



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

2013-2014 ANNUAL REPORTS
OF THE ACADEMIC SENATE AND
STANDING COMMITTEES



2013-2014 ANNUAL REPORT OF THE CHAIR FOR THE ACADEMIC SENATE

Prepared by Mitchell Watnik, 2013-2014 Academic Senate Chair

The Academic Senate for 2013-14 had numerous notable achievements. Foremost amongst these were changes to the Constitution and Bylaws. President Morishita [vetoed 12-13 FAC 9](#) mainly due to the lack of any quorum in voting for amendments to the Bylaws. In response, the Senate passed [13-14 BEC 12](#), which ultimately passed a faculty vote and was accepted by President Morishita. For the sake of completeness, [11-12 FDEC 2](#) (making the Faculty Diversity and Equity Committee status as a standing committee) and [12-13 CAPR 7](#) (allowing the AVP APGS to appoint a member of the committee, as had been practice) were placed on the Spring ballot and both passed. Also on the Spring ballot was [13-14 BC 4](#), which replaced [12-13 CR 3](#) (changes to the Bylaws regarding Centers and Institutes, to bring them in line with [11-12 CR 2](#)). That initiative passed. In the opinion of the Chair, there are still some needed modifications to the Bylaws. The duties of CAPR and COBRA overlap. Indeed, some of the wording in their respective sections is identical. There were additionally some other items in the 12-13 FAC 9 that were not separated and placed on the ballot. [13-14 BEC 11](#) had most of those, but that document was referred to FAC, which did not respond to the referral during the Academic Year.

In response to last year's "report of the chair" ([12-13 BC 2](#)), [13-14 FAC 1](#) defined the "quorum" for the Academic Senate. The Senate did not act regarding the "Past Chair" of the Senate.

Other issues regarding the Constitution and Bylaws included a proposal to shrink the size of the Senate and its committees ([13-14 FAC 3](#)). This was rejected by the Executive Committee; the Chair believes that ExCom should not have done this, but the vote was likely a result of [13-14 FAC 10](#) (which proposes more seats for lecturers on the Senate) being in the pipeline. A proposal to create "elected" subcommittees ([13-14 BEC 10](#)) was referred to FAC. [13-14 BEC 18](#) provided an interpretation to the SSP Electorate (Bylaws Article X, Section 1). [13-14 FAC 12](#) (which has not yet been sent to the Senate) proposes an interpretation of Article VI, Section 2B that corresponds with past practice.

At the last Senate meeting of the year, President Morishita announced that CSUEB is planning to move to semesters, effective Fall Quarter, 2018. [12-13 COBRA 2](#) not only provides for costs estimates, but suggests some systematic changes to the Senate for that period. Beyond the report of that subcommittee, the Chair believes that tying CIC to the Colleges may benefit the Senate.

The recommendations of "Planning for Distinction" (PfD) have been forwarded to the administration. Modifications to programs need to go through the Senate and, accordingly, it may be the case that next year's Senate will have to deal with many of these. There were quite a few option and major discontinuance requests this year ([13-14 CIC 7](#), [13-14 CIC 8](#), [13-14 CIC 9](#), [13-14 CIC 16](#), [13-14 CIC 17](#), [13-14 CIC 23](#), [13-14 CIC 24](#)); these were probably due to PfD. The Chair sent a request for assigned time for CAPR members to Provost Houppis near the end of the year, but did not receive a response.

COBRA has ramped up its efforts and produced not only numerous financial reports for Faculty consumption, it asserted itself as the consultative body for space issues ([13-14 COBRA 4](#)). The Senate amended that document by demanding that ExCom refer space issues to the Committee. The Chair disagrees with that amendment, which, like making ExCom refer five-year reviews to CAPR or GE

proposals to CIC, bureaucratizes the process. [13-14 COBRA 5](#) (addressing large classroom issues) was the Committee's first foray into space issues and drew many compliments from Senators. [13-14 COBRA 6](#) (mandating MOUs be made available to key people) was another big step forward for the Faculty.

