEB at the competition.
- Met with Jim Langley, consultant for University Advancement.
- Planned for the spring quarter campus-wide open discussion on research.

Spring 2016

- Formed spring special grant review subcommittee and received Ex Com approval for the committee, which reviewed proposals and made recommendations to the Interim Provost regarding the Individual Faculty Support Grants.
- Met with Kevin Brown re: updating IRB policies and procedures (preliminary discussion of ideas and process, including what CR's role should be).
- Reviewed and approved the RFP and rubrics for the Collaborative and Engagement of Students in Coursework-Related Research FSGs.
- Met with Interim Provost Nelson to finalize plans for the Open Discussion Forum on Research.
- Hosted the campus-wide Open Discussion Forum on Research on May 12. The event featured guest speaker Dr. Zed Mason, Interim Assistant Vice Chancellor for Research Initiatives and Partnerships, CSU Chancellor's Office. Following Dr. Mason's talk, participants divided into three groups, facilitated by CR members, focusing on the following topics: 1) undergraduate and graduate student research; 2) faculty research; and 3) research in relation to the retention, tenure and promotion (RTP) process. Each group shared a summary of their discussion with the larger group. Stephanie Couch compiled the notes from this event into a document that has been shared with all 2015-2016 and 2016-2017 CR members.

Institutional Review Board Annual Report
June 16, 2015 – June 15, 2016

As stated in 80-81 BEC 2, the Assurance of Compliance with Department of Health and Human Services Regulations on Protection of Human Subjects, the Chair of the Institutional Review Board (IRB) shall report annually to the AVP of the Office of Research and Sponsored Programs, and through the Chair of the Committee on Research to the Chair of the Academic Senate.

80-81 BEC 2 states that the annual report must contain six elements:

1) The dates of all IRB meetings and the attendance.

Most human subjects research conducted at CSUEB is of minimal risk and is evaluated via expedited review, which is coordinated via campus mail and email. No full board meetings were required this year.

2) The total number of projects and activities reviewed, including statistics on expedited reviews, approvals, rejections, and deferred protocols.

Type of Review	Faculty/Staff-Initiated	Student-Initiated	Total
Full Board	0	0	0
Expedited Review	10	41	51
Continuation Review	7	1	8
Modification Review	25	7	32
Exempt Protocols	47	134	181
Incomplete	4	4	8
Not HSR	4	4	8
Withdrawn	1	42	43
Rejected	0	0	0
Total	98	233	331

The categories above reflect those used in the federal regulations governing IRB operations. Protocols undergoing expedited review are reviewed by the IRB chair and a subset of the board. Protocols undergoing exempt review are reviewed by the IRB chair alone. 272 of the 331 protocols submitted to the IRB were approved, either via expedited or exempt review of new, modified, or renewed research protocols. Eight (8) of the remaining protocols required additional information for review. The information was requested but had not been received at the time of this report. Eight (8) of the protocols submitted were found not to be considered human subjects research. Such research does not require the approval of the IRB. Forty-three (43) of the protocols were withdrawn by the investigator. All but one of these protocols were submitted by students of one instructor and were incomplete, and hence could not be approved without additional information. The IRB has been working with the instructor to properly coach his students so that they can successfully complete the IRB review process.

Compared to last year, the number of faculty/staff-initiated protocols was about the same (98 vs. 96) and the number of student-initiated protocols decreased from 312 to 233 (-25%). The total number of submitted protocols decreased from 406 to 331 (-18%).

Note that the Departments of Teacher Education, Educational Psychology, and Educational Leadership submit their students' Master's theses projects for Board approval. Three sections of these students account for 82 of the above student-initiated protocols. Protocols from Master's of Social Work students accounted for another 17 protocols.

The board instituted a training policy for investigators conducting research using human subjects which was approved by the Academic Senate on June 3, 2008. The training program was implemented by subscribing to the CITI Human Subjects Research Training program, an online training program hosted by the University of Miami. Compliance with the training requirement was required for investigators submitting protocols and all IRB members from Spring quarter 2009 onward. The ORSP maintains a database of investigators who have completed the training. During the year covered by this report, faculty, staff, and student investigators completed 814 training programs.

3) The current membership of the Board with terms of appointment indicated.

The board is made up of eleven (11) members and an equal number of alternates. Both members and alternates participate equally in reviewing protocols. A distinction is only made during full board meetings as required by federal regulation.

