



CALIFORNIA STATE  
UNIVERSITY  
E A S T B A Y

2012-2013 ANNUAL REPORTS  
OF THE ACADEMIC SENATE AND  
STANDING COMMITTEES



**2012-2013 ANNUAL REPORT OF THE CHAIR FOR THE ACADEMIC SENATE**

**Prepared by Mitchell Watnik, Academic Senate Chair**

The Academic Senate for 2012-13 had numerous notable achievements. Foremost amongst these was a dramatic overhaul of the Constitution and Bylaws. This process began with a Task Force over the summer of 2012, resulting in a report ([12-13 CAH 1](#)). Faculty Affairs took many of the recommendations and incorporated them into [12-13 FAC 9](#). These were not the only changes to the Constitution and Bylaws, though; in the Fall Quarter, the faculty approved [11-12 FDEC 2](#) (making the Faculty Diversity and Equity Committee status as a standing committee) and [12-13 FUFM 1](#) (lowering the number of student Senators). In the Winter Quarter, the faculty approved [12-13 CAPR 7](#) (allowing the AVP APGS to appoint a member of the committee, as had been practice). Along with the aforementioned overhaul, in the Spring, the faculty approved [12-13 CR 3](#) (changes to the Bylaws regarding Centers and Institutes, to bring them in line with [11-12 CR 2](#)). Officially, FDEC 2 and CAPR 7 were subsumed in FAC 9, as the Senate Office mistakenly failed to include the Article IX modification on the ballot for [11-12 BEC 4](#) and none of the elections had half the faculty vote. 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. Additionally, the definition of “quorum” for the Senate needs more specificity. The Chair would also like to see something done with the “Past Chair” position. This year, the Past Chair was absent for the entire year and this has been the case frequently in the past few years (e.g., the person who would have been Past Chair under Dianne Rush Woods was an AVP and did not serve in the role; the person who would have been Past Chair under Sue Opp was also an ASCSU Senator). Some campuses have the Past Chair role revert to an at-large member of ExCom when this is the case, or when the Chair is reelected.

The Academic Senate had the unusual, and perhaps unique, opportunity to speak with the Chancellor of the CSU, Tim White (see [the minutes of 2/26](#)). Chancellor White indicated that he felt that the system would benefit if CSUEB and the other quarter campuses converted to semesters. COBRA had a subcommittee, chaired by Pat Jennings, charged with providing an estimate of the faculty cost of switching, which produced [12-13 COBRA 2](#). Besides the costs in WTUs, the subcommittee points out that, if this change were to occur, some systematic changes to the Senate may be needed during that period. Beyond the report of that subcommittee, the Chair believes that tying CIC to the Colleges may benefit the Senate.

The Senate Office had new appointees to its staff during the year. Sophie Rollins became the Administrative Analyst/Specialist and Endre Branstad was named the new Administrative Support Assistant. The Senate Office is the institutional memory of the body and the Chair hopes that Sophie and Endre are with us for many years to come.

The first University Administrative Review Committee (UARC) was convened this year and produced reviews of Provost Houpis and Associate Vice President Brian Cook. The Senate Chair (Watnik), Vice Chair (Eagan), and FAC Chair (Ginno) were elected to the committee. UARC is poised to review 3 deans and Associate Vice President Sue Opp next year.

The Senate rearranged its committees' meeting times for 13-14. FDEC was moved to Thursdays so that it is better positioned to work with CAPR on program reviews, as mandated by the new bylaws. COBRA was moved to Wednesday afternoons (filling FDEC's old time-slot).

The Chair commends CAPR for its new annual report template. It provides uniform information to the committee, as well as giving departments better guidance.

The Chair also commends the standing committee chairs: Jim Murray and Kyzyl Fenno-Smith of CIC, Liz Ginno of FAC, Kim Geron of FDEC, Chris Chamberlain of CAPR, Chris Baysdorfer of Research, and Meiling Wu of COBRA. The 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 13-14 Senate, four of the six committee chairs are returning.

### **12-13 EXECUTIVE COMMITTEE AND ACADEMIC SENATE DOCUMENTS**

Document	Passed Excom	Passed Senate	President Approved
12-13 BEC 1: Revisions to the Standing Rules of the Academic Senate	10/2/12	10/9/12	N/A
12-13 BEC 2: Election of the University Committee on Layoffs (UCL), 2012-13	10/2/12	11/13/12	11/26/12
12-13 BEC 3: Academic Senate Meeting Schedule for 2012-13	10/2/12	10/9/12	N/A
12-13 BEC 4: Resolution for Investiture of the Fifth President	10/2/12	10/9/12	N/A
12-13 BEC 5: Interpretation of "significant changes" in academic programs and courses	Referred to CIC on 11/6/12 and then tabled	N/A	N/A
12-13 BEC 6: Resolution Regarding Fee Structure at the CSU	4/30/13	Not passed on 5/21/13	N/A
12-13 BEC7: Resolution in Opposition of SB 520	4/16/13	4/9/13 (approved in advance of finalized resolution)	N/A

#### **Other important 12-13 documents:**

12-13 BAS 1: Change to the Electronic Evaluation of Courses; President approved 5/29/13

12-13 BC 1: Interpretation of "Academic Days"

12-13 BC 2: Chair's Annual Report for 12-13

12-13 FUFM 1: Proposal to change the Bylaws of the University Faculty; President approved 2/6/13

12-13 FUFM 2: Program Prioritization Resolution

12-13 FUFM 3: Aramark Union Resolution; President approved 7/1/13



**2012-2013 ANNUAL REPORT**

**Prepared by Chris Chamberlain, Chair**

**Members:** Chris Chamberlain (Chair), (11-13), Mavis Braxton, Social Work (12-13), Dana Edwards, Library (11-13), John Eros (Secretary), Music (12-14), Sharon Green, Management (11-13), Caron Inouye, Biology (11-13), Amber Machamer, Presidential Appointee, PEMSA, Saeid Motavalli, Engineering (12-14), Susan Opp, AVP Acad Prog & Grad Studies (rep. by Donna Wiley), Xeno Rasmusson, Human Development (12-14), Glen Taylor, Management(12-14), SSP Representative (12-14) vacant, Student Johnny Fuentes, Student Gary Manalang.

