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**APPROVED Minutes of the Executive Committee - March 10, 2020**

**Members Present:** Paul Carpenter, Chandra Ganesh, Julie Glass, Edward Inch, Michael Lee, Jim Mitchell, Leroy Morishita, Jeff Newcomb, Ian Pollock, Michelle Rippy, Jason Smith, Meiling Wu

**Guests:** Jillian Buckholz, Linda Dobb, Mark Karplus, Lisette Poole, Gretchen Reeve, Maureen Scharberg, Angela Schneider, Jeff Seitz, Mitch Watnik, Vanessa Yingling

**Members Absent:** None

Meeting convened at 1246 hours in SF 329

- 1.) Approval of the agenda<sup>1</sup>
  - a. Discussion
    - i.) Lee - Should devote most time to COVID-19 situation; should still review other items including 6B and 6T, [19-20 CAHS 5](#) item 6U; everything else can be rolled over to next Excom meeting
    - ii.) Lee - Modify agenda to focus on COVID-19 and time certain at 1400 hours, including 6B, 6T, & 6U
    - iii.) M/S - Lee/Smith
  - b. /P - No objections
- 2.) Approval of [2/25/20](#) minutes
  - a. M/S - Carpenter/Pollock
  - b. No discussion
  - c. /P - No objections
- 3.) Reports
  - a. Report of the Chair
    - i.) Lee - Vice Chair Smith and I met with President Morishita and Cabinet to discuss COVID-19; we agree with the President this will be the topic for this meeting
  - b. Report of the President

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<sup>1</sup> **Key:** M/S is motion/second | /P is passed | /F is failed



- i.) Morishita - Thanked Senate and leadership for passing authority to permit faculty teaching non-online classes to move in that direction if needed; extensive conversations over the weekend and yesterday with presidents and Chancellor's Office (CO) about COVID-19 progression; different points of agreement on what will occur in the future; campuses spread out across the state; listening to local public health - different in many areas; not all public health departments are in agreement; close continuous contact with Alameda County Public Health and Deputy Director of CA Public Health Department; scenarios and guidelines were made for higher ed institutions; Stanford had a confirmed researcher/faculty member on campus, is being treated, and the undergrad researchers were quarantined - courses moved online; Stanford is a highly residential campus
- ii.) Morishita - Cal Berkeley closed yesterday out of the blue without notification to other institutions; San Francisco and San Jose State closure notified at 5 PM yesterday; contacted the CO; no logical or rational reason from the Health Department that campus closure will aid us; this is where the dilemma occurs; how do we return to "normalcy" if we do close when there are no logical or rational reasons from the Health Department
- iii.) Morishita - What are you thinking? (asked around ExCom)
  - (1) Glass - Personal opinion is why are we shutting everything down and there is a sense of pressure; if we were to move online it would be outstanding to explain the process and dispel rumors and return to campus on a specific date; notion of moving online will only send information about what they should be needing; synchronous meetings during class meeting times with requirements; links generated to Zoom to provide guidance; anything the University can do to set up an infrastructure
  - (2) Wu - Nothing to add; meeting is next week for ASCSU
  - (3) Lee - Outreach from ASCSU senate chair to provide examples of what we are doing (19-20 BEC 8) about how governance may shift to being online; desire for good models and leadership
  - (4) Smith - Reading the CA Health Department guidance and we do not meet the criteria; concerns about rumors and share concern about what the next steps are; something should be said - student disruption issues and students not showing up