Members:

	Term Ends
1. Jenny O, Chair, Committee on Research	Ex-officio
2. Kevin Brown, Chair , Math and Computer Science	Fall 2016
3. Anne Wing, IRB Coordinator, ORSP	Ex-officio
4. Ann Halvorsen, Educational Psychology	Fall 2018
5. Kimberly Kim, Nursing and Health Sciences	Fall 2016
6. Elana Dukhovny, Communicative Sciences and Disorders	Fall 2018
7. Linda Laskowski, Community Representative	Fall 2017
8. Evaon Wong-Kim Social Work	Fall 2017
9. David Sandberg, Psychology	Fall 2017
10. Jessica Weiss, History	Fall 2018
11. Andrea Wilson, Director, Student Health Service	Ex-officio

Alternates:

1. John Eros, Music	Fall 2017
2. David Fencsik, Psychology	Fall 2017
3. Silvina Ituarte, Criminal Justice Administration	Fall 2017
4. Will Johnson, Sociology and Social Services	Fall 2017
5. Marvin Lamb, Psychology	Fall 2018

- | | |
|--|-----------|
| 6. Denise Liu, Nursing and Health Sciences | Fall 2017 |
| 7. E. Maxwell Davis, Human Development and Women's Studies | Fall 2017 |
| 8. Vanessa Yingling, Kinesiology | Fall 2017 |
| 9. Terry Soo-Hoo, Educational Psychology | Fall 2018 |
| 10. John Vukasin, Community Representative | Fall 2017 |
| 11. Pradeep Ramanathan, Communicative Sciences and Disorders | Fall 2018 |

4) A citation of current, relevant legislation and regulatory requirements which govern the actions of the IRB.

Code of Federal Regulations Title 45: Public Welfare, Part 46 Protection of Human Subjects, effective July 14, 2009 contains the government regulations governing IRB functions.

5) Notes on developments at the national, state, local community and university levels that may require policy revisions to provide assurance as defined by Federal regulations, changes, or addenda or other administrative attention or action.

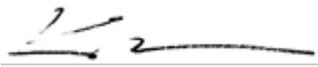
The federal government is considering making changes to the regulations which govern the conduct of human subjects research. On July 22, 2011, the Department of Health and Human Services (DHHS) issued an Advance Notice of Proposed Rulemaking (ANPRM) requesting comments on current regulations and suggestions for modifications. Comments were accepted through October 26, 2011. "Proposed Revisions to the Common Rule for the Protection of Human Subjects in the Behavioral and Social Sciences" was published in 2014, but there is no current timeline for approval or adoption of these proposals by the federal government.

The Council on Governmental Regulations (COGR) has engaged in conversations with the Human Subjects Research Protection Officer, National Science Foundation, regarding applications and proposals lacking definite plans for involvement of human subjects. Per 45 CFR 690.118, applications lacking definite plans, such as "projects in which human subjects' involvement will depend upon completion of instruments, prior animal studies, or purification of compounds," need not be reviewed by an IRB before an award is made. NSF has indicated that for studies that meet these criteria, IRBs may use a "Preliminary Approval" notice for NSF projects and that this approval is consistent with the Proposal and Award Policies and Procedures Guide. The draft letter provides a limited approval period and indicates that the investigator must submit an amendment or new IRB application for full IRB approval of the project prior to the expiration date. It also emphasizes that no work with human subjects, including recruitment, may be conducted under the determination. Establishing a time limit, whether it is 3 or 6 months, requires investigators to return to the IRB and establishes accountability. The CSUEB ORSP and IRB are aware of this policy and will comply when reviewing new NSF grant applications.

6) Recommendations for administrative or Academic Senate actions for maintaining an effective institutional review function for the purpose of protecting the rights and welfare of human subjects.

The Office of Research and Sponsored Programs is continuing to evaluate potential grant management software packages that include IRB components. Results of the evaluation will be presented to the Committee on Research for further action.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kevin Brown', enclosed in a thin black rectangular border.

Kevin Brown
Chair, Institutional Review Board



FACULTY AFFAIRS COMMITTEE

15-16 FAC XX?
Aug 30, 2016

TO: The Executive Committee

FROM: James Murray, Chair, Faculty Affairs Committee

SUBJECT: Annual Report summarizing activities of FAC in AY15-16

PURPOSE: For information to the Executive Committee of the Academic Senate

ACTION REQUESTED: That the Executive Committee accept this report.

The Faculty Affairs Committee received seven documents that carried over from AY14-15.

