



ACADEMIC SENATE

C H A N N E L
I S L A N D S

Academic Senate
Del Norte Hall 1500
March 18th, 2014
2:30pm-4:30pm
Meeting Minutes

Attendance

Simone Aloisio, Julia Balén, Frank Barajas, A.J. Bieszczad, Bob Bleicher, Merylyn Buchanan, Sean Carswell, Stephen Clark, Matt Cook, LaSonya Davis, Nancy Deans, Colleen Delaney, Caroline Doll, Dennis Downey, Erich Fleming, Marie Francois, Scott Frisch, Jorge Garcia, Jeanne Grier, John Griffin, Ivona Grzegorzcyk, Debi Hoffman, Tiina Itkonen, Karen Jensen, Antonio Jiménez-Jiménez, Kathryn Leonard, Carola Matera, Nancy Mazingo, Nitika Parmar, Monica Pereira, Don Rodriguez, Sara Sanders, Tom Schmidhauser, Peter Smith, Elizabeth Sowers, Kaia Tollefson, Vu Tran, Dan Wakelee, Greg Wood.

I. Welcome

Meeting called to order at 2:38pm.

II. Approval of the Agenda

Approved.

III. Approval of the Minutes of February 25th, 2014

On page 4. J. Meriwether motioned to strike the word 'not' and replace the word 'veto' with 'implement'. T. Itkonen motioned to approve. Minutes stand as amended.

IV. Report from the Provost

Provost congratulated the search committees and noted that she is looking forward to faculty participation in the upcoming search this week. Next, Dr. Hutchinson gave an update on the AVP enrollment search. Thanked Vu Tran for all of his hard work in his short tenure at CI. His last day is March 28th.

IV. Report from Statewide Senators

No report. Next meeting is 3/19 in Long Beach.

V. Report from CFA

N. Deans commented that a statewide representative came to talk to CFA about collective bargaining at a recent meeting.

VI. Report from the Senate Chair



Chair Grier welcomed Sara Sanders, new student senator. S. Sanders is the Student Government Vice President and will be replacing Vanessa Bahena this semester due to class conflicts.

Chair gave an update on the Proposed Planning Process for Senate and Administrative policies. Mentioned issue of competing/ duplicate policies and PPPC changing frequency of reviewing establish policies from every three years to five years. A task force has been convened and is working to streamline process. Senate policy number will be assigned an extra digit and will go into a searchable policy database.

Finally, the Chair gave an announcement regarding emails that have gone out announcing the mandatory FERPA and Online Security Trainings. There are also opportunities to serve on upcoming task forces, including working on a process for lecturers to convert to tenure-track positions. Stay tuned for announcements and check with Chair if interested.

VII. Intent to Raise Questions

A) New Questions

1) Q. J. Meriwether: Related to the discussion we've been having, the Chair of Academic Senate in Spring 2013 had an extensive email conversation regarding the approval of online programs that included the provost and academic AVPs . The conversation ended with a decision by Dawn Neuman that "any of the programs that are revised onto online program will be approved by Curriculum Committee". It now appears that an effort to develop an online program was sent directly to WASC, circumventing AP and Curriculum. (Point of information: if a course is 50% or more online, separate WASC approval is required.) Given the written pledge, why the failure? How do the provost and other entities on campus propose to remedy the lack of consultation?

A. Office of the Provost

We are in agreement that faculty has primary responsibility for curriculum. And, we are in agreement that curricular changes must adhere to those policies and procedures as determined and governed by the Academic Senate. In the case of the MVS School of Business and Finance moving the BS in Business offered through Extended University at Santa Barbara City College from traditional instructional delivery to a fully online modality, this required more than business faculty, program chair and AVP approval. According to the Curriculum Committee Guidelines the proposed program modification should have gone through a Curriculum Committee Review. It is not clear to me why the curriculum process was not followed.



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When asked what happened, AVP Cordeiro of the MVS School of Business and Finance offered the following summary of events.

In a fall 2012 meeting and in subsequent email discussions, the faculty members of the Smith School strongly endorsed the conversion of the two year degree completion program (BS in Business) being offered at Santa Barbara City College into a 100% online modality. Currently, all 5 Smith School Tenure/Track faculty members, 6 Smith School Lecturer faculty members and 7 other CI faculty members are converting their existing classes into an online modality. In July 2013, the Smith School received a \$50,000 Grant from CSU Extended Education Commission to support the conversion and 18 CI faculty members received stipends to convert their courses during summer 2013 (work continues on some courses). In late 2013, we received CO and WASC approval. Currently, we are developing the program, assigning professors and planning student support activities. In fall 2014, we should be ready to offer an excellent program to a group of students who require Online Education.