- (5) Carpenter - External pressures may force changes; Pearson shutting down teaching credential testing; concern about having speak break a week early and a week longer
- (6) Glass - SJ State canceled classes this week for faculty to have time to prepare then restarting online
- (7) Ganesh - 50% students in class today; some had to take care of others and some are scared to come; looking for direction of what if, when, daycare closure, other concerns and a lot of uncertainty; good not to switch directly to online, some prepared and some not prepared; few days of lead time would be helpful
- (8) Mitchell - Directs an online program and does not directly affect; reasonable and conscious decision; concern of lawsuits of people who said they got sick here
- (9) Morishita - Unsure of litigation concerns about people coming to campus; not as concerned about legal issues as health and safety
- (10) Pollock - In Art, started to prepare a while ago and have bleach wipes to wipe down work station in every class; went into effect on Monday; activity based work can assist in reducing anxiety and concerns; fire issues in the past with hy-flex (hybrid flexible) augmented with synchronous online presence; people can opt in and opt out; important model for life contingencies; model that we can look at and embrace in the future; can accommodate a heightened sense of anxiety; SF has a policy recommended that all events are canceled; 20 students in a classroom with computers; 3' distance between people implemented; 65 people in a room with 90 maximum; possibility of spread much greater; what can be canceled with engagement online via breakout rooms; trial runs this week to make sure students understand how to use technology
- (11) Lee - Cancel means ending a class/events, versus changing a modality
- (12) Rippy - Student concerns today about living in a multi-generational family house and sickening elder family members; concerns about equity for students who do not have laptops or internet availability
- (13) Lee - CSUEB can be a sanctuary under the right control and circumstances; daughter's math class is canceled and unsure of context; in AGES tried to get ahead of things; asked the Online



Campus to create an organizational shell to help each other develop online coursework to assist others in moving to online if needed; can be creative and faculty can pool expertise in creative and positive way in response to the negative occurrences that may occur in our community

- (14) Newcomb - Echo concerns about uncertainty; support needed for conversion; like the idea of stepping down to prepare; the Online campus is ready and prepared but not sure of the impact they will face; overall the level of external and internal uncertainty
- (15) Wu - Is there a way for faculty/students to report they are being quarantined or report confirmed cases? Can assist with campus response
- (16) Morishita - When the announcements came out, there are disturbances to community colleges (CC) across multiple counties; conference call with 7 CC and are in the planning phases of what will occur; Chabot College is still having a symposium in Sacramento and will continue to meet; student concerns are secondary effects of exposure; wanted to have a reason to do something outside of sister campuses transitioning to online courses; would include 2-4 day period with continued online courses and a retooling period for courses that will go online. Cal Berkeley said that certain courses could not go online and require interaction which can still occur; advising can still occur via phone and Zoom. The campus would not be closed; no campuses are closed; staff will continue to be required and faculty can still be present on campus for office hours or teach online from their offices; changing the modality lessens the number of people on campus at one time; work will still be done online and some work can be moved online if its warranted; mitigating the interactions that occur and have containment in that way; part of rationale in future messaging; ASI meeting this morning - will not cancel all events but will be cautious; would not cancel Faculty/Staff Donor Lunch next week; what has troubled the most is the possibility that we might not be able to have commencement; what is the precipitating factor that causes this to end? Cases will continue to be identified and the numbers will go up; when will we return to "normalcy" since we are not driven by specific threats/concerns



- (17) Lee - Message is consistent with understanding of keeping lids on situations of mechanisms; if triggering the instructional emergency allowing for a nuanced or triaged approach with different types of courses; with the message being aligned with reducing risk for our community; can control level of risk and collective behavior of the institution; university can still be a resource if their community is affected; students can still access campus, the library, and other resources; it would be rational, measured, and sending the right information to the community; would be helpful if external factors were to make the decision to transition to/from online only; would revise at certain milestone dates
- (18) Morishita - System-wide guideline to have rolling milestones for assessment to determine if continuing with certain modalities; would likely need to be for the remainder of the spring semester
- (19) Lee - As faculty, we can discover issues that may resolve; concerns with exams week - online or in person; can be challenging for online exams
- (20) Morishita - Systemwide contract with Respondus for exams
- (21) Lee - Faculty may want some clear structure and instructions with guidelines; faculty like to have some choice to navigate things; will need railings/guides to work collectively with administration for guidelines - possibly hy-flex or other models
- (22) Smith - One related issue is still having staff and faculty here; if symptoms are present to send those with symptoms home; needs guidance for sending people home
- (23) Lee - Respect people's privacy and help to provide information about sending people home; beneficial to community is note people to send guidelines; may not have family support; send to health services
- (24) Pollock - Counter energy and systematically diminished as an issue; asymptomatic infection/incubation; transmission already occurred; a lot of people saying this is just a flu; may not
- (25) Rippy - Some people may come into work because they do not have sick time
- (26) Morishita - Topic of lack of sick time has been discussed
- (27) Lee - Use of catastrophic leave to pool hours to cover pay