ExCom left numerous documents on the table for next year. In fact, there were 13 documents on the [last ExCom agenda](#) that the Committee did not get to. (It has been past practice that the documents are carried over to the following year.) The Chair calls attention to [13-14 CAH 5](#), which is a request from the Information Technology Advisory Committee (ITAC) for an extension to remove it from its year to year limbo. Because of ExCom's failure to forward the document to the Senate, it currently stands that ITAC will not exist anymore. While this ad hoc committee did not produce many documents, it was a useful interface between Faculty and ITS. ITAC also produced [13-14 CAH 4](#), which proposed a Learning Management Systems Subcommittee. In the Senate, the Chair proposed (and the Senate adopted) an amendment to change the subcommittee into a Task Force. ExCom was charged with populating the Task Force but failed to do so before the end of the academic year.

The Senate did not waive the first reading on [13-14 CAPR 10](#) or [13-14 CAPR 13](#). There is no specific mention in the Standing Rules for how next year's Senate should handle this, but, according to ASCSU Senators Fleming and Gubernat, these would get second readings at the first meeting of the next year. The Chair advocates this; especially considering that the last Senate meeting ended early, the Chair believes that the 13-14 Senate should have reconsidered waiving the first reading on these documents.

The Senate passed a referral to the 14-15 Committee on Research (see [the minutes from April 8](#)). This document, officially "13-14 BAS 4", should not get lost despite its not being posted on the web site.

President Morishita indicated to the Chair that he was going to give consideration to [13-14 BEC 14](#) before making a decision to approve or veto it. The 2013-4 Senate should follow up on this. As [13-14 FDEC 6](#) notes, the University Diversity Officer is important to the Faculty.

Along the same lines, the incoming Senate needs to revamp the Administrative Appointment and Review policy in light of the administrative reorganization announced at the end of the year. In specific, many of the Planning and Enrollment Management (PEM) functions have been moved to the Administration and Finance (A&F) Division. Faculty must be represented in administrative searches for PEM administrators¹ (see II A of the [Appointment and Review Policy](#)) and, for search committees that do not require elections, the appointments are made by ExCom. However, this requirement does not hold for A&F positions below AVP. There is already a search for the replacement of what was an AVP position in PEM, but is now titled "Executive Director of Admissions", that does not have elected or ExCom-appointed faculty, nor did it have ExCom participation in the development of the job description (II B of the Appointment and Review Policy). The Senate needs to be wary of shifting administrative roles and titles. For example, Andre Johnson was hired as "Director of Human Resources" (where his predecessor was an AVP). Searches for "directors" in A&F do not require Faculty participation. He is now [listed](#) as "AVP of Human Resources" and searches (and reviews) of all AVPs require Faculty participation. Similarly, Student Affairs elevated the Director of Student Housing & Residential Life to Associate Vice President this year without informing ExCom. In addition, Academic Affairs made a hire for "Director of Sustainability" this year without seeking ExCom appointments for the search committee; all managerial positions in Academic Affairs require Faculty participation in the search process.

The Chair commends the standing committee chairs: Jim Murray of CIC, Liz Ginno of FAC, Kim Geron of FDEC, Chris Chamberlain of CAPR, Sarah Taylor of Research, and Nancy Mangold of COBRA. The

¹ It should be noted that the PEM inclusion is not an artifact of the merger of PEM and Student Affairs a few years ago, see, for example, [09-10 FAC 8](#).

committees are where most of the work of the Senate is done and the chairs are the ones who set the agendas and oversee the documents. Fortunately for the 14-15 Senate, five of the six committee chairs are returning (Jim Murray was termed off of CIC and I was elected to replace him).

13-14 EXECUTIVE COMMITTEE AND ACADEMIC SENATE DOCUMENTS

Document	Passed Excom	Passed Senate	President Approved

Other important 13-14 documents:



**CALIFORNIA STATE
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**Committee on Academic
Planning & Review**

2013-2014 ANNUAL REPORT

Prepared by Chris Chamberlain, Chair

Members: Chris Chamberlain (13-15), Kenneth Curr (13-15), John Eros (12-14), Kathleen Halpin (student), Sylvia Head, SSP (13-15), Amber Machamer (Presidential Appointee), Monique Manopoulos (13-15), Saeid Motavalli, (12-14), Xeno Rasmusson (12-14), Claudia Sandoval (student), Farzad Shahbadoghlu (13-15), Glen Taylor (12-14), Jiannan Wang (13-15), Donna Wiley (APGS), Meiling Wu (Spring 2014)