We all agree that faculty and administrators should address important topics concerning Online Education: standards, approval process, evaluation/assessment processes, faculty development needs, support services for students and faculty, and other topics that will emerge. Since they involve a variety of committees and areas, I recommend that the Provost and Senate create a Special Task Force for Online Education to address the topics.

I am appreciative of AVP Cordeiro's response and truly believe that the Smith School faculty endorse this shift in program modality as a means to grant greater access and service to students. However, it is truly unfortunate that an error in the curriculum process occurred after the previous Provost stated that the program modification would go through curriculum committee. In an effort to reconcile the situation, I will meet with the AVP of the Smith School, the Program Chair of Business, the Academic Senate Chair, and the Curriculum committee to discuss this matter.

Further, I accept AVP Cordeiro's recommendation that the Provost's office work with the Academic Senate to form a Special Task Force for Online Education to develop policy and procedure with regard to online education programs. I also recommend that this taskforce refer to the *Online Education White Paper* written by the Online Education White Paper Sub Committee of the CalSTATE Academic Senate (http://www.calstate.edu/AcadSen/Records/Reports/documents/Online_Education_White_Paper.pdf) as a starting reference. Going forward, it is my expectation that the online Liberal Studies program and any other online program will follow the appropriate curricular process.



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2) Q. S. Anderson: After returning from sabbatical, I was stymied by new environmental controls in many classrooms. Touching the controls appears to do nothing. Some rooms are hot and some are cold. Can Facilities Services provide some guidance on how to use and interact with these controls?

A. The cooling and heat of rooms does not allow for user interface or control. Rather, it is controlled remotely from the Central Plant. Each room/space with HVAC is monitored from the Central Plant using an energy management system called ALC. The HVAC controls system is programmed to monitor each space, and ensure that the room temperature is within the range mandated by the CSU Executive Order (E.O.) 987. A space is heated when the temperature space falls below 68F and is cooled when the space temperature rises past 78F. If the ambient temperature is within this range, then outside air is delivered as mandated by building code. Please note that operable windows have sensors installed. The HVAC system in the room will shut down automatically if the windows are open, regardless of the room temperature.

Thank you for raising the issue regarding lighting controls in the del Norte classrooms. We became aware of the issue a week earlier, and we were working already to resolve the issue.

Facilities Services introduced advanced lighting control technology in Del Norte and Madera Halls. Our goal was to optimize the energy usage in the classrooms. These controls give the end-users the ability to light the space to their exact needs, while saving energy. The lighting controls are designed to keep the lights turned off if there is sufficient daylight available, and to automatically turn off lights when there is no movement for 15 minutes. Lighting control panels were provided in each classroom to allow the faculty to light different zones according to their individual needs.

Only recently, did we receive feedback that the controls are overly complicated, and instructions are needed for operating the control system. In response, we are developing instructional diagrams and will post the diagrams in each classroom. The diagrams will explain which switch to use to control each individual zone.

We acknowledge that the lighting panel appears complicated. Although the system appears to be malfunctioning, they are working as designed. We strive to learn from each project and improve each new building – we are reviewing the design for Sierra Hall and will simplify the controls system.

The banks of lights in Del Norte that strobe or flash are an easy problem to solve, and thank you for informing us of the issue. This is an indication that fluorescent tube lamps are at the



end of their life expectancy and should be replaced. Our Electricians are scheduling the lamp replacement.

The fastest way to make Facilities Services aware of problems (lights malfunctioning, room temperature issues, etc.) is to notify the Work Center. You may call ext. 8461, or send an email to fsworkcenter@csuci.edu.

Facilities Services is here to support the mission of teaching and learning. We thank you for making us aware of these problems. If you would like more information, please contact José Chanes or myself.

Dave Chakraborty
Associate Vice President for Facilities Services

3) Q. Frank Barajas:

As a follow up to the Fall 2013 Daryl Smith symposium and the aspiration of at least one of our faculty colleagues to have a “safe space” to discuss issues of diversity, can the administration, in partnership with the President’s Commission on Human Relations, Diversity, and Equity; Human Resources; the Center for Multicultural Engagement; and the Academic Senate, mediate a spring 2014 faculty colloquium on the recruitment of tenure-track applicants from historically underrepresented groups?