- (28) Lee - Special reach out to those in different subgroups affected by campus transitions
- (29) Morishita - Real pressure of 3 public institutions that have closed campus; frustrating that there is no rationale for closure of other campuses
- (30) Newcomb - Behaviors and behavioral change is not easy to manage; decision will affect faculty and students; some students take on-ground courses because they like on-ground courses; transition needs to be for periods of time
- (31) Morishita - 4-week cycle of review; will be made clear to all stakeholders
- (32) Glass - Helpful to have guidance for the institution of percentage of time expected to be synchronous for office hours; office hours should continue as stated on your syllabus; students should have same message to get from their instructors
- (33) Mitchell - For online program, Blackboard shell has Zoom link for online office hours and very easily accessible
- (34) Morishita - 15% of faculty not on Blackboard
- (35) Dobb - Less than 50 faculty did not have a syllabus online
- (36) Pollock - Support Glass's comments; if we go off schedule all bets are off; should continue to have a schedule; should continue to be a norm and need to change the schedule to petition for change if needed; had a fully online session on Monday and students showed up; publish Google calendar with Zoom link and meeting room; can subscribe to
- (37) Morishita - Concord campus can be available for people who live closer; and the Oak Center
- (38) Glass - Should be a calendar with IT to assist with the transition
- (39) Smith - Concerns of crashing the network
- (40) Morishita - Working to determine ensure bandwidth is available
- (41) Glass - Online campus links are helpful
- (42) Lee - As faculty, we should look after ourselves and keeping a high quality and maintaining opportunities for success for our students as we transition to our modality of being socially distanced does not mean that we are in an asynchronous





correspondence course; classes take place as usual during normal class time; coming from all levels of the university and write into the language of the instructional emergency

- (43) Carpenter - Instructional integrity and synchronous; concerned about how to message this with staff when staff are required to be present and faculty are not; can cause resentment with staff
- (44) Lee - One can argue that unless we have a reason to be off campus, such as self-quarantined, we are serving the community and should be present
- (45) Glass - Has said that the safety implications is due to gatherings of a large number of people; advising and other items do not meet the standard of limiting large gathering
- (46) Smith - In this model, we have been discussing labs and activities can continue
- (47) Pollock - When he was doing the session on Monday, think about the mode of instruction and what can be learned; thinking about beginning to embrace what this is versus castigating this process as a stop gap; can possibly do synchronous online activities during University Hour something outside of a panic move so it does not become a negative
- (48) Morishita - Other part of faculty being successful in online work to assist other colleagues to make adaption and make as robust and engaged as possible
- (49) Lee - Quick, rapid response where people are looking for information to share information about what people are doing in different departments to showcase the work being done
- (50) Mitchell - Aside: Style of learning that we refer to closed matchbook learning before the match strike
- (51) Glass - Whatever % of classes need to be held synchronous; what about students who do not have access
- (52) Pollock - Reduction in numbers and the creation of distance; if you cannot access Zoom reliability, you can come to campus for the lab
- (53) Lee - With days to prepare, we can address these issues and can predict 95% of questions and concerns
- (54) Pollock - Italy is 1 meter distance