FALL 2013

WINTER 2014

SPRING 2014

13-14 COMMITTEE ON ACADEMIC PLANNING AND REVIEW DOCUMENTS

Document	Passed Excom	Passed Senate	President Approved



2013-2014 ANNUAL REPORT

Prepared by James Murray, CIC Chair

Members 2013-2014: Andrew Carlos (13-15), Brian Cook (University Extension), Jennifer Eagan (13-15), Cristian Gaedicke (13-15), Barbara Hall (12-14), Yi He (12-14), Keith Kravitz, SSP (12-14), Danika LeDuc (13-15), Katrina Mayol (student representative), Jim Mitchell (13-15), James A. Murray (12-14), Susan Opp (Presidential Appointee) Nancy Thompson (12-14)

FALL 2013

WINTER 2014

SPRING 2014

13-14 COMMITTEE ON INSTRUCTION & CURRICULUM DOCUMENTS

Document Number	Excom Approved	Senate Approved	President Approved



2013-2014 ANNUAL REPORT

Prepared by Nancy Mangold, Chair

Members: Gilberto Arriaza (12-14), David Bowen (13-15), Lonny Brooks (13-15), Dennis Chester (13-15), Monique Cornelius (Presidential Appointee), Ardella Dailey (Winter/Spring 2014), Audrey Katzman (Presidential Appointee), Ching-Lih Jan (12-14), Nancy Mangold (13-15), Aline Soules (12-14), Paulina Van (13-14), Nancy White (13-15)

FALL 2013

COBRA studied the 2012-13 university financial reports for different fund groups on 6-30-2013 provided by Mr. Brad Wells, VP of Administration and Finance/CFO and discussed how to present and inform the faculty on the financial status of the university. COBRA also discussed the revision of COBRA Policies and Procedures and examined the issues for the self-support programs in Fall 2013.

WINTER 2014

COBRA prepared the “Executive Summary for 2012-13 University Revenue and Expense Summary by Fund Group and presented it to the Academic Senate for information”. COBRA also examined July 1, 2013 to December 31, 2013 University Revenue and Expense Summary by Fund Group prepared by Brad Wells. In addition, COBRA discussed the consultation process with faculty on new building development and use.

SPRING 2014

COBRA prepared two reports, “Executive Summary of Mid-Year University Revenues and Expenses Report as of December 31, 2013” and “COBRA’s Executive Summary for CSUEB 2014-15 Operating Base Budget and Key Budget Issues for 2014-15” and presented these reports to the Academic Senate for information. COBRA finalized its reports on “Consultation of Faculty on Building Development and Use” and “Addressing Large Classroom Issues” and presented them to the Academic Senate. COBRA also presented its report to the Academic Senate on “Recommend University Extension to provide MOUs and financial reports of University Extension programs to College Deans, Department Chairs, and Program Directors”. Lastly, COBRA presented the “Center for Interdisciplinary Research and Collaborative Learning (CIRCLe) building “ for the Academic Senate for information.

13-14 COMMITTEE ON BUDGET AND RESOURCE ALLOCATION DOCUMENTS

Document	Passed Excom	Passed Senate	President Approved



2013-2014 Annual Report

Prepared by Sarah Taylor, Chair, with input from CR members

Members: Ekin Alakent, Katherine Bell, Stephanie Couch (Presidential Appointee Feb-14-S14), Roger Doering, Thomas Duffy (Student Rep, F-13), Lynn Eudey, Charlton Hua (Student Rep, S-14), Gretchen Keer, Jenny O, Khal Schneider, Jeff Seitz, Jason Singley (Presidential Appointee F-13 and Jan-14), Sarah Taylor (Chair).

Referrals from Senate Chair

We discussed the referral received on August 7 from Senate Chair Mitch Watnik, requesting that CR review policies and procedures related to grants. The areas Dr. Watnik asked us to review and our actions are noted in the table below.