This discussion can be part of an initiative to institutionalize a series of conversations to develop an equity plan on the campus climate for historically underrepresented and marginalized groups.

A. There are two parts to Dr. Barajas’ question raised in Academic Senate on February 25, 2014. The first part of his question is a reminder to follow-up by creating a ‘safe space’ where issues of diversity may be discussed as recommended during the Dr. Daryl Smith visit on September 17, 2013. I agree that issues of diversity should be discussed in both formal and informal settings as we work constantly to develop an inclusive and richly diverse University. The Provost’s Office (Faculty Affairs) will plan with members of the President’s Commission on Human Relations, Diversity and Equity, along with others who wish to help us plan, an annual fall symposium where diversity issues may be addressed.

The Dr. Daryl Smith symposium last September focused our conversations mainly on recruiting and retaining diverse faculty. This leads me to address the second part of Dr. Barajas’ question. I suggest a joint taskforce be established this spring to review best practices for recruiting and retaining faculty from historically underrepresented groups. I recommend that this taskforce be comprised of one or two members from the Faculty Affairs Committee, President’s Commission on Human Relations, Diversity and Equity,



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Center for Multicultural Engagement, the Office of Faculty Affairs, and the Office of Human Resources. The taskforce will identify those practices that we are doing well, as well as make recommendations for how we can better recruit and retain more diverse faculty in the future.

4.)Q. T. Itkonen asked: In addition to the shuttle service from the North parking lot that runs in the evenings after 5pm, is there a shuttle service that runs throughout the day? Specifically, this could address the needs of injured people or folks with other needs.

A. There is no internal shuttle service on campus at this time. We have a safety escort service from 5 PM until 10 PM. The campus community does utilize the safety escort service like a shuttle service, but in reality it is not structured or set-up as an internal shuttle service.

Individuals who have a temporary condition that requires closer access to university buildings just need to submit a note from a doctor. The doctor's note does not have to give specific details of their condition. All we need the doctor's note is to give us the individual's name and the duration requested for the temporary accommodation. We will then issue a temporary placard for the duration indicated on the doctor's note. The placard will allow them close access to the buildings by allowing the individual to utilize the various disabled parking spaces on campus.

Thanks,

Ray Porras

Director of Transportation & Parking Services

B) New Questions

1) N. Parmar- Is it possible to have some additional amenities such as a mini post office in the town center? M. Francois suggested also raising the question of possibly having a gas station.

2) Where are we at in the Computer Refresh Program?- Kathryn Leonard

VIII) Continuing Business Items

- SP 13-09 CODEL Long Form – Joint Doctorate in Educational Leadership

T. Itkonen spoke in favor of the proposal and its need in the Latino/Latina community. F. Barajas read an endorsement from José Alamillo. J. Meriwether noted tension between new programs and making existing programs whole regarding the hiring of tenure line faculty. He motioned to postpone to a time definite- perhaps at the third Senate meeting next fall-- the discussion and approval of this program after there is a clearer picture of tenure-track



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hiring situation. Motion seconded by S. Aloisio. Discussion of possible timelines for approval vis à vis Fresno and limitations and WASC accreditation timelines. Discussion of possible implications of delay. Discussion of resources, faculty development initiatives, and community need and demand. A.J. asked for evidence of gains of delaying, noting need for balance between administration and spirit of program. J. Meriwether mentioned campus growth rate and standing fiscal policies recommendations against any new programs. Would like to see a process put in place for adopting programs.

Provost commended program on efforts and reminded everyone that Senate's charge is to approve academic merit; and the Provost's charge is to figure out how to/ resources, while remaining mindful of need. Provost voiced respect for Fiscal Policies memoranda and how to increase tenure-track density. Mentioned 50/50% tenure-track density ratio and feedback from last senate presentation and noted efforts toward moving toward 60% and noted upcoming campus efforts on budget planning in light of the upcoming May Revise, which will impact faculty hire projections and goals. Spoke against delaying opportunity. T. Itkonen spoke against missing this opportunity for county residents.

D. Rodriguez spoke in favor of this program, including community need of this program building on an existing program. Additionally, scholarship could be a real asset to faculty development and benefits of program, include attracting new students. A. Jiménez-Jiménez said we have to look at needs of community that are not being met, pointing out that the needs of a particular 60 students being met in the program; versus the needs of new incoming undergraduate students every year. K. Tollefson said that this proposal will bring revenue to campus.

