

Dear Colleagues,

Below, you'll find highlights from our latest meeting, current statuses of FAM revisions, and other updates regarding shared governance at CSUSB.

We appreciate hearing from you. For questions or feedback, please use our [feedback form](#), contact your Faculty Senate [representatives](#), or reach out to the Executive Committee using the contact information below.

Highlights from the September Meeting

During the Faculty Senate meeting on 9/23/2025, senators provided feedback on two proposed new policies: FAM 827.3 Distance Education Policy and FAM 838.4 Policy for the GE Program.

- [FAM 827.3 Distance Education Policy](#): Senators reviewed the results of the DE Faculty Survey and discussed the proposed revisions to the Distance Education policy. Feedback focused on several key areas, including clarification of the survey's purpose and methodology, and the provision in the proposed policy allowing up to 25% of a face-to-face course to be delivered online. Senators suggested adding language to address the use of smart classrooms in face-to-face courses and to acknowledge that students in asynchronous classes bear greater responsibility for keeping up with coursework. Additional clarification was also requested on whether faculty posting materials online during an absence would count toward the allowable percentage of online instruction defined by course modality.
- [FAM 838.4 General Education Policy](#): Feedback included recommendations to incorporate assessment responsibilities into the roles of the GE Director and relevant administrators, and to add clear criteria used by the GE Committee when assessing GE courses.

Reminders on Best Practices for Shared Governance

New senators (and experienced senators wishing to review parliamentary procedure) are encouraged to consult the *Concise Guide to Robert's Rules of Order* and view the recorded Senate training available on the [Faculty Senate website](#). Familiarity with these resources supports effective participation in meetings and helps ensure that meetings are fair, transparent, and efficient.

FAM Statuses: Educational Policy and Resources Committee (EPRC)

EPRC members include John Reitzel (Chair), Kristi Papailier (CAL), Fadi Muhiedat (CNS), Zhonghui Wang (JHBC), and Vice Provost Kelly Campbell. For questions or feedback, please reach out to EPRC Chair John Reitzel at JReitzel@csusb.edu

Policy	Referral Date & Reason	Status	Notes
FAM 838.4 Policy for GE Program	Carried over from AY 24-25 - Update; last revised in 1997	COMPLETED First reading in FS: 9/23/25	Comprehensive rewrite of the policy was completed
FAM 827.3 Distance Education Policy	Carried over from AY 24.25	COMPLETED First reading in FS: 9/23/25	Comprehensive rewrite of the policy was completed
FAM 822.5 Curriculum Guidelines	Carried over from AY 24-25 - Update	IN PROGRESS	Outdated
FAM 105.4 Policy Guidelines for the Formation and Review of Institutes and Centers	Carried over from AY 24-25 - Add procedure for renaming centers and institutes	IN PROGRESS	Adding procedure for renaming a center or institute; updating the annual report document, reporting timeline, and evaluation criteria
FAM 842.4 Policy on the Honors Program	Carried over from AY 24-25 - Updates are needed	IN PROGRESS	Update to reflect changes in admissions, mentoring students, and structure

FAM Statuses: Faculty Affairs Committee (FAC)

FAC members include Donna Garcia (Chair), Sunny Hyon (CAL), Youngsu Kim (CNS), Mark Groen (WCOE), Janine Kremling (SBS), Monty Van Wart (JHBC), and Associate Provost Ted Young. For questions or feedback, please reach out to FAC Chair Donna Garcia at DMGarcia@csusb.edu

Policy	Referral Date & Reason	Status	Notes
FAM 871.4 Teaching Resource Center	Carried over from AY 24-25 - Add more detail on selection of TRC director	IN PROGRESS	Expanded goals of TRC to include DEI and culturally responsive curriculum
FAM 627.65 Sabbatical Leaves	Carried over from AY 24-25 - CBA calls for creation of sabbatical leave committee	IN PROGRESS	Moved sabbatical decision-making from departments to a college-level faculty committee
FAM XX.X Ethnic Studies Department RPT Guidelines	Carried over from AY 24-25 - Review of proposed new departmental RPT guidelines	IN PROGRESS	Proposed new departmental RPT guidelines
FAM 653.43 Procedures and Criteria for Range Elevation	Carried over from AY 24-25 - Evaluate for alignment with CBA	IN PROGRESS	Lacks alignment with CBA; currently requires “exceeds expectations” in teaching for range elevation
FAM 653.3 Faculty Merit Increases and Service Salary Step Increase Programs	Carried over from AY 24-25 - Evaluate for alignment with CBA and campus policy	IN PROGRESS	FAM is outdated