Referral Request	CR Action
Review policies and procedures related to grants, to include pre- and post-award administration.	CR had multiple discussions throughout the year related to grants administration. Some of these were part of the conversations related to the role and duties of the AVP of Research, as well as our discussion of the 2011 Research Strategic Planning Task Force Recommendations. CR met with VP of A&F Brad Wells on February 27.
Follow-up on the recommendations made by the 2011 Research Strategic Planning Task Force	CR met with Provost Houpis on January 23 to discuss the 2011 Research Strategic task Force Recommendations and research at CSUEB more broadly. We wrote CR-1, a document listing the 2011 Recommendations, the Provost's Response and Actions, and CR's recommendations for moving forward. CR-1 was reviewed by ExCom on March 4 and again on April 1. On April 1, ExCom voted to send CR-1 to the Academic Senate as an Information Item. It was presented to the Senate on April 8.
Explore the possibility of adding a committee member from the Foundation (Given that the Foundation is no longer responsible for grant administration, CR explored the possibility of adding members from ORSP and/or Finance.)	In our meeting on October 24, we agreed to add a representative from A&F as a non-voting member. However, it was later decided to table this decision. On January 23, the Provost suggested that we could add someone from A&F if we wished to. In February, Stephanie Couch was appointed as an Interim AVP of Research, and it was decided that we should work with Dr. Couch on this issue. On February 27, CR met with VP Brad Wells to learn more about A&F procedures. Mr. Wells clarified the responsibilities and procedures of A&F and advised CR to work with the new AVP and ORSP re: grants administration issues.

Fall 2013

- Following a meeting with Dean Leung on October 10 in which the Dean requested CR's assistance in gathering feedback from faculty colleagues to inform the search for an AVP of Research, CR conducted an anonymous online survey and held an open forum during our meeting on October 24 to gather input from faculty colleagues. CR also discussed the job description. We submitted the attached report to Dean Leung in December 2013.
- CR members discussed support for first-year faculty in launching their research at CSUEB. CR members were concerned that new faculty members have access to funds for durable equipment, but might not for research assistants and consumable goods. We submitted a memo to the Provost requesting additional start-up funds for first-year faculty. The Provost indicated that first-year faculty receive start-up funds. CR conducted an online, anonymous survey of first-year faculty to learn more about their experiences in doing research at CSUEB. See attached report.
- Reviewed proposals for three Centers: Financial Literacy, Economic Education, and China America. Forwarded the proposals for the Financial Literacy and Economic Education Centers to ExCom for review. Requested that Dr. Mangold attend a future CR meeting to discuss the China America Center with us.

Winter 2014

- Defined CR priorities for the remainder of the year at our meeting on Jan 9 as follows:
 - Support for first-year faculty
 - Exploration of the role of research in RTP
 - Continued review of pre- and post-award grant administration
- CR Chair Sarah Taylor and Presidential Appointee (F-13-Jan 14) Jason Singley facilitated an information session to support faculty in preparing proposals for the Faculty Support Grant RFP. See attached slides.
- CR Chair Sarah Taylor facilitated an information session to support students in preparing proposals for the CSU Student Research Competition.
- CR met with AVP of Institutional Research Amber Machamer on January 9 to discuss policies and procedures for distribution of online surveys to CSUEB students, staff, and faculty. Dr. Machamer presented guidelines for CR to review. CR made suggestions. Dr. Machamer said that the guidelines would be posted online once they were finalized.
- Resumed review of the China America Center with Dr. Mangold present and forwarded the proposal to ExCom for review.
- CR Met with Provost Houpis on Jan 23 to discuss progress on 2011 Research Strategic Task Force Report. We also discussed the possibility of offering special grants to support first-year faculty and/or collaborative research.
- Gave feedback on possible new RFP for Engagement of Students in Research, drafted by Dr. Couch and colleagues.
- CR member Jenny O took the lead on creating a rubric for review of CSU Student Competition Research proposals. CR gave feedback and agreed to use the rubric.
- Reviewed CSU Student Research Competition proposals and selected students to represent CSUEB.

Spring 2014

- CR member Jenny O took the lead on creating a rubric for review of FSG proposals. CR gave feedback and agreed to use the rubric.
- CR members reviewed the FSG proposals and made recommendations regarding funding to Provost Houpis.
- Gave additional feedback on possible new RFP for Engagement of Students in Research, as well as another RFP to support Collaborative Research.
- Reviewed this annual report as a group on May 8 and made changes based on CR member input.
- Held an organizational meeting on May 22 to share this report with newly elected members and select officers for the 2014-2015 academic year.
- Held a preliminary discussion about priorities for the 2014-2015 academic year:
 - Collaborate on a strategic plan for research at CSUEB with Interim AVP Couch
 - Review proposals for faculty grants, including the new collaborative research and engagement of students in research RFPs.