(55) Inch - 8000 laptops given out in past few years; hotspots were given out

c. Report of the Provost

- i.) Inch - Dobb and personnel working with students for educational needs; synchronous courses and providing access to all students; petition students are circulating with 2000 signatures that they want the campus closed, likely means not coming to campus, the science tells us this is not a high risk area; Alameda County Public Health states it is reasonable to continue to have courses, not medically necessary to close campus; campus closure nearby amplified fear; because of fear our students are not opting to come to class without receiving access to material; CO confirmed health and safety of our stakeholders as well as receive quality education and allowing students to graduate on time; worse thing that could happen was a note from a student that people are just waiting to get sick to close campus; fear is palpable on campus; on the positive side there is an opportunity here; issues relating to fire, smoke, earthquakes in the future; notion of having a fall back to transition to attend to an alternative method to attend class and how to build the infrastructure; has been impressed with hour resilient our faculty and staff have been to help and not panic; first goal has been around students
- ii.) Glass - Communication out to students and faculty or will faculty be asked to communicate with students directly
- iii.) Inch - Obtaining information about courses that will need to change modality; in the notification will be a requirement for synchronous learning, will go out centrally and faculty should reinforce; Deans working with definitions; C1-6 are lecture and seminar; C7-11 are activity and may not easily be moved; supervisory courses cannot be moved

d. Report of the Statewide Academic Senators

- i.) Glass - No report; centered around COVID-19
- ii.) Morishita - Non-essential domestic travel suspended by the CO
- iii.) Carpenter - Questions about implications for travel cancellation
- iv.) Inch - If someone has spent money on a trip, you will get reimbursed; if money is not spent it will be rolled over based on policies and procedures

e. Morishita - Asked for concurrence with the academic senate chair for an instruction emergency

f. Lee - Provides concurrence and will discuss what will occur in the future; ExCom supports President Morishita





**4.) Appointment:**

- a. Campus Sustainability Committee ([CSC](#))
  - i.) Current [membership](#)
  - ii.) Nine nominees - [Appoint one](#)
    - (1) Not discussed

**5.) Old Business:**

- a. Excom to develop BEC re: Annual Chair Reports
  - i. Not discussed

**6.) New Business:**

- a. [19-20 CR 4](#): Updates to the Committee on Research Policies and Procedures for Committee Operation
  - i. Not discussed
- b. [19-20 CR 6](#): Retention of Faculty Author Rights to Deposit and Disseminate their Scholarly Articles: An Open Access Policy (*2:00pm time certain w/ Vanessa Yingling and Brian Gonsalves*)
  - i. Lee - President knows this is coming through and it's coming out of our committee on research; two taskforce members
  - ii. Yingling - Started 1.5 years ago trying to push a green open-access policy; many stages of open access and green is the most general; speaks to having faculty not give up their copyright; does not say where they will publish but will bring it to the institutional repository and available to the world at large and our students; gold open access are certain types of journals; have been to CR and FAC which was passed CR; on agenda there is an annotated description which is an old draft; the CFA noted that there is no conflict with the collective bargaining agreement
  - iii. Lee - Just received an email from John Wenzler; open access to authors Elsevier; Elsevier hybrid where they are are receiving pay twice; have been in discussion with the president about this topic; concerns with liability
  - iv. Dobb - The President may want to check in with again
  - v. Yingling - FAQs show UCs have been doing this for 7+ years and 83 institutions nationwide; would be first in CSU
  - vi. Lee - All FAC questions were addressed in FAQs; everyone should be sure to read FAQs