No objections to closing debate on this motion.

Vote to approve delaying the passage of this policy.

Approve:12

Oppose: 26

Abstain:3

Motion failed.

C. Delaney spoke about School of education's tenure track ratio and concern for students being taught by tenure track. Impact will be minimal/ teaching will be taught by qualified adjuncts. Program may impact lecturer/tenure track ratio. K. Tollefson answered currency and recency is very important and program is hiring P-12 college instructors in the field. There will be two hires. K. Tollefson noted that DSC's have failed, this program will enhance our image and enrich the applicant pool for Education. Extended discussion. K. Jensen



spoke as a member of Curriculum in favor of proposal. Faculty would be mentored. Joint collaboration. T. Itkonen noted that faculty are already doing doctoral work with students. I. Grzegorzcyk and B. Bleicher spoke in favor of proposal.

Chair closed discussion.

Approve: 27

Oppose: 11

Abstain: 0

Policy passes.

IX. New Business Items

- SP 13-10 - Policy on Withdrawal

Motion to discuss by S. Carswell. Motion was seconded by V. Adams. S. Carswell gave background on policy. B. Monsma questioned current form requiring all instructor and chairs signatures for a course withdrawal. Discussion of serious and compelling reasons. S. Stratton mentioned a recent situation regarding a deceased student. G. Farrar commented that situation has been resolved. Discussion of documentation and when certain situations (verified with documentation) might allow signatures to be collected on behalf of the student.

Discussion of particular student situations, including student divorce. B. De Oca and S. Aloisio asked of instructor's need to sign. I. Grzegorzcyk asked about the method of instructors to sign when they teach online classes. Question will be referred back to committee. Chair said to direct comments back to SAPP.

X. Reports from Standing Committees

- Faculty Affairs Committee

B. De Oca announced that Senate Exec will be receiving a revised SRT (Student Ratings of Teaching) policy. FAC is also working on a policy on how faculty are involved in whether courses are online or not.

- Fiscal Policies

No report.

- Curriculum Committee



M. Cook announced that Curriculum is working to get the new courses in. Deadline has already passed for new course for Fall. Curriculum will continue to look at modifications but those won't go into catalog. Committee will keep meeting up through mid-April.

- General Education

D. Hoffman announced the Committee is reviewing proposals.

- Committee on Committees

C. Delaney announced that an email solicitation has gone out for Senate Executive Officers, noting that all Senators are eligible to nominate themselves for Senate officers.

- Committee on Centers and Institutes

N. Parmar announced that the Committee has received reports and has presented their review to Senate Executive. The Committee on Centers and Institutes will contact Directors with their report.

- Professional Leave Committee

No report.

- Mini-Grant Review Committee

No report.

XI. Reports from Other Committees/Centers on Campus

- Center for International Affairs

A. Jiménez- Jiménez announced that International Week is coming up in April. A flyer with activities will be left on the refreshments table. Asked faculty to start promoting the events in classes.

- Administrator Evaluation Committee

J. Meriwether announced that an email will be going out from Administrator Evaluation Committee. Please fill out the survey and encourage other faculty to respond as well. Karen Carey, Gary Kinsey, and Dan Wakelee are being evaluated this semester.

- Business and Technology Partnership

I. Grzegorzcyk announced the Business and Technology Partnership leadership dinner on 4/17 at 6pm in top floor of Crowne Plaza Hotel in Ventura . The dinner is honoring Karen Jensen in Medicine. \$75 entrance for faculty.

- Center for Multicultural Engagement



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M. Francois announced that the University Experience program is hiring University Experience associates and asked faculty to encourage strong students to apply, noting the very large UNIV schedule for Fall . Students get paid and receive training.

- Institutional Review Board

N. Parmar reminded everyone doing summer research to submit their IRB applications before May 20th.

- Center for Multicultural Engagement

J. Balén announced that CME will be partnering with ISLAS to offer workshops including SAFE training; look for dates on ISLAS websites. There will also be a reunion of folks who took AB540 training to discuss progress on progress. Efforts are also being made to create a task force to address the issue of homeless students. Contact Julia if interested in participating. Finally, there a link will also be posted on the CME site on hiring practices for diverse faculty.