13-14 COMMITTEE ON RESEARCH DOCUMENTS

Document	Passed ExCom	Passed Senate	President Approved
13-14 CR 1 Revised: Resolution Endorsing the Recommendations of the 2011 Research Strategic Planning Task Force	3/4/14	4/8/14 (information item)	N/A
Proposal for the Center for Financial Literacy	1/21/14	2/4/14 (information item)	N/A
Proposal for the Center for Economic Education	11/26/13	12/3/13 (information item)	12/19/13
Proposal for the Center for China America	2/11/14	2/25/14 (information item)	N/A



2013-2014 ANNUAL REPORT

Prepared by Liz Ginno, Chair

Members: Linda Dobb (Presidential Appointee), Kelly Fan (2012-14), David Fencsik (Winter 2014), Donald Gailey (Spring 2014), Liz Ginno (Chair) (2013-15), Vish Hegde (2012-14), Linda Ivey (2012-14), Grant Kien (Fall 2014), Carlos Salomon (2012-14), Linda Smetana (2013-15), Carl Stempel (2012-14), Mitch Watnik (Spring 2014), Meiling Wu (Fall 2014). (Grant Kien & Meiling Wu to replace Salomon & Stempel for Fall; Lynne Grewe to replace Strayer for Fall)

FALL 2013

The Faculty Affairs Committee reviewed our Policies and Procedures and discussed, and reviewed: the *POLICIES AND PROCEDURES GOVERNING FACULTY PARTICIPATION IN APPOINTMENT AND REVIEW OF ADMINISTRATIVE OFFICERS*; Proposed Faculty Awards (13-14 FAC 2); Interpretation of Quorum (Constitution and Bylaws (Art. V, Sec. 2C); Lecturer Representatives on standing committees; Election Uniformity; and the continuation of Online Student Evaluations.

We determined FAC Subcommittee membership:

- *Outstanding Professor:* Cathy Inouye, Linda Ivey, Nancy Mangold (previous winner), Julia Olkin, and Linda Dobb and Liz Ginno as ex-officio members.
- *Lecturers:* Carl Stempel (Winter 2014), Diane Mukerjee, Keith Inman, Mark Karplus, Jeff Newcomb, Gretchen Reevy (Chair), and Linda Dobb and Liz Ginno as ex-officio members.
- *Special Subcommittee on Student Course Evaluations:* Tom Bickley, Sweety Law, Amy June Rowley, Linda Smetana, Luther Strayer (Chair), Jessica Weiss, Donna Wiley, and Linda Dobb and Liz Ginno as ex-officio members.
- *Sue Schaefer Award:* FAC committee as a whole.

WINTER 2014

The Faculty Affairs Committee continued to discuss, review, and recommend on the following: University calendar schedule changes to accommodate religious holidays; reviewed the schedule and MPP acting/interim appointments; testing efficacy of electronic dossiers for the tenure and promotion process; creating an ad hoc committee to review the University Intellectual Property Policy; recommendation regarding creating the formation of Election Committee; and lecturer participation in department chair elections. We also discussed and recommended, with Provost Houpis, faculty membership distribution for the University Tenure and Promotion Committee.

SPRING 2014

The Faculty Affairs Committee continued to discuss, review, and recommend on the following: Senate/office terms in the Constitution and Bylaws; FAC Policies and Procedures; consideration of adding another administrator to MPP search committees; Lecturer Subcommittee Recommendation of Changes to the CSUEB Constitution and Bylaws; exceptions of course evaluations.

13-14 FACULTY AFFAIRS COMMITTEE DOCUMENTS

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**CALIFORNIA STATE
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**Academic Senate
Faculty Diversity and Equity Committee**

2013-2014 ANNUAL REPORT

Prepared by Kim Geron, Chair

Members: Diana Balgas (Retentions Services liaison), Charles Batey (Senior Investigator), Christina Chin-Newman (Spring 14), Maxwell Davis (12-14), Kim Geron (13-14 Chair/DELO), Corey Gin (Presidential Appointee) Zanean McClain (13-15), Sharon Radcliff (13-15), Enrique Salmon (12-14), Claudia Sandoval (student representative), Daminna Standfield (MATS liaison), Annette Walker (Enrollment Development liaison) Jingwen Yang (12-14), Shirley Yap (13-14), Gale Young (13-15)

FALL 2013

WINTER 2014

SPRING 2014

13-14 FACULTY DIVERSITY & EQUITY COMMITTEE DOCUMENTS

Document	Passed Excom	Passed Senate	President Approved