**FALL 2012**

The Committee on Academic Planning & Review (CAPR) reviewed current Policies and Procedures and discussed proposed amended changes and formatting to the Policies & Procedures, specifically addressing the Annual Program Report. Assignments were made for reviewing previous year annual reports, unfinished five year reviews, and liaisons were assigned to work with programs that had reviews in the current year. The 2012-2013 program review calendar was updated. Annual reports and five year reviews from the previous academic year were reviewed and approved.

**WINTER 2013**

The Committee on Academic Planning & Review (CAPR) continued to discuss, review, and refine what a new, easier to use format for annual reports would include and look like, including the role/use of data available. CAPR wrestled with expanding requests for self-support certificates/programs and their impact on students, future program planning and resources. A policy on the approval of self-support programs was developed and approved. The updated policy and procedures document was passed by the Academic Senate with a floor authored amendment that stated that annual reports could be submitted in years when appropriate resources were available to conduct them.

**SPRING 2013**

The Committee on Academic Planning & Review (CAPR) developed a new annual report format with the goal of providing programs an easy to use, standard format that would aid programs in compiling information for their five year review as well as aid CAPR in having a standard format. There was discussion as to whether the annual report information would be integrated into the Planning for Distinction process. The role of assessment in annual reports continued to be a topic of discussion and the Provost was asked to craft a statement on the role and importance of assessment at CSUEB. Confusion over whether the updated Policy & Procedure document was approved, shelved or disapproved left CAPR in limbo over a timeline for submittal of annual program reports. It was decided to send out the updated annual program review format with reports due not at the end of Spring, under the previous CAPR Policy, but by the end of the academic year.

## 12-13 COMMITTEE ON ACADEMIC PLANNING AND REVIEW DOCUMENTS

Document	Passed Excom	Passed Senate	President Approved
12-13 CAPR 1: Five-Year Program Review for Math and Computer Science/Computer Networks	10/30/12	1/15/13	4/8/13
12-13 CAPR 2: Discontinuance of the Option in Urban Teacher Leadership, M.S. Ed. Leadership	11/27/12	1/15/13	4/8/13
12-13 CAPR 3: not assigned	N/A	N/A	N/A
12-13 CAPR 4: Interpretation of CSUEB Bylaws regarding CAPR membership	11/6/12	11/13/12	11/26/12
12-13 CAPR 5: Academic Program Review Procedures proposed changes	11/27/12	1/15/13	<a href="#">President response</a>
12-13 CAPR 6: ILO subcommittee membership	11/27/12	N/A	N/A
12-13 CAPR 7: Proposed changes to Committee on Academic Planning and Review Policies and Procedures for Committee Operation and University Bylaws	11/27/12	1/15/13	N/A
12-13 CAPR 8: Request for approval of the new self-support certificate in Early Childhood Special Education	2/19/13	3/12/13	3/26/13
12-13 CAPR 9: Subcommittee membership additions	1/29/13	N/A	N/A
12-13 CAPR 10: To change the Program Review Calendar for Construction Management and Computer Engineering programs	4/2/13	5/7/13	5/29/13
12-13 CAPR 11: Request to add Self-Support Master of Science Accountancy Pilot Program	2/5/13	2/26/13	3/11/13
12-13 CAPR 12: New Self-support certificate request for Health Informatics Graduate Certificate	4/2/13	5/7/13	5/29/13
12-13 CAPR 13: Request for discontinuance of Management of Human Resources and Change MPA option	4/2/13	5/7/13	5/29/13
12-13 CAPR 14: Five-year review report for Statistics and Biostatistics	3/5/13	4/9/13	5/29/13
12-13 CAPR 15: New policy requiring existing (or approved but not launched) state-side programs to go through CAPR review if they plan to offer a self-support version of that program	3/5/13	4/9/13	5/29/13
12-13 CAPR 16: Temporary Suspension of the Master of Art and Master of Science in Interdisciplinary Studies	4/30/13	Not passed	N/A
12-13 CAPR 17: Discontinuance of the Teacher Education Certificate Program: Cross-Cultural, Language, and Academic Development	4/2/13	5/7/13	5/29/13
12-13 CAPR 18: Discontinuance of the Teacher Education Certificate Program: Children's Literature	4/2/13	5/7/13	5/29/13
12-13 CAPR 19: Five-Year Program Review for History	4/30/13	5/21/13	7/1/13
12-13 CAPR 20: Discontinuance of the M.S. in Taxation Program	4/30/13	5/21/13	7/1/13
12-13 CAPR 21: Discontinuance of the Certificate in Taxation	4/30/13	5/21/13	7/1/13
12-13 CAPR 22: Postponement of the GE Five-Year Program Review	4/30/13	6/4/13	6/27/13
12-13 CAPR 23: Five-Year Program Review for Theater Arts	Not addressed in 12-13	N/A	N/A
12-13 CAPR 24: Anthropology and Geography & Environmental Studies merger	5/29/13 by email	6/4/13	6/27/13
12-13 CAPR 25: Request for a Postponement of the Five-Year Program Reviews for Anthropology and Geography & Environmental Studies	5/29/13 by email	6/4/13	6/27/13
12-13 CAPR 26: Five-Year Program Review for Nursing	Not addressed in 12-13	N/A	N/A
12-13 CAPR 27: Five-Year Program Review for Health Care Administration	Not addressed in 12-13	N/A	N/A
12-13 CAPR 28: Five-Year Program Review for Ethnic Studies	Not addressed in 12-13	N/A	N/A



