

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  
**FACULTY SENATE EXECUTIVE COMMITTEE**

<https://csusb.zoom.us/j/389256734>

**MINUTES**

Tuesday, December 1, 2020 – 2-4 PM

**Members Present:** Beth Steffel, Donna Garcia, Shari McMahan, Karen Kolehmainen, Jacqueline Hughes, Ann Johnson, Claudia Davis, Mark Groen, Young Suk Hwang

**Members Not Present:** Tomás Morales

1. Approval of [FS Executive Committee Meeting Minutes, November 17, 2020](#)
  - 1.1. The Executive Committee approved the FS Executive Committee Minutes for November 17, 2020 as presented.
2. Review of [Faculty Senate Meeting Minutes, November 24, 2020](#)
  - 2.1. The Executive Committee approved the Faculty Senate Minutes for November 24, 2020 as presented.
3. Appointments
  - 3.1. [Scholarship Committee \(University\)](#)
    - 3.1.1. Chanho Song, (JHBC) (2020-2022)
    - 3.1.2. Robert Kyiakos Smith, (CAL) (2020-2022)
    - 3.1.3. Winifred Scott, (JHBC) (2020-2022)
    - 3.1.4. Lida Ahmadi, (CNS) (2020-2022)
      - 3.1.4.1. Robert Smith, Lida Ahmadi, and Chanho Song were appointed to this committee. The Faculty Senate Office will notify each appointee.
  - 3.2. [Division of Student Affairs Advisory Board](#)
    - 3.2.1. Kelly Dortch, (CAL) (2020-2022)
    - 3.2.2. Ryan Keating, (CSBS) (2020-2022)
      - 3.2.2.1. Kelly Dortch was appointed to this committee. The Faculty Senate Office will notify each appointee.
  - 3.3. [PDC Teaching Committee](#)
    - 3.3.1. Robert Leo, (CAL)
    - 3.3.2. Deirdre Lanesskog, (CSBS)
    - 3.3.3. Sean Kim, (JHBC)
      - 3.3.3.1. Robert Leo, Deirdre Lanesskog, and Sean Kim were appointed to this committee. The Faculty Senate Office will notify each appointee.
  - 3.4. [PDC Scholarship Committee](#)

- 3.4.1. Deirdre Lanesskog, (CSBS)
  - 3.4.1.1. Deirdre Lanesskog was appointed to this committee. The Faculty Senate Office will notify the appointee.
- 3.4.2. [PDC Student Engagement](#)
  - 3.4.2.1. Damian Palafox, (CNS)
    - 3.4.2.1.1. Damian Palafox was appointed to this committee. The Faculty Senate Office will notify the appointee.
4. CEAT Update and possible second call
  - 4.1. Chair Steffel reached out to the committee and they have not met nor made any recommendations. They have 5 applications in their queue, with 10 possible awards. She emphasized the timeliness of making this decision because the time needs to be taken in the Spring semester. She is hoping for a decision or recommendations by Friday, December 4, 2020, on the 5 applications that are currently there.
  - 4.2. The Faculty Senate Office will send out another call on Monday, December 7, 2020.
5. [Request to Change the Name of the “Department Of Criminal Justice” to the “School of Criminology and Criminal Justice”](#)
  - 5.1. [Results of Faculty Vote](#)
    - 5.1.1. Chair Steffel is provisionally recommending that this request be referred to EPRC but there is a procedural delay. The currently-approved policy that governs this only allows departments to become schools if they are externally-accredited. There is no external accreditation for Criminal Justice. The Senate has passed in second reading a policy that would make this proposal able to be considered and would not require external accreditation, but the President hasn’t signed it yet.
6. [Curriculum Items](#)
  - 6.1. Chair Steffel has proposed the FS Executive Committee review the list and reach out to her by the end of day on Friday, December 4, 2020 with any concerns before approving. If no one reaches out, Chair Steffel will accept that we have consented and that there are no issues.
  - 6.2. Would like to approve these before the early January deadline so they can be included in the 2021-2022 catalog.
  - 6.3. Provost McMahan will reach out to Academic Programs to clarify their part of the approval procedures.
  - 6.4. Senator Mark Groen suggested that since these are consent items he would very favorably inclined to having the EC give their consent if that’s possible and desirable to the rest of the EC.
7. FAM Approval Process