1. 14-15 FAC 6: Request for Reconsideration of a Waiver of External Search within the Appointment and Review document
2. 14-15 FAC 7: Resolution to redress the inequity across colleges of 'assigned time' for special registration courses such as Independent Study, Senior Thesis, Graduate Thesis, and Practicum
3. 14-15 FAC 14: Suggested revisions to the Student Evaluation of Teaching (SET) policy
4. 14-15 FAC 15: Lecturer Subcommittee Recommended Changes to the CSUEB Bylaws
5. 14-15 FAC 16: Suggested revisions to the Policy on Course Syllabus Information
6. 14-15 FAC 17: Proposed recommendations for shorter sessions under semesters
7. 14-15 FAC 18: Policy for Distributing Assigned Time for Exceptional Levels of Service to Students

Because of the issue on committee business transitioning from year to year, members of FAC asked if the Senate might facilitate or recommend a place to store draft documents, referral emails from other committees, supporting information, and other electronic files so that they are available to the Senate.

14-15 FAC6 was set aside while we waited for feedback from the Chair of the Senate about how best to proceed but was not taken up by FAC in AY16-17.

14-15 FAC7 inspired Excom and the Interim Provost to create a task force to address these issues, and the chair of FAC was appointed to this task force. The task force consisted of James Murray (FAC), Nancy Mangold (COBRA), Kate Bell (CR), Jeff Newcomb (Lecturer), Linda Ivey (Excom), Rafael Hernandez, James Zarrillo, and Carolyn Nelson and met several times in Spring of 2016 in which we addressed some of the issues and drafted some possible solutions. I would prefer to continue to serve on this task force.

14-15 FAC14 involved changes in our policy to make them consistent with the CBA and with current procedure but was not taken up by FAC. We will address it in AY16-17. The document referred to peer evaluation, which led to discussion by our subcommittee on Student Evaluation of Learning about the

importance of peer evaluation of teaching by faculty, and the subcommittee has been working on a best practices document for creating an effective teaching portfolio.

14-15 FAC15 changed the bylaws so Lecturer representatives on the Senate can come from any college. It was put on the Spring 16 ballot and approved by the faculty.

14-15 FAC16 added information about federal rules prohibiting discrimination and harassment and was approved by the Senate and the President.

14-15 FAC17 determined the length of shorter sessions after we convert to semesters and set add/drop deadlines. Approved by Senate and the President.

14-15 FAC18 is a new detailed policy with application forms to formalize the new CBA mandated program to reward faculty engaged in exceptional levels of service to students. Passed by Senate.

In addition, FAC handled 12 new documents in AY15-16, selected winners of the Outstanding Faculty Awards, and awarded units to faculty for their Exceptional Service to Students. A report about how awards were made for Exceptional Service was sent to Excom as information. In addition, the subcommittee on Student Evaluation of Learning (SEL) began the process of exploring ideas about best practices in the evaluation of teaching including classroom observation by peer faculty. The SEL subcommittee also explored how and tested ways to increase response rates to online teaching evaluations. FAC worked on revising the 1997 Emeritus Policy, but it was referred back to FAC by Excom. We were also consulted by CR for input on eligibility for a possible new multi-year Teacher-Scholar award (based on a referral from Excom to FAC in May 2015, based on recommendations by then Provost Houpis). This new program may still be created by CR and FAC if supported by the new provost.

The 12 new documents are described below and summarized in the table at the end of the report.

15-16 FAC1 “Allowance for an Executive Committee appointed representative to MPP search committees in emergency situations in the Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers”

FAC was asked by Excom to address the problem arising when a member of the MPP search committee is unable to serve and the approved procedure now is to appoint the next-highest vote-getter, so vote counts must be kept for the tenure of that year’s search committee.

15-16 FAC2 “Establishing a term of service for the immediate past chair on the Academic Senate and Executive Committee”

Excom asked for clarification of how long the immediate past chair should serve on Excom. Does the IPC continue to serve on Excom after 1 year if the same Chair is re-elected? Faculty voted to approve adding 1-year term limit to constitution on Spring ballot.

15-16 FAC3 “Reconciling voting threshold differences between the requirements in the University Constitution and Bylaws”

Excom asked FAC (May 2015) to reconcile language in the Constitution and Bylaws that can sometimes result in a vote to change the Constitution without the minimum number of votes to change the corresponding Bylaws. Both votes now require the same minimum participation, as approved by faculty in Spring ballot.

15-16 FAC4 “Addition of second Presidential appointee to the Provost Search Committee”

Excom asked FAC to consider and FAC voted to add an additional Presidential Appointment to the Provost Search Committee, but the Senate rejected this proposal.

15-16- FAC5 “Revisions of the Retention, Tenure, and Promotion Policy and Procedures”

The RTP subcommittee and the whole committee worked extensively on this document as there were errors, ambiguities, and several places in which the written policy differed from actual practice. We also clarified deadline dates and required that applicants be emailed PDF copies of letters from decision makers. FAC also incorporated the Provost into the procedure to make our procedure more similar to those at other CSU campuses.