**2012-2013 ANNUAL REPORT**

**Prepared by James Murray (Chair Fall/Winter) & Kyzl Fenno-Smith, Chair (Spring)**

**Members 2012-2013:** CHAIR (Spring): Kyzyl Fenno-Smith, Library (11-13); CHAIR (Fall, Winter): James A. Murray, Biological Sciences (11-13); Donald Gailey, Biological Sciences (S13 only), Barbara Hall, Philosophy (12-14), Yi He, Marketing & Entrepreneurship (12-14), Cathy Inouye, Kinesiology (11-13), Yi Jiang, Management (11-13), Keith Kravitz, SSP (12-14), Susan Opp, AVP Academic Programs & Grad Studies, Presidential Appointee, Farshad Shahbodaghlou, Engineering (11-13), Nancy Thompson, History (12-14), Holly Vugia, Sociology (11-13), Brian Cook, Continuing Education, Non-voting DCIE Representative, Ashely Griffin, Student, Erin Poor, Student

**FALL 2012**

The CIC met 5 times in Fall quarter. Prof. Vugia served as secretary. We approved a policy change to allow students to correct their grades after graduation if there was an error in calculating the grade (CIC1). We approved new course prefixes in Engineering to better identify the sub-disciplines within the growing engineering program (CIC2). We approved the allocation of 20-units for prior knowledge of nursing skills demonstrated by a standardized exam prior to enrollment at CSUEB (CIC3). We approved a 2-year term length for the Writing Skills subcommittee to increase experience levels, and to create staggered elections (CIC4). We approved the discontinuance of an option in the M.S. Ed. Leadership that was not well enrolled (CIC5). We approved a assessment plan for our General Education program (CIC6) which was proposed by our hardworking GE subcommittee. Two of our members (Profs. Inouye and Fenno-Smith) volunteered to serve on the Self-Support subcommittee of ExComm. Prof. Murray served on SSAC subcommittee on Graduation Advising.

**WINTER 2013**

The CIC met 4 times in Winter quarter. Profs. Shahbodaghlou and Chongqi Wu served on the Quarter to Semester subcommittee of Excom. We approved a new self-support certificate in Early Childhood Special Education to conform to changes by the California Commission on Teacher Credentialing (CIC7). We approved some changes to require the enforcement of prerequisites (CIC8), which were approved by the senate and the President. We approved a pilot self-support Masters of Science in Accountancy, due to high anticipated demand resulting from changes in state law (CIC9), and this pilot program will be reviewed within 5 years before becoming permanent. We approved the discontinuance of two Teacher Education Certificates that were no longer needed (CIC10, 11). We approved a new form that served as a contract with the student on the terms by which a grade of Incomplete would be converted back to a letter grade (CIC12). We approved a new policy to require new self-support programs to go through CAPR and CIC review before approval (CIC13). We renewed a policy set to expire in the spring that limited the number of units in which students could enroll (CIC14). We approved a new self-support graduate certificate in Health Informatics (CIC15) due to anticipated high demand. We approved the discontinuance of an option in the Masters of Public Administration that had low enrollment (CIC16). We rejected a proposal by the Department of Engineering to waive some GE requirements to bring their total units below 180 as per requirement by the CSU. Consequently, Engineering sought an exemption from the CSU-imposed 180-unit limit on degrees.

## SPRING 2013

The CIC met 3 times in Spring quarter. Prof. Fenno-Smith served as chair, Don Gailey served as a representative of the College of Science, and Yi He served on SSAC subcommittee on Graduation Advising while Prof. Murray was on sabbatical. We approved discontinuances of the M.S. in Taxation (CIC17) and the Taxation Certificate (CIC18), required by limited qualified instructors. We approved some changes to the membership of the GenEd subcommittee of CIC in order to allow for a membership roster better suited to the subcommittee's needs (CIC19). We discussed a new review policy to evaluate GenEd courses every five years for quality and appropriate learning outcomes, which will be brought to Excom and the Senate in Fall 2013(CIC 20). CIC and CAPR approved the merging of the Geography and Anthropology departments at the end of spring quarter (CIC21); lastly, CIC approved the Infrequently Offered Courses (IOC) list as provided by APGS (CIC22)

### 12-13 COMMITTEE ON INSTRUCTION & CURRICULUM DOCUMENTS

Document Number	Excom Approved	Senate Approved	President Approved
12-13 CIC 1: Policy on Change to Student's Historical Record	10/30/12	11/13/12	11/26/12
12-13 CIC 2: Changing course prefixes to reflect two new engineering majors	10/23/12	11/13/12	11/26/12
12-13 CIC 3: Department of Nursing and Health Sciences seeking approval for a 20-credit allocation to students who have passed the NCLEX RN licensure exam	11/6/12	12/4/12	1/25/13
12-13 CIC 4: Increasing term length on Writing Skills Subcommittee from one-year to two-years	11/27/12	1/15/13	N/A
12-13 CIC 5: Discontinuance of the Option in Urban Teacher Leadership, M.S. Ed. Leadership	11/27/12	1/15/13	4/8/13
12-13 CIC 6: General Education Subcommittee Assessment Plan 2012-2017	11/27/12	12/4/12	1/25/13
12-13 CIC 7: Request for approval of the new self-support certificate in Early Childhood Special Education	2/19/13	3/12/13	3/26/13
12-13 CIC 8 amended: Prerequisite enforcement	4/2/13	5/21/13	7/1/13
12-13 CIC 9: Request to add Self-Support Master of Science Accountancy Pilot Program	2/5/13	2/26/13	3/11/13
12-13 CIC 10: Discontinuance of the Teacher Education Certificate Program: Cross-Cultural, Language, and Academic Development	4/2/13	5/7/13	5/29/13
12-13 CIC 11: Discontinuance of the Teacher Education Certificate Program: Children's Literature	4/2/13	5/7/13	5/29/13
12-13 CIC 12 amended: Providing contracts for incomplete coursework on PeopleSoft	4/2/13	5/21/13	7/1/13
12-13 CIC 13: New policy on self-support programs	4/30/13	6/4/13	6/27/13
12-13 CIC 14: Reduction in Registration Unit Limits	4/2/13	4/23/13	6/27/13
12-13 CIC 15: New Self-support certificate request for Health Informatics Graduate Certificate in the Department of Public Affairs and Administration	4/2/13	5/7/13	5/29/13
12-13 CIC 16: Request for discontinuance of the Management of Human Resources and Change MPA option	4/2/13	5/7/13	5/29/13
12-13 CIC 17: Request for discontinuance of the M.S. in Taxation	4/30/13	5/21/13	7/1/13
12-13 CIC 18: Request for discontinuance of the certificate in Taxation	4/30/13	5/21/13	7/1/13
12-13 CIC 19: Change to CIC's GE Subcommittee membership	4/30/13	N/A	N/A