- 7.1. Chair Steffel commented that currently there is not a coherent FAM approval process. Documentments are getting lost and no one has a sense of status.
- 7.2. The President sent a request to submit justification for FAM changes which were passed on to Senator Kolehmainen and Senator Hughes.
  - 7.2.1. Senator Hughes wanted clarification on what types of changes. Were the changes referring to only substantive changes? Provost McMahan clarified that yes it is only for substantive changes.
- 8. President's Report - unable to attend/no report
- 9. Provost's Report
  - 9.1. On Monday, November 30, 2020 we had the opportunity to congratulate and celebrate the Honorees for Outstanding Professor and Outstanding Advisor. There were about 100 people there virtually.
  - 9.2. Today Tuesday, December 1, 2020 there was a kickoff to a joint initiative with FCE and the Library spotlighting scholarship and creative activity.
  - 9.3. Provost McMahan and Chair Steffel kicked off the Spousal Hiring Task Force.
  - 9.4. Still in discussion about being fully-remote until February 1, 2021.
- 10. [Chair's Report](#)
- 11. [FAC](#)
  - 11.1. FAM 650.5 "Periodic Review of Academic Affairs Central Administrators"
    - 11.1.1. [With Markup](#)
    - 11.1.2. [Without Markup](#)
      - 11.1.2.1. Senator Claudia Davis suggested that the committee consider adding in "strongly disagree" to stay consistent.
      - 11.1.2.2. Senator Jacqueline Hughes suggested to take out "strongly agree" to stay consistent. Senator Davis said either way as long as it is symmetrical.
      - 11.1.2.3. Provost McMahan said that both "strongly disagree" and "strongly agree" were in the Chairs review which has a similar format.
      - 11.1.2.4. Senator Karen Kolehmainen will be taking the FAM back to the committee to discuss the suggestions and bring it back for first reading at the next FS Executive Committee meeting.
  - 11.2. FAM 652.1 "Evaluation of Tenure-Line Faculty"
    - 11.2.1. [With Markup](#)
    - 11.2.2. [Without Markup](#)
      - 11.2.2.1. Senator Kolehmainen mentioned in her FAC report this same policy is between 1st and 2nd reading now for different issues.
      - 11.2.2.2. Chair Steffel stated it will either go for first reading again or it will go through for second reading.

- 11.2.2.3. Provost McMahan asked if there is a process to comprise a committee of 3 if an Associate Professor has to recuse themselves? Is there still 3, do you get an alternate? What is the process for having 3 people on the committee?
  - 11.2.2.3.1. Senator Kolehmainen said there was a discussion about having an alternate, but there was concern if a new person steps in for the committee there could be issues of fairness. Therefore; they did not recommend having an alternate. If a member has to recuse themselves then they just move forward with 2.
  - 11.2.2.3.2. Provost McMahan highly discourages this. This can cause a split vote. Senator Donna Garcia agrees with the Provost for the same reason.
- 11.2.2.4. Chair Steffel asked if the FAC considered multiple department evaluation committees? Senator Kolehmainen said there was a brief discussion, but was not discussed a lot.
- 11.2.2.5. The EC would like the FAC to consider the things that just came up, both having an alternate (due to recusal) and having more than 3 people on the committee. Also, to consider having multiple department evaluation committees in a department before moving forward.

## 12. EPRC Report

- 12.1. Did not meet on Friday because of the holiday (campus closure). They will meet this Friday.

## 13. Statewide/ASCSU (Academic Senate of the CSU) Senators' Report

## 14. Dean Early Review

- 14.1. [FAM 651.3 Periodic Review of Academic Deans](#)
  - 14.1.1. Senator Garcia had some questions from Shannon Sparks that she was unable to answer and is hoping to get suggestions or maybe some history preceded from others. The FAM states in Section 2.b.1. "Five tenured faculty members elected from the college whose dean is to be reviewed." The question is, "Does that mean there needs to be 5, that 5 is minimum sufficient, because only 3 nominees have stepped forward and it's been over 3 weeks?" What happens in the case if we get under 3, can we seat the committee with 3 faculty members?
  - 14.1.2. Chair Steffel mentioned the CEAT committee, we couldn't get a full complement of faculty, so the committee went forward with three members and we charged the committee to move forward because there was pressing business that needed to happen.

- 14.1.3. Senator Kolehmainen agreed that other committees go forward with less than the requisite number of members when they can't find people in other cases. She doesn't see a problem with the committee doing that.
- 14.1.4. Senator Young Suk Hwang mentioned Section 2b.1. Also states, "If any elections are not completed within forty-five (45) days, the remaining members of the committee shall be appointed by the Faculty Senate Executive Committee from a list of nominees from those departments whose elections were not completed."
- 14.1.5. Senator Garcia pointed out that there are no nominees to appoint.
- 14.1.6. The Provost reiterated that if there has been a formal action filed against the Dean that person will be removed from the committee. The Provost would do this with all the Chairs and every faculty member that is being reviewed. She mentioned that since Senator Mark Groen and Senator Young Suk Hwang work in the College of Education they can rally to get people to sign up. She is going to check the list to see if anything has been formally filed.

**15. Meeting Schedule**

- 15.1. Next EC Meeting February 2, 2021
  - 15.1.1. If an emergency meeting is needed, one will be called.
- 15.2. Next Faculty Senate Meeting February 9, 2021

**16. New Business**

- 16.1. Provost McMahan asked Chair Steffel to co-sign a memorandum that will go out regarding the potential power outage during finals week. Since this is during finals week it will also affect the students. The Chair agreed to review the memorandum and potentially co-sign it.
- 16.2. Senator Davis asked if there was an update on the SOTEs and Chair Steffel stated that the Senate approved an extension through this Friday, December 4, 2020, @11:59PM and a note went out from Faculty Affairs and Development.

**17. Adjournment (Time Certain 3:10PM)**