FAM 856.3 Policy and Procedures for Reviewing a Program for Discontinuance or Merger	Carried over from AY 24-25 - Add policy and procedure for suspension of programs	IN PROGRESS	CIM has button and form for suspension of programs, but no corresponding policy and procedures are included in the FAM
FAM 820.1 Guidelines for Preparation of Class Schedules	Carried over from AY 24-25 - Last revised was in 1990 and still contains quarter language	IN PROGRESS	Recommendation to retain statement, “A class should not be scheduled if under similar circumstances the class has been canceled for low enrollment in previous terms”
FAM 854.34 Research, Scholarly, and Creative Activity Committee	Carried over from AY 24-25 - Update committee membership	IN PROGRESS	Director of the Center for International Studies and Programs (CISP) (position no longer exists) will be replaced with Associate Dean of CISP as ex-officio member
FAM 873.00 Interruptive Circumstances	Carried over from AY 24-25 - Revisit this proposed FAM that was not signed	IN PROGRESS	New FAM was developed by FAC in 22-23 AY but not signed; some departmental RPT guidelines already include consideration of interruptive circumstances

FAM XX.X SRC Departmental RPT Guidelines	9/2/25 - Review of proposed new departmental RPT guidelines	IN PROGRESS	Proposed new departmental RPT guidelines
XX.X TEF Departmental RPT Guidelines	9/2/25 - Review of proposed new departmental RPT guidelines	IN PROGRESS	Proposed new departmental RPT guidelines
FAM 651.579 Department of Child, Adolescent, and Family Studies RPT Guidelines	9/2/25 - Revisions proposed to reflect change of department name	IN PROGRESS	FAC will ensure that FAM 112.5 was followed for change of department name.
FAM XX.X Recruitment of Non-MPP Administrators	Carried over from AY 24-25	IN PROGRESS	Proposed revisions were completed in Spring 2025 but referred back to FAC for further review.

FAM XX.X Guidelines for Periodic Review of Faculty Directors	9/9/25 - Proposed new FAM	IN PROGRESS	Proposed new policy drafted by Vice Provost Kelly Campbell and referred to FAC for review.
FAM 500.8 Intellectual Property	9/9/25 - Provide stronger clarification and guidance on intellectual property rights	IN PROGRESS	Revisions should address challenges around IP rights
FAM 642.4 Recruitment and Appointment of Tenure-Line Faculty	9/9/25 - Revisit proposed revisions	IN PROGRESS	Proposed revisions were approved by Faculty Senate but not signed by university president in Fall 2021

Faculty Senate Office Transformation

The Faculty Senate Office is undergoing a top-to-bottom transformation. The following photographs document progress over the past several weeks.

Broken or damaged ceiling tiles have been replaced; the hazy film has been cleaned off the windows; broken power outlets have been repaired; and the carpets will soon be deep cleaned.



Attached shelving units and other furniture have been moved or removed to prepare for painting.



Painting has been completed.



An extension logo has been ordered for installation inside the office, and the wall has been prepared for the installation.



I look forward to sharing further updates on the progress of our office transformation. I want to extend my gratitude to Provost Mohamed and Senate office staff Angela Garcia for ongoing support and coordination for this project.

Best,

Jordan Fullam
Faculty Senate Chair

Contact the Faculty Senate Executive Committee:

Jordan Fullam (WCOE)
Chair
jordan.fullam@csusb.edu

Zachary Powell (SBS)
Vice Chair
zachary.powell@csusb.edu

Lúa López (CNS)

Executive Secretary

lua.lopezperez@csusb.edu

John Reitzel (SBS)

Educational Policy and Resources Committee (EPRC) Chair

jreitzel@csusb.edu

Jacqueline Coyle-Shapiro (JHBC)

At-large Member

jacqueline.coyle-shapiro@csusb.edu

Ece Algan (CAL)

At-large Member

ealgan@csusb.edu

Donna Garcia (SBS)

Faculty Affairs Committee (FAC) Chair

Academic Senate of the California State University

dmgarcia@csusb.edu

Beth A. Steffel (CAL)

Academic Senate of the California State University

bsteffel@csusb.edu