12-13 CIC 20: Policy for Renewal of General Education Classifications	not addressed in 12-13	not addressed in 12-13	not addressed in 12-13
12-13 CIC 21: Anthropology and Geography & Environmental Studies merger	5/29/13	6/4/13	6/27/13
12-13 CIC 22 amended: Retention of Infrequently Offered Courses	5/29/13	6/4/13	6/27/13





**2012-2013 ANNUAL REPORT**

**Prepared by Meiling Wu, Chair**

**Members:** Meiling Wu (Chair) (12-14), Gilberto Arriaza, Educational Leadership (12-14), Ching-Lih Jan, Accounting and Finance (12-14), Patricia Jennings, Sociology, (11-13), Gary McBride, Accounting and Finance (11-13), Jim Mitchell, Teacher Education (11-13), Aline Soules, Library (12-14), Paulina Van, Nursing (Replaced Erica Wildy Winter, Spring 13), Helen Zong, Engineering (11-13), Carol Reese, Presidential Appointee, Monique Cornelius, Presidential Appointee

**BACKGROUND INFORMATION:**

FY2012-13 started with difficult budget condition that California will close its projected \$15.7 billion budget deficit by restructuring the state's welfare program, streamlining health insurance for low-income children, and reducing child care coverage and college aid. Governor Brown proposed tax initiative to be voted in November and thus CSUEB 2012-13 budget plan was not available until 2/20/2013. There has been discussions on the possibilities that if Governor Brown's tax initiative was not passed by the voters in November, the California State University would face more budget cuts, and that would mean slashing enrollment, laying off employees, reducing classes and the elimination of academic programs. Those were among the options that the CSU Board of Trustees heard about as the system tries to plan for a potential \$200 million "trigger" cut from the state that would take effect in the middle of the academic year if voters do not approve the Governor's tax proposal in November. Thus CSUEB proposed a budget plan with both Prop 30 passed or failed. See link:

<http://www20.csueastbay.edu/af/departments/finance/budget/files/docs/Budget-Planning-2012-2014.pdf>

With the passage of Proposition 30, the state 2012-13 and 2013-14 budgets will reinvest in, rather than cut, education funding. The May Revision increases funding for higher education by \$1,935 per CSU student through 2016-17. Proposition 30 kept the CSU and UC systems from losing \$250 million each in state funding. Some CSU students will receive a tuition-hike refund as a result. But university leaders stress that the budget picture remains bleak. Many CSU administrators start to look for ways to become more efficient and applied more funding constraints.

At CSUEB, "Planning for Distinction" was initiated. PFD is introduced as "President Morishita has asked the campus community, led by Provost Houpis and Chief Financial Officer Wells, to engage a comprehensive review of all campus programs and activities during this coming academic year" (i.e. from academic 2012). "A Steering Committee, chaired by Vice President Linda Dalton, has been formed to oversee the work of two subgroups: the Instructional Program Task Group and the Support Program Task Group. Starting with each individual program, our objective as a campus community is to conduct a comprehensive and simultaneous review of all academic and nonacademic programs using criteria that is developed by the task groups; and then measuring, analyzing and prioritizing those programs. Planning for Distinction will drive our resource allocation decisions in the future by ensuring we are putting sufficient resources into our highest priority programs and maintaining steady funding for programs that remain central to our mission."

Although COBRA has been monitoring the Planning for Distinction process, the focus of 2012-13 AY was mainly on policy and template development. The actual prepopulated data on budget among programs were not available at the end of COBRA 2012-13 term. Moreover, with Steering committee replaced UPABC during the AY 2012-13 and with unavailability of CSU budget until February 2013, COBRA along with Senate did not receive budget presentation on resources and allocation to CSUEB branches from Debbie Brothwell as she did in October 2011.

Within the same AY budget uncertainty, the budget model from Academic Affairs was not available to COBRA. The allocation model represents the first time to COBRA in 2010-11 has given detailed explanation of the budgeting process and formulas for the allocation of funds to each College. It had been used to understand the funding of Academic Affairs, which is important to University faculty.

### **Budget Discussions and Plans**

The primary activities of COBRA this year consisted of obtaining updated and sophisticated knowledge on budget, investigating budget and allocation related issues, and discussing issues related with budget allocations, and finding and examining answers from administration and related sources. The budget topics had been discussed include establishing COBRA subcommittee on “Quarter to Semester Conversion (Q2S),” subcommittee on “DCIE-State self-support funding model,” continuing monitoring administrative budget/allocation committees, such as A2E2, ITAC, and Planning for Distinction, and investigating issues related with CSUEB budget and allocation. COBRA Chair and members had participated at the University Planning, Assessment and Budget Committee (UPABC) even the focus of UPABC has been changed from budget preparation to planning and assessment since 2010. COBRA Chair along with all Senate Standing Committee Chairs are included in the membership of Planning for Distinction Steering Committee.