XII. Announcements

- J. Garcia announced that on 4/3 a Professor of Mathematics will be giving presentations. Posters will be going out.
- D. Rodriguez announced Paul Collins will be speaking at 6pm Thursday 3/20 in Broome 1360 as part of the ongoing ESRM lecture series.
- K. Tollefson announced the Sixth Annual Conference for Social Justice in Education on 4/19 from 8am-3pm on the CI Campus, with a theme of “Cultivating Mentorship in Schools and Society.” Faculty and staff will be presenting. Vicki Murphy from Casa Pacifica will also be giving a post-lunch presentation on cultivating mentorship.

XIII. Adjourn

--4:15pm

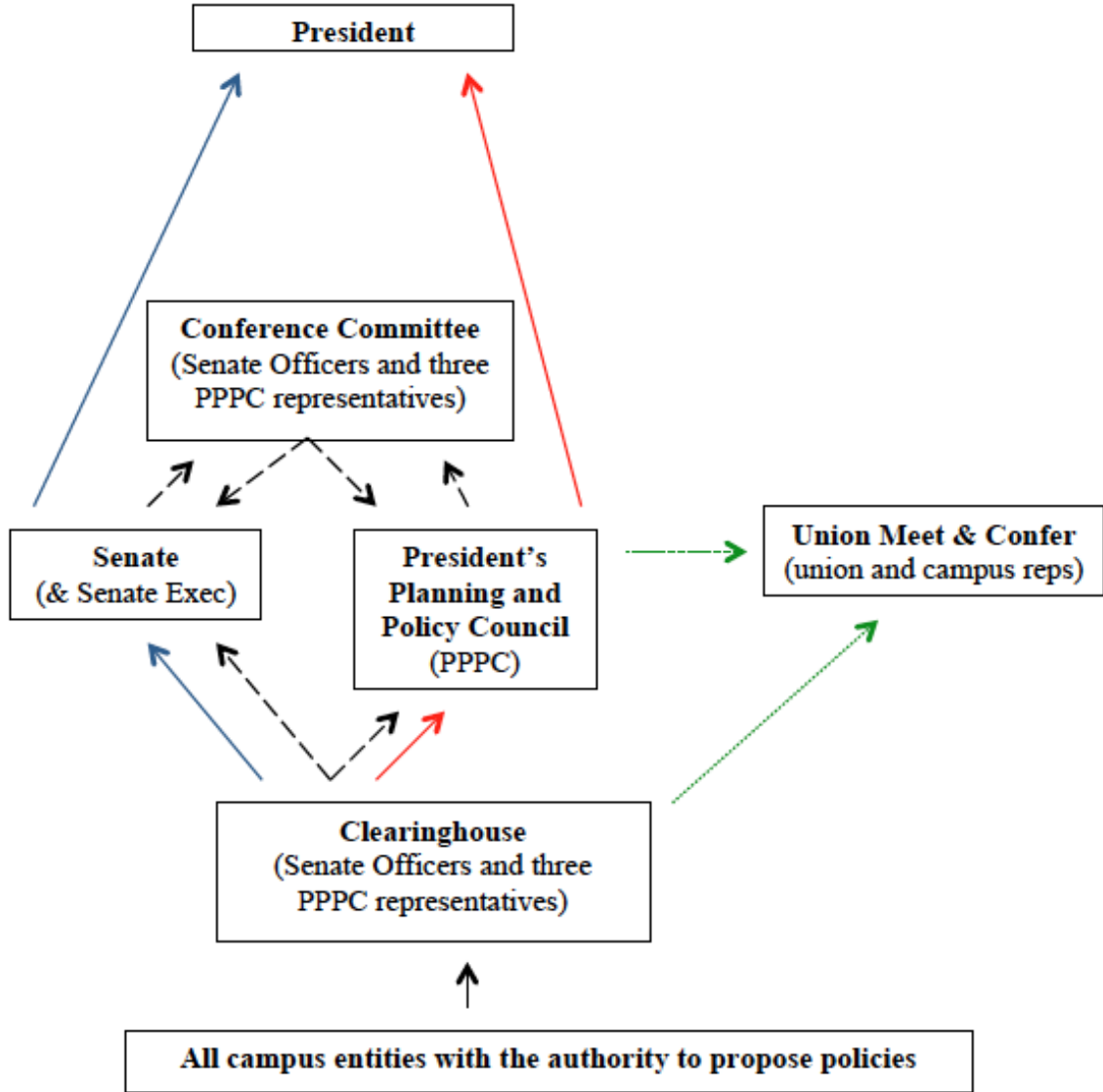
Proposed