15-16 FAC7 “Suggested changes to the Appointment and Review of Department Chairs”

FAC resolved a conflict of interest in which nominees for department chair recuse themselves rather than rank their own candidacy.

15-16 FAC8 “New CSU East Bay Policy on Emerita and Emeritus Status”

The previous chair of FAC received a referral from Excom in May 2015 to review the policy by which faculty are awarded emeritus status and consider the inclusion of lecturers. FAC produced a document but it was referred back to FAC, and we ran out of time to continue our discussion. I intend to refer this issue to the Lecturer Subcommittee.

15-16 FAC9 “Response to Executive Committee referral regarding problems with usability and function of Faculty Search online application process”

The chair of the senate asked FAC and ITAC to suggest solutions to the problems experienced by search committees in managing online faculty applications. FAC reviewed software solutions and recommended one to ITAC, and Academic Affairs followed up by recommending the purchase of software.

15-16 FAC10 “2015-2025 Ten-year, Quarter to Semester Transitional Calendar”

A member of FAC and representative on the Semester Conversion Steering Committee (SCSC) drafted a 10-year calendar (2015-2025) that notes all critical dates for the 3 years before and 7 years after semester conversion. It was approved by the senate and the president.

15-16 FAC11 “Clarification of Exceptional Levels of Service to Students Awards guidelines and form for AY 2016-2017”

The FAC continued to refine and specify policies and procedures including a rubric for this program created by the CBA in 2014. We also are moving the deadlines earlier each year to help chairpersons plan teaching assignments.

15-16 FAC12 “Addition of note on Discrimination, Harassment, and Retaliation to the CSUEB Common Syllabus”

Referral came from Excom in November 2015 in response to our Title IX officer’s suggestion. New language was added to the syllabus policy, and we recommended changes be reflected in the Common Syllabus items shown on Blackboard.

15-16 FAC13 “College of Business and Economics academic standards for professional achievement”

The College of Business proposed a detailed set of standards for professional achievement to be use in Retention, Tenure, and Promotion recommendations.

FAC1, FAC2, FAC3, FAC12 were approved by the Senate and are awaiting Presidential approval.

FAC also received in January 2016 “15-16 ASCD 8: FAC Policy or Procedures documents that require revisions for semester conversion that merit careful consideration” that included a request to revise seven documents.

1. APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS POLICY AND PROCEDURES, 12-13 FAC 12
2. RETENTION, TENURE, AND PROMOTION POLICY AND PROCEDURES, 12-13 FAC 2
3. THE CONSTITUTION AND BYLAWS OF THE UNIVERSITY FACULTY, 13-14 BC 4

Since FAC was revising these document for other reasons, we postponed the semester conversion changes until the previous changes are finalized, so changes will be made proposed in Fall 2016.

4. FACULTY OFFICE HOUR POLICY, 11-12 FAC 3

This document was drafted in May but there was no time to get on the Senate agenda and will be sent to Excom in Fall 2016.

5. POLICY ON PERIODIC EVALUATION OF TEMPORARY FACULTY (not coaches), 08-09 FAC 6

This was referred to the Lecturer Subcommittee and they are continuing to discuss it.

6. INTERPRETATION OF RIGHTS OF FACULTY WITH FERP AND PRTB ASSIGNMENTS TO PARTICIPATE IN ELECTIONS AND TO SERVE ON COMMITTEES, 09-10, FAC 6
7. PROCEDURES FOR EVALUATION OF TENURED FACULTY, 12-13 FAC 4

FAC will consider suggested changes from the Semester Conversion Directors in Fall 2016.

Summary of new documents handled by FAC in AY15-16.