COBRA has provided useful links to ensure budget transparency, the documents linked to 2012-13 COBRA sites included:

- President Morishita's message "Fall 2012 Fee Increase and Budget Proposal"  
<http://www20.csueastbay.edu/about/administration/messages/student-budget-proposal-december-2011.html>
- CSUEB Working Glossary of Budget Terms  
<http://www20.csueastbay.edu/about/strategic-planning/files/pdf/2009.02.06%20Budget%20Glossary.pdf>
- CSUEB Finance Overview PPT
- KPMG Independent Auditor's Report (June 30, 2011)  
<http://www20.csueastbay.edu/faculty/senate/committees/cobra/12-13/12-13-documents/2011-kpmg-ind-auditor-rpt.pdf>
- University Budget Presentation by Debbie Browsell (May 8, 2012)  
<http://www20.csueastbay.edu/faculty/senate/committees/cobra/12-13/12-13-documents/10.4.11-sen-budget-presentation.pdf>

- University Budget with both scenarios presented to COBRA by CFO Wells  
<http://www20.csueastbay.edu/faculty/senate/committees/cobra/12-13/12-13-documents/12-14-budget-planning-handout.pdf>

COBRA invited CSUEB budget and allocation administrators to the meetings. Prior to their visits, the committee solicit questions across campus and made the questions and answers available for review. COBRA also consolidated the Q&A documents and submitted the outcomes to Senate as information items (COBRA 3-5 Information items to Senate on 5/21/13).

- 12-13 COBRA 3: Report of VP Brad Wells' discussions with COBRA on 3/1/13, 3/15/13, 5/3/13, and 5/17/13
- 12-13 COBRA 4: Report of AVP Brian Cook's responses to questions regarding DCIE on 4/19/13
- 12-13 COBRA 5: Report of AVP Brian Cook's responses to questions regarding CSO on 5/17/13

COBRA specially appreciates CFO Wells' support on university budget and allocation information sharing; particularly CFO Wells initiated a Standard Financial Report document to be shared with COBRA and be distributed via COBRA link starting from next AY (2013-14).

COBRA also proposed date and time changes for meeting schedule and was approved by Senate (COBRA 1 Action Item to Senate on 5/7/2013). For AY 2013-14, COBRA meeting schedule will be on the second and fourth Wednesdays of the month from 2:00 - 4:00 PM in LI-2250.

### **1. Subcommittees of COBRA (ExCOM charge)**

- Subcommittee on "Quarter to Semester Conversion (Q2S)" led by Pat Jennings and examined the cost (faculty release time, etc.) of the quarter-to-semester conversion. The subcommittee gathers information for CSUs campuses that had recently transitioned from quarter to semester. The subcommittee also explored policy and procedures, and estimated workload and cost. Subcommittee submitted final report on (See COBRA 2 Information item to Senate on 3/12/13)
- Subcommittee on "DCIE-State Self-support Funding Model" charged with exploring and clarifying policy that governs the flow of funds from Extended Education to stateside. The subcommittee led by Jim Mitchell.

### **2. COBRA member participation in Administration formed Budget and Resource Allocation Committees**

- A2E2—No COBRA representative. Committee consisted of 5 members that included Sue Opp (Chair), Diana Balgas, Linda Dalton, Amber Machamer, and Jerry Chang (ASI). The allocation of A2E2 annual report is available  
<http://www20.csueastbay.edu/about/institutional-effectiveness/ssac/files/a2e2-uap/a2e2-uap-12-13.pdf>

The annual report does not include the actual number of resources and allocations. COBRA thus discussed the A2E2 plan with both COBRA President Appointees and learned the fee could go up from \$80 to \$120.00 next year. A2E2 fee are projected around 3.2 million and will be allocated as follows: Freshmen clickers (\$60k); Enhanced Course Learning (426.8K); Enhanced Instructional Related Activities (550K); and, university wide activities and programs (UAP) (1.13M). Colleges are getting higher dollar amounts than they did from older model of course fees. The 1.13M allocated to the UAP will be allocated to a host of sub-categories (e.g., College-based advising centers; peer mentoring program; student academic support; intensive mentoring and advising; service learning/internal internships and career advising; Student Research Academy; and, co-curricular transitional support).

- ITAC—Aline Soules is a member. She has provided updates to COBRA (see COBRA Minutes 3/1/2013 and 4/19/13)
- UPABC— Replace by Steering Committee of Planning for Distinction
- Steering Committee of Planning for Distinction – Meiling Wu serve in the PFD committee as Senate Standing Committee COBRA Chair.

### **Unfinished Business**

1. Both President Appointees, Kris Erway (University Budget Director) and Carol Reese (Senior Director, Budget and Resources for Academic Affairs) retired. Kris is replaced by Monique Cornelius, but Carol's replacement from Academic Affairs is to be determined.
2. COBRA 6 (Draft Information Item):  
Report of Provost Jim Houpis's discussions with COBRA on 5/17/2013. Among the 13 questions, Provost Houpis's responses on question regarding the current model to fund the Colleges in Academic Affairs indicated AA Budget Office will be using the same model that Carol Reese has been presented to COBRA. Provost may revise some categories such as remediation since English may have a different SFR model. The Provost is working on an algorithm to help level the playing field between colleges—a funding mechanism. There are a lot of variations when look at cost as a percentage of the budget going toward colleges, with CLASS on the high side and Science on the low side. The AA funding model needs to be revisited by COBRA in next AY and the report of Provost Houpis's visit to COBRA on 5/17/13 needs to be documented.
3. COBRA 7 Standard Financial Report (Draft Information Item)  
CFO Wells presented a standard reporting package on 5/3/2013 that was discussed during his visit on 3/1/13. Wells explained that this reporting tool is a model and proposed draft for COBRA to review. The report model included Revenue and Expense Summary by Fund Group and Revenue and Expense Summary by Organization and it summarizes all expenses and all funds, including Sources, Uses, Transfers, and Adjustments. The report also included the Operating fund and all other sources of funding. (Housing, Parking, Continuing Education, University Union, Trust and Lottery). The SFR will enhance the knowledge on university revenue and expenses and avoid misunderstanding among campus community

Upon completion of the presentation of the Revenue and Expense Summary by Fund Group the committee made the following comments and requests.

