

CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE ACADEMIC SENATE

AMENDED Minutes of the Executive Committee Meeting, April 24, 2018

Members Present: Paul Carpenter, Denise Fleming, Karina Garbesi, Susan Gubernat, Murray Horne, Edward Inch, Mark Karplus, Dawna Komorosky, Gretchen Reevy, Meiling Wu

Guests: Linda Dobb, Eric Engdahl, Lindsay McCrea, Jim Mitchell, Jim Murray, Glen Perry, Mark Robinson, Sophie Rollins, Maureen Scharberg, Mitch Watnik

Members Absent: Leroy Morishita

The meeting was called to order at 2:04 p.m.

1. Approval of the agenda

M/S/P (Garbesi/Komorosky) to approve the agenda

2. Approval of 4/10/18 draft minutes

M/S/P (Garbesi/Komorosky) to approve the minutes

3. Reports

A. Report of the Chair

No Report.

B. Report of the President

President Morishita was not present

C. Report of the Provost

Provost Inch reported that the Chancellor has announced that there will be no tuition increase. Although he is hopeful that the State will increase funding to the CSU, we are preparing for the worst case scenario. This would involve using our \$3.5M in reserves, but would ensure that all students will be served. The challenge will come the following year, as there will be no reserves to count on.

D. Report of the Statewide Academic Senators

No Report

E. Report of Semester Conversion

Dr. McCrea reported that the last Semester Conversion Steering Committee meeting will be on May 4. Faculty Development workshops continue.

There is ongoing student outreach through announcements encouraging students to seek advising for the change to semesters. There are information and open drop-in sessions scheduled for continuing students.

4. Appointments

A. CIC Writing Skills and General Education Subcommittees

M/S/P (Wu/Reevy) to appoint the following Patrick Fleming (CSCI) to the CIC General Education Subcommittee and Fadi Castronovo (CSCI) to the CIC Writing Skills Subcommittee

B. Academic Senate Representative to Success and Retention Subcommittee

Michelle Rippy (Criminal Justice Administration) was elected by written ballot

5. Consent Calendar (see note at end of agenda)

M/S/P (Garbesi/Komorosky) to place items 5A-5E on the Senate's Consent Calendar

A. 17-18 CIC 44: SPED prefix for Special Education

B. 17-18 CIC 47: CIVE prefix for Civil Engineering

C. 17-18 CAPR 13: Department of Sociology Name Change request

D. 17-18 FAC 5: FAC Subcommittee on Student Evaluations of Teaching name change

E. 17-18 CR 4: Nominees to Fill Vacancies on the Institutional Review Board

6. Information Items

A. 17-18 CIC 42 revised: Revision Request for Online Teaching and Learning

M/S/P (Wu/Garbesi) as amended to place on the Senate agenda as an information item

M/S/P (Karplus/Garbesi) to amend to include the list of four courses

B. 17-18 FDEC 1: Statement on Protecting Vulnerable Populations

M/S/P (Gubernat) to refer back to FDEC for clarification on background

M/S/ (Wu/Reevy) to place on the Senate agenda

Since these are student assignments, there is no IRB involvement. It is unclear what motivated the creation of this document.

7. Business

A. 17-18 CIC 39: Revised Clarification of B6 Standards
M/S/P (Wu/Garbesi) to place on the Senate agenda
M/S/NP (Karplus/Komorosky) to refer back to CIC

B. 17-18 CIC 43: Course classification guide

M/S/P (Fleming/Garbesi) to refer back to CIC and simultaneously refer to FAC to address concerns and questions raised during the discussion

Because the proposed policy has implications for class size and faculty workload changes, it is important that Senators clearly see how and where the new policy departs from existing class sizes. To that end, Fleming and others suggested that there be an additional column on the proposed chart that shows current class sizes limits alongside the proposed limits.

M/S/ (Wu/Garbesi) to place on the Senate agenda for approval

C. 17-18 FAC 3: Revisions to the Faculty Office Hour Policy (from 2/6/18 Senate)
i. 17-18 FAC 3 revised: Revisions to the Faculty Office Hour Policy

M/S/P (Fleming/Wu) to return to the Senate as a second reading item

ExCom members acknowledged the work of FAC in revising this document; however, there are still concerns. These include no maximum number of office hours and allowing departments to develop policies that are approved by the deans.

D. 17-18 FAC 6: Recommended Changes to the Policy on Periodic Evaluation of Temporary Faculty

M/S/P (Wu/Komorosky) to place on the Senate agenda

E. 17-18 FAC 8: Addition of note on Student Conduct to the CSUEB Common Syllabus

M/S/P (Garbesi/Horn) to place on the Senate agenda

F. 17-18 FAC 9: Suggested revisions to the Student Evaluation of Teaching (SET) policy

M/S/P (Fleming/Garbesi) to place on the Senate agenda

G. 17-18 FAC 10: Revision of RTP Procedures for Semesters and for Electronic Submission of Dossiers

M/S/P (Fleming/Komorosky) to place on the Senate agenda

H. 17-18 CAPR 6: Summary of Program Annual Report Findings

M/S (Komorosky/Wu) to place on the Senate agenda (*meeting adjourned prior to vote*)

I. 17-18 CAPR 14: Request for approval of the self-support Single Subject State of California Teaching Credential Program

M/S/P (Fleming/Reevy) to move to Item 7I

M/S/P (Garbesi/Reevy) to place on the Senate agenda

8. Discussion Items (no later than 3:20 PM):

A. Timing of Senate and Standing Committee meetings for 2018-19

Chair Karplus will refer to FAC to investigate and make recommendations

B. Assigned time under semesters

Provost Inch has researched this and believes that we need to have accurate data and a new set of protocols, the latter of which he has asked the deans to provide. The process should be transparent, everyone should be able to apply, and all who receive the assigned time should demonstrate what they did with it.

Members raised two concerns. First, how will we handle fractional units, which are used in some departments. Second, what to do when there is a mismatch between assigned time and workload increments. For example, for faculty members who receive four units of assigned time, but only teach three-unit classes. In this scenario, the faculty members lose or donate the extra unit and this can happen over a multi-year period.

M/S/P (Wu/Horne) to return to Business items

Items 8C-8F were not addressed prior to adjournment.

C. Creation of time modules task force (and body to assess recommended University Hour outcomes) i) 16-17 BEC 8: Details of three-year pilot for time modules under the semester calendar ii) 17-18 ASCSC 2: University Hour Recommendations for Semesters

D. 4/17/18 Memo: Clarification on Executive Order 1100-Revised

E. 3/23/18 Memo: Implementing Executive Order 1100-Revised at California State University, East Bay

F. Strategic Enrollment Management Organization draft document

9. Academic Senate 5/1/18 draft agenda (3:50 PM time certain)

M/S/P (Reevy/Wu) to approve as amended and to add any other items that may be approved today

M/S/P (Wu/Garbesi) to amend to add the Revised CSUEB Academic Calendar

10) Adjournment

M/S/P (Gubernat/Horne) to adjourn

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Denise Fleming, Secretary