- vii. Smith - Where are FAQs?
- viii. Yingling - FAQ in document (Smith found)
- ix. M/S - Smith/Ganesh
- x. Ganesh - Should share where FAQ are to assist in viewing; move FAQ to top of document
- xi. Lee - Can add suggestions about FAQs so Senate sees it
- xii. Pollock - Fan of open access; certain organizations can acquire the copyright; can lose level of protection if publishing outside of a journal; journals do not enforce copyright if you retain the copyright
- xiii. Yingling - Open access encourages use of material
- xiv. Lee - Can bring up in the Senate to express concern
- xv. Yingling - Free from publishes to request to remove publications from website; can retain copyrights when research is updated
- xvi. Pollock - Believes copyrights are a scam
- xvii. Smith - Surprised we do not always have this; will the library commit to running the program?
- xviii. Yingling - Yes
- xix. /P - No objections
- c. [19-20 CIC 90](#): Changes to Challenge Exam Policy
  - i. No discussion
- d. [19-20 CIC 92](#): Policy for Instructor Implementation of Final Exams
  - i. No discussion
- e. [19-20 CIC 93](#): Finals Exam Schedule
  - i. No discussion
- f. [19-20 CIC 94](#): Revise existing GE Area C2 for HSC 130 Health Humanities
  - i. No discussion
- g. [19-20 CIC 95](#): New course request for ES 328 Afro-Latinx Cultures, Identities, Histories for GE Area C4 and Social Justice
  - i. No discussion
- h. [19-20 CIC 96](#): New course request for CS 170 Cyber Security Awareness for Everybody for Area E
  - i. No discussion
- i. [19-20 CIC 97](#): Add GE Area D4 and Diversity to POSC 382 U.S. Immigration Policy and Law



- i. No discussion
- j. [19-20 CIC 98](#): New course request for REC 359 Therapeutic Environmental Recreation for Area E
- k. No discussion
- l. [19-20 CIC 99](#): Add Diversity Overlay for DANC 401 Movement Analysis
  - i. No discussion
- m. [19-20 CIC 100](#): Add GE Area D4 and Social Justice to POSC 380 Public Policy Analysis
  - i. No discussion
- n. [19-20 CIC 101](#): New course request for ENGL 344 Literatures of Environmental Justice for D4 and Sustainability
  - i. No discussion
- o. [19-20 CIC 102](#): Add GE Area C4 credit to ENGL 447 Film Criticism
  - i. No discussion
- p. [19-20 CIC 103](#): Revise HIST 393 Revolutionary Thought in Latin America for D4 and Social Justice
  - i. No discussion
- q. [19-20 CIC 104](#): Revise HIST 394 US Mexico Relations Since 1810 for D4 and Social Justice
  - i.
- r. [19-20 C](#)No discussion[IC 105](#): Add GE Area A1 for MLL 111 Speaking of Love: Oral Communication in Multicultural Setting
  - i. No discussion
- s. [19-20 CIC 106](#): Add GE Area D1-3 for MLL 242 Intermediate Spanish II
  - i. No discussion
- t. [19-20 CIC 107](#): Add GE Area C4 for TED 420 Art Skills for Teachers outcomes
  - i. No discussion
- u. [19-20 BEC 8](#): Use of Zoom Conferencing for Senate Governance Business in Spring 2020
  - i. Lee - Introduced document
  - ii. Pollock - Captioning concern
  - iii. Lee - Not sure of all nuances in Zoom and may not be best captioning; Can record and have minutes taken from the recording
  - iv. Pollock - Worked in television; 80% accurate; can have a sign language interpreter on the channel on one of the windows; with Zoom you can



record the meetings and send to Otter.ai to transcribe and they do a good job then fixing for a more accurate record