- The committee discussed the best time for COBRA to send to the Academic Senate as an annual or quarterly information item.
  - The committee discussed how this report compares historically. The committee discussed the need to see prior years to compare and to see a trend.
  - The committee requested clarity on Cost Recovery. Brad expressed that there is general confusion with the language used to describe cost recovery. He explained there is a difference between a) cost recovery we are required to submit to auditors identifying how the University is reimbursed by self-support programs and b) self-support within DCIE where income is distributed from CERF. The committee agreed to ask Provost Houpis this question.
  - COBRA expressed their overall acceptance of the Revenue and Expense Summary by Fund Group as Standard Financial Report and anticipate the SFR report will be available starting 2013-14 FY.
4. COBRA investigated an issue arose regarding monies and funding within ORSP and the Foundation. COBRA suggested that CFO Wells to visit COBRA with Darrell Haydon and Sean Williams, who could provide more detailed operational knowledge regarding questions within ORSP and the Foundation, during next AY .

### **2010-11 COBRA RECOMMENDATIONS FOR THE PRESIDENT**

COBRA continues to recommend openness with and inclusiveness of the faculty in the University budget planning processes and allocation assessment.

COBRA continues to encourage the enhancement of internal University communication of budget and allocation plans, priorities, and changes. A yearly presentation on CSUEB Resources and Allocation from university Finance department in the fall quarter is highly recommended. COBRA also recommend Academic Affairs to resume the presentation to COBRA on budget model developed by the Provost in 2010. It is also recommended that important budgetary information communicated by the Provost to the Deans be consistently communicated to faculty governance, through COBRA, Senate, and ExComm. COBRA anticipates the Standard Financial Report from CFO to be available in AY13-14.

COBRA advocates this year, in accordance with the university mission and strategic commitment that identified the core functions of the University as to “continuously improve our efficiency, transparency, and accountability while practicing mutual respect, responsiveness, and collaboration across the University.”

COBRA would like to thank the President for providing excellent appointees to the committee. COBRA also like to express great appreciation to CFO Wells for his unyielding supports and clarification on budget and allocation information.



**2012-2013 ANNUAL REPORT**

**Members:** Gilberto Arriaza (12-14), Ching-Lih Jan (12-14), Pat Jennings (11-13), Gary McBride (11-13), Jim Mitchell (11-13), Aline Soules (12-14), Paulina Van (12-14), Erica Wildy (F13), Meiling Wu (12-13 only, Chair) Helen Zong (11-13)

**12-13 COMMITTEE ON BUDGET AND RESOURCE ALLOCATION DOCUMENTS**

<b>Document</b>	<b>Passed Excom</b>	<b>Passed Senate</b>	<b>President Approved</b>
12-13 COBRA 1: Proposed date and time changes for meeting schedule	4/30/13	5/7/13	N/A
12-13 COBRA 2: Identification of Tasks & Costs Associated with the Q2S Conversion	3/5/13	3/12/13	N/A
12-13 COBRA 3: Report of VP Brad Well's discussions with COBRA on 3/1/13 and 3/15/13	5/14/13	5/21/13	N/A
12-13 COBRA 4: Report of AVP Brian Cook's responses to questions regarding DCIE	5/14/13	5/21/13	N/A
12-13 COBRA 5: Report of AVP Brian Cook's responses to questions regarding CSO	5/14/13	5/21/13	N/A



**2012-2013 ANNUAL REPORT**

**Prepared by Chris Baysdorfer, Chair**

**Members:** Ekin Alakent (F12), Chris Baysdorfer (Chair), Sandip Basu (W13-S13), Jeffra Bussmann (W13-S13), Jerry Chang (Student Representative, W13-S13), Roger Doering, Vahid Fozdar, Zach Hallab, Maria Consuelo C. Ortuoste (Secretary), Jason Singley (Presidential Appointee), Sarah Taylor, Jiannan Wang (F12)

**FALL 2012**

The Committee on Research reviewed our Policies and Procedures. We discussed, reviewed, and amended the Centers and Institutes policy. Discussion and approval of Center for Research, Equity and Collaborative Engagement.

**WINTER 2013**

The Committee on Research continued to discuss, review, and revise the Centers and Institutes policy. Amendment to CSUEB Bylaws regarding CR procedure and the Centers and Institutes Policies and Procedures document. Discussion and approval of Center for Community Engagement. Discussion and approval of Center for Science Education and Research. The entire committee evaluated CSU research competition proposals and the review was carried out. This year there were 9 applicants and all were approved by the committee. The committee reviewed poster proposals for the CSU East Bay Faculty Research, Scholarship and Creative Activity Poster Exhibit and approved all twenty (20) proposals.

**SPRING 2013**

The Committee on Research reviewed proposals for Faculty Support Grant funded mini-grants and release time. Of the thirty two (32) proposals received, the committee felt that eighteen (18) were strong enough to be recommended for funding. The committee allocated all FSG funds. Discussion and approval for the Center for Student Research

**12-13 COMMITTEE ON ACADEMIC PLANNING AND REVIEW DOCUMENTS**

<b>Document</b>	<b>Passed Excom</b>	<b>Passed Senate</b>	<b>President Approved</b>
12-13 CR1: Institutional Review Board Membership	11/20/12	N/A	N/A
12-13 CR 2: Proposal for Center for Research and Collaborative Engagement (CRECE)	1/22/13	2/12/13	N/A
12-13 CR 3: Revised Amendment to CSUEB Bylaws regarding CR procedure and the Centers and Institutes Policies and Procedures document	3/5/13	5/7/13	Pending Ratification
12-13 CR 4: Proposed Faculty Awards	4/2/13	5/7/13	5/29/13
12-13 CR 5: Proposal for the Center for Community Engagement	3/5/13	3/12/13	N/A
12-13 CR 6: Proposal for the Center for Science and Education and Research	4/16/13	4/23/13	N/A
12-13 CR 7: Proposal for the Center for Student Research	4/16/13	4/23/13	N/A

To: Sarah Taylor  
Chair, Committee on Research

From: Kevin Brown  
Chair, Institutional Review Board

Date: June 28, 2013

Dear Dr. Taylor,

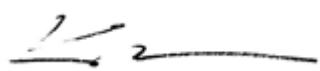
Congratulations on your Election to Chair of the Committee on Research. The Institutional Review Board (IRB), of which I am chair, is a subcommittee of the CoR. 80-81 BEC 2 states that the Chair of the IRB shall report annually to the Director of the Office of Research and Sponsored Programs, and through the Chair of the Committee on Research to the Chair of the Academic Senate.