Document Number	Subject	Excom Approved	Senate Approved	President Approved
<u>15-16 FAC 1</u>	Allowance for an Executive Committee appointed representative to MPP search committees in emergency situations in the Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers California State University, East Bay	11/24/15	5/31/16	
<u>15-16 FAC 2</u>	Establishing a term of service for the immediate past chair on the Academic Senate and Executive Committee within the University Constitution	11/24/15	4/12/16	
<u>15-16 FAC 3</u>	Reconciling voting threshold differences between the requirements in the University Constitution and Bylaws	11/24/15	4/12/16	
<u>15-16 FAC 4</u>	Addition of second Presidential appointee to the Provost Search Committee as outlined in the Appointment and Review of Administrative Officers of CSUEB document	1/26/16	not passed 3/8/16	N/A
<u>15-16 FAC 5</u>	Revisions of the Retention, Tenure, and Promotion Policy and Procedures	5/24/16	5/31/16	approved
<i>15-16 FAC 6</i>	<i>Not assigned</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<u>15-16 FAC 7</u>	Suggested changes to the Appointment and Review of Department Chairs Policy and Procedures	2/16/16	5/17/16	5/31/16
<u>15-16 FAC 8</u>	New CSU East Bay Policy on Emerita and Emeritus Status	referred back to FAC on 4/19/16		
<u>15-16 FAC 9</u>	Response to Executive Committee referral regarding problems with usability and function of Faculty Search online application process			
<u>15-16 FAC 10</u>	2015-2025 Ten-year, Quarter to Semester Transitional Calendar	5/10/16	5/17/16	5/31/16
<u>15-16 FAC 11</u>	Clarification of Exceptional Levels of Service to Students Awards guidelines and form for AY 2016-2017	4/26/16	5/17/16	5/31/16
<u>15-16 FAC 12</u>	Addition of note on Discrimination, Harassment, and Retaliation to the CSUEB Common Syllabus	5/24/16	5/31/16	
<u>15-16 FAC 13</u>	College of Business and Economics academic standards for professional achievement	5/24/16 as info	5/31/16 as info	



2015-2016 ANNUAL REPORT

Prepared by Kim Geron, Chair

Members: Patricia Drew, Human Dev & Women's Studies (15-16); Colleen Fong, Ethnic Studies (15-16); Corey Gin, LEEP Director, Presidential Appointee; Pei-Hui Hsu, Acct & Finance (14-16); Gr Keer, Library (15-17) ; Chul Kim, Chem & Biochem (14-16); Yung-I Liu, Communication (15-17); ZaNean McClain, Kinesiology (15-17); Dianne Rush Woods, University Diversity Officer; Luis Cardenas, Student

FDEC Liaisons:

Diana Balgas, Executive Director, Retention Services; Alison Richardson, Executive Director, Student Equity & Success, EOP/Student Affairs; Daminna Standfield, Assistive Technology Consultant, MATS;
Annette Walker, Enrollment Development & Management

FALL 2015

In Fall Quarter, FDEC discussed language in the Diversity portion of the Overlays document as part of the semester conversion process.

Status of Ombudsperson search process was discussed.

We discussed the Title IX process at CSUEB with Caitlin Kauffman (confidential advocate), Terri LaBeaux is the Title IX Officer for CSUEB. Committee members shared the need to get this information and how to contact these campus point persons.

Regarding TT searches, we discussed the status of increasing diversity of TT hires including: status of maintaining Affinity (cluster) hires, and the inclusion of the Diversity Advocates (Das) who are elected as part of the TT search committee from the departments. We discussed the training the DAs receive on how to expand search efforts to find more diverse candidates, expand advertising and the importance of outreach to HBCUs and HSIs as well as unconscious bias training provided to DAs. This is the second year of the program that is supported by the OAA.

We also reported on our local university outreach efforts when CSUEB Diversity Advocates, DELO, and University Diversity Officer went to UC Davis, UC Berkeley, and Stanford Univ. to do inform prospective candidates about our available positions. Our campus representatives spoke to more than 140 post-docs and graduate students/post-docs at these campuses.

WINTER 2016

On January 19, 2016, members of FDEC participated with the CSUEB Diversity Council retreat to assess campus diversity efforts and begin the process to update the campus Diversity Plan. Members of FDEC are continuing to participate in this process to develop a draft campus Diversity Plan that will be discussed by the campus when it is completed. .

FDEC members participated in the Week of Inclusive Excellence events in February 2016.

FDEC discussed the school mascot issue and heard presentations about the history of the campus mascot and the use of the image of Pioneer Pete and what it symbolizes as part of western expansion during the 19th century for indigenous peoples. We agreed for the need of another mascot image and recommended it be considered by ASI and students.

FDEC discussed the issue of gender inclusive bathrooms and what the university is doing to increase the number of them on campus.

Updated FDEC policies and procedures to reflect that reorganization of the university's divisions and the need to have representation from all divisions and include the University Diversity Officer on FDEC. We hope to have liaisons in place in time for Fall 2016

SPRING 2016

FDEC discussed revisions to Diversity Overlay document and made further suggestions.

FDEC drafted a resolution on the Racial incident that occurred at San Jose State University in 2013 and the recent court case which found that a hate crime was not committed by the students. FDEC developed language on pro-active steps our campus can take to improve race relations and reduce similar incidents occurring at CSUEB. This item will be taken up in the next academic year.