- v. Lee - This is for spring term only and we do not do this in live meetings now; not trying to build a better model, but creating a shift and still preserve all practices; unless we want to create a new model now
- vi. Pollock - Accessible options should be available
- vii. Lee - Will add a line for interpreter if needed
- viii. Smith - Contact accessibility and there's interpreters through Zoom
- ix. Lee - Will add extra sentences and can vote via email; held for inability of quorum or meeting closure; not shall, but an option
- x. M/S - Wu/Carpenter
- xi. /P - No objections
- v. 19-20 CAHS 5: Amendments to the By Laws
  - i. Lee - Will change title to reflect the Sustainability Liaison Officer
  - ii. M/S - Smith/Pollock
  - iii. Discussion
    - 1. Lee - Asking about procedures to create a sustainability liaison officer (SULO); ad hoc committee started around 2016; desire for presidential commitment to sustainability
    - 2. Pollock - member of committee; counterpart to academic affairs committee; one of our ILOs and a big campus commitment; finalizing sustainability minor
    - 3. Lee - This committee within its duties should have the responsibility to reviewing substantively data on information on what is being done by programs, departments, entities on campus and advancing climate neutrality
    - 4. Pollock - SULO would be working on items mentioned; outlined in the duties present (D area of the proposed amendments); would fall on SULO and not individual committee members
    - 5. Lee - Is climate neutrality embedded in sustainability?
    - 6. Pollock - part of legacy of how we came to the agreement on campus
    - 7. Carpenter - What about costs?
    - 8. Pollock - SULO patterned after DELO
    - 9. Lee - DELO gets one course release and SULO may or may not receive course release, based on provost agreement



10. Lee - One sustainability course per year; no mention of release time and should not mention time; one course release time for DELO; SULO release time has not been established
  11. Newcomb - Is there a budget implied as well?
  12. Pollock - Patterned after DELO model; using existing models
  13. Lee - Assumption on the basis of the committee is that the SULO would be resourced like the DELO (1 course release) and up to one additional course based on the review of hiring
  14. Dobb - Search process changing
  15. Lee - Chair of FDEC must be voted on, not automatically DELO
  16. Carpenter - No problem with it in principle; struggling with function of documents evolve; bits get added in isolation before C&BL reviewed; difficult to keep track of how everything interplays
  17. Lee - Can takeplace concurrently to C&BL changes; parallel what happens with DELO, which is about to change; questions should be raised during the first reading of the senate
  18. /P - 1 abstension; no objections
- w. [19-20 CAPR 17](#): Change in ILO Subcommittee membership
- i. No discussion

**7.) Information:** [No information items reviewed during meeting]

- a. [19-20 COBRA 2](#): 2018-19 Financial Review – Summary of University Revenue and Expense by Fund Group
- b. [19-20 COBRA 4](#): Report to Provost on Budget Allocation Model
- c. [19-20 CIC 108](#): Revise KIN 489 Sport, Racism and Ethnicity (D4) for online delivery
- d. [19-20 CIC 109](#): Revise ANTH 331 Folklore (D4) for removal of hybrid and online delivery
- e. [19-20 CIC 110](#): Revise ANTH 333 Women in Cross-Cultural Perspective (D4 and Social Justice) for fully online delivery only
- f. [19-20 CIC 111](#): Revise ANTH 372 Medical Anthropology (D4 and Diversity) for fully online delivery only
- g. [19-20 CIC 112](#): Recertify PHYS 108 Astronomy of Ancient Cultures for B1 and Diversity
- h. [19-20 CIC 113](#): Recertify existing GE Area B2 for KIN 162 Nutrition and Performance



- i. [19-20 CIC 114](#): Recertify existing GE Area E for DANC 217 Musical Theater Dance
- j. [19-20 FAC 15](#): Terminal Degree update from Health Sciences
- k. [19-20 FAC L 1](#): Resolution in Support of Protecting Shared Governance Rights for Lecturer Faculty
- l. [19-20 CAPR 18](#): Request to change the degree title of "International Studies" to "Global Studies"

**8.) Discussion:**

- a. Motion to extend meeting by 5 minutes
    - i.) M/S - Smith/Carpenter
    - ii.) /P
- 9.) Academic Senate [3/17/20](#) draft agenda (*2:20 PM time certain*)
- a. Reviewed at 1429 hours
  - b. Lee - 3 new items to add; to be placed at the end of the business items
  - c. Pollock - Second readings to consent calendar?
  - d. Lee - New items to be placed after second readings; can move up if needed
  - e. Smith - Can we put Zoom link?
  - f. Lee - We should wait to add Zoom
- 10.) Adjournment
- a. M/S - Smith/Pollock
  - b. Meeting adjourned at 1432 hours