As such, please find enclosed the annual report on Institutional Review Board activities. After reviewing the report, would you please pass it on to the Chair of the Senate? 80-81 BEC 2 does not state if any action is needed, so perhaps it is just informational. Anne Wing in the Office of Research and Sponsored Programs (ORSP) can help you submit it to the Senate.

In addition, the chair of the Committee on Research is an ex-officio member of the IRB, so welcome to the board!

Please let me know if you have any questions. A copy of this report will also be sent to Linda Dobb, Associate Provost, as the AVP of the ORSP position is currently vacant.

Best regards,

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

Kevin



**Institutional Review Board Annual Report**  
June 16, 2012 – June 15, 2013

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	7	31	38
Continuation Review	8	1	9
Modification Review	17	4	21
Exempt Protocols	47	186	233
Incomplete	2	8	10
Not HSR	4	6	10
Rejected	1	0	1
Total	86	236	322

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. 301 of the 321 protocols submitted to the IRB were approved, either via expedited or exempt review of new, modified, or renewed research protocols. Ten (10) of the remaining protocols required additional information for review. The information was requested but had not been received at the time of this report, or the protocols were withdrawn by the investigator. Ten (10) of the protocols submitted were found not to be considered human subjects research. Such research does not require the approval of the IRB. One (1) protocol was rejected because the research had already begun prior to application for approval, which is prohibited by federal regulation. A violation of IRB policy was logged in this instance.

Compared to last year, the number of faculty/staff-initiated protocols increased from 75 to 86 (+15%) and the number of student-initiated protocols increased from 72 to 236 (+227%). The total number of submitted protocols increased from 147 to 322 (+119%).

Note that the Departments of Teacher Education, Educational Psychology, and Educational Leadership submit their students' master's theses projects for Board approval. Five cohorts of these students account for 101 of the above student-initiated protocols. The EdD program also generated 7 student-initiated research protocols for review. The Communicative Disorders and Communications programs also submitted protocols from cohorts of students with 28 and 18 protocols respectively.

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, 403 faculty, staff, and student investigators completed the training.

### **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:**

	<b>Term Ends</b>
1. Sarah Taylor, Chair, Committee on Research	Ex-officio
2. Kevin Brown, <b>Chair</b> , Math and Computer Science	Fall 2013
3. Anne Wing, IRB Coordinator, ORSP	Ex-officio
4. Ann Halvorsen, Educational Psychology	Fall 2015
5. Kimberly Kim, Nursing and Health Sciences	Fall 2013
6. Elana Dukhovny, Communicative Sciences and Disorders	Fall 2015
7. Mary Jane Pabalan, Community Representative	Fall 2014
8. Phu Phan, Social Work	Fall 2013
9. David Sandberg, Psychology	Fall 2014
10. Jessica Weiss, History	Fall 2015
11. Andrea Wilson, Director, Student Health Service	Ex-officio

#### **Alternates:**

1. John Eros, Music	Fall 2014
2. David Fencsik, Psychology	Fall 2014
3. Silvina Ituarte, Criminal Justice Administration	Fall 2014
4. Will Johnson, Sociology and Social Services	Fall 2014
5. Marvin Lamb, Psychology	Fall 2015

- |  |           |
|--|-----------|
| 6. Denise Li, Nursing and Health Sciences            | Fall 2014 |
| 7. Laura Nelson, Anthropology                        | Fall 2014 |
| 8. Susan Rodearmal, Kinesiology & Physical Education | Fall 2014 |
| 9. Terry Soo-Hoo, Educational Psychology             | Fall 2015 |
| 10. John Vukasin, Community Representative           | Fall 2014 |
| 11. Evaon Wong-Kim, Social Work                      | Fall 2014 |

**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 June 23, 2005 contains the government regulations governing IRB functions.

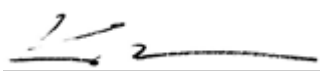
**5) Notes on developments at the national, state, local community and university levels that may require policy revisions to provide assurance as defined by Federal regulations, changes, or addenda or other administrative attention or action.**

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. New regulations have not yet been published.

**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.**

Currently, the board uses an Excel spreadsheet to accept, maintain, and track IRB applications, modifications, renewals, and closures. With the large number of protocols submitted each year, and the need for short turn-around time for student protocols in particular, an automated protocol submission and review system would be very helpful to the board and office staff as well as providing additional features to investigators. San Diego State University has implemented such a package in-house, and other CSU campuses have purchased commercial software. Based on a presentation comparing various options at the CSU IRB conference in January 2013, I suggest that the university consider purchasing the IRBNet service.

Respectfully submitted,



Kevin Brown  
Chair, Institutional Review Board



**2012-2013 ANNUAL REPORT**

**Prepared by Liz Ginno, Chair**

**Members:** Jeanette Bicais (2011-13), Linda Dobb (Presidential Appointee), Kelly Fan (2012-14), Liz Ginno (Chair), Vish Hegde (2012-14), David Larson (2011-2013), Danika LeDuc (Secretary) (2011-2013), Tony Lima (F12 & Sp13), Bijan Mashaw (W12), Carlos Salomon (2012-14), Carl Stempel (2012-14).

**FALL 2012**

The Faculty Affairs Committee reviewed our Policies and Procedures. We discussed, reviewed, and amended: the FAC Policies and Procedures regarding Outstanding Professor procedure; the University & Library Faculty Retention, Tenure, Promotion Policy and Procedures documents; Procedures for Evaluation of Tenured Faculty; Online Student Evaluations plan; and Ballot Issues. Other issues discussed include the scheduling of policy reviews and faculty training on PeopleSoft advising.

We determined FAC Subcommittee membership:

- *Outstanding Professor:* Dave Larson, Danika LeDuc, Derek Kimball (previous winner), Linda Dobb and Liz Ginno as ex-officio members.
- *Lecturers:* Carl Stempel will be asked to be the FAC representative; Margaret Rustick, Gretchen Reevy, Mark Karplus, and Diane Mukerjee (now as a faculty member) will continue to serve on this committee. Jeff Newcomb will now serve as a lecturer member. Linda Dobb and Liz Ginno as ex-officio members.
- *Special Subcommittee on Student Course Evaluations:* Tom Bickley, Jeanette Bicais, Sharon Green (F&W12) (Chair), Julie Marty-Pearson, Michael Moon, Luther Strayer, Linda Dobb and Liz Ginno as ex-officio members.
- *Sue Schaefer Award:* FAC committee as a whole.

**WINTER 2013**

The Faculty Affairs Committee continued to discuss, review, and revise the Appointment and Review of Administrative Officers Policies and Procedures, and the Policy on Emerita and Emeritus Status. We also discussed recommended student evaluation questions from SET, creating a new policy for alternate ASCSU Senator, the Search Committee for the Concord Director, and, with Provost Houppis, faculty membership distribution for the University Tenure and Promotion Committee. We also approved Sandip Basu as CBE representative on the SET to replace Sharon Green.

**SPRING 2013**

The Faculty Affairs Committee continued to discuss, review, and revise the Constitution and Bylaws of the University Faculty; new Faculty Awards; Separation of Department Chairs section from the Appointment and Review document; Appointment and Review of Administrative Officers of CSUEB document, Academic calendar revisions, and a policy on waivers for university administrative searches. We also elected Eileen Barrett as the Sue Schaefer Award recipient.

**12-13 COMMITTEE ON ACADEMIC PLANNING AND REVIEW DOCUMENTS**

<b>Document</b>	<b>Passed Excom</b>	<b>Passed Senate</b>	<b>President Approved</b>
12-13 FAC 1: Committee Policies and Procedures with Outstanding Professor Amendments	N/A	N/A	N/A
12-13 FAC 2: Changes to the University Retention, Tenure, and Promotion Policy and Procedures document	1/8/13	2/12/13	2/27/13
12-13 FAC 3: Changes to the Library Retention, Tenure, Promotion Policy and Procedures document	1/8/13	2/12/13	2/27/13
12-13 FAC 4: Changes to the Procedures for Evaluation of Tenured Faculty	1/8/13	2/12/13	2/27/13
12-13 FAC 5: Amended Online Student Evaluations plan (see also 12-13 BAS 1)	1/8/13	2/12/13	2/27/13 (12-13 BAS 1 approved 5/29/13)
12-13 FAC 6: Ballot Issues	1/8/13	2/26/13	N/A
12-13 FAC 7: Changes to Appointment and Review of Administrative Officers Policies and Procedures	N/A	2/12/13	2/27/13
12-13 FAC 8: New CSU East Bay Policy on Emerita and Emeritus Status	3/5/13	4/9/13	Not approved
12-13 FAC 9: Changes to the Constitution and Bylaws of the University Faculty of CSU East Bay	4/2/13	5/7/13	Pending Presidential ratification as of September 2013
12-13 FAC 10: Proposed Faculty Awards	4/2/13	5/7/13	5/29/13
12-13 FAC 11: Proposed list of holidays calendar	5/14/13	6/4/13	6/27/13
12-13 FAC 12: Separation of Department Chairs section from the Appointment and Review document	not addressed in 12-13	N/A	N/A
12-13 FAC13: Suggested changes to the Appointment and Review of Administrative Officers of CSUEB document	not addressed in 12-13	N/A	N/A



**2012-2013 ANNUAL REPORT**

**Prepared by Kim Geron, Chair**

**Members:** Diana Balgas (Retentions Services liaison), Korey Brunetti (11-13), Maxwell Davis (12-14), Cristian Gaedicke (12-14), Kim Geron (12-13 Chair), Stan Hebert (Presidential Appointee), Zanean McClain (12-13), Enrique Salmon (12-14), Daminna Standfield (MATS liaison), Annette Walker (Enrollment Development liaison) Jingwen Yang (12-14), Gale Young (11-13)

**FALL 2012**

The committee reviewed the FDEC/DELO Report from 2011-12 on recommendations for action in AY 2012-13, as linked here: <http://www20.csueastbay.edu/faculty/senate/committees/fdec/12-13/12-13-docs/11-12-delo-summary-for-12-13annual-fdec-report.pdf>

FDEC officially became a standing committee of the Academic Senate.

Discussed issue of conflict of important religious holidays with key dates in academic calendar

**WINTER 2013**

Made recommendation to FAC to consider changing date of start of academic year where there is a conflict with an important Jewish religious holiday.

FDEC assigned committee members as liaisons to programs up for Five-year Review for Diversity assessment.

Created draft Diversity Rubric for CAPR 5 Year Review (attached).

**SPRING 2013**

Wrote letter to President Morishita regarding location of the Office of Diversity and Equity, creation of Chief Diversity Officer position at cabinet level, and called for meeting with him, Senate leaders and members of FDEC to discuss these and other related matters.

Reviewed previous Campus Climate Survey and other similar surveys and recommended using a national student survey from EBI that would be conducted in Fall 2013 and every other year henceforth that would focus on the campus climate of inclusion and diversity (In alternate years, we recommended a satisfaction survey for students which would address student satisfaction with services on campus).

A faculty and staff Climate survey would use the previous 2006 Survey with some modifications to include a few questions. This would give the campus a comparison with previous Campus Climate surveys going forward.

**12-13 FACULTY DIVERSITY & EQUITY COMMITTEE DOCUMENTS**

<b>Document</b>	<b>Passed Excom</b>	<b>Passed Senate</b>	<b>President Approved</b>
12-13 FDEC1: Alteration of meeting schedule for the CR and FDEC committees of the Academic Senate; effective Fall 2013	Rejected by CR on 3/14/13	N/A	N/A
12-13 FDEC 2: Alteration of FDEC meeting schedule	4/2/13	4/23/13	6/27/13
12-13 FDEC 3: Memo to FAC regarding calendar decisions	N/A	N/A	N/A
12-13 FDEC 4: Memo to President regarding CDO/UDO appointment	N/A	N/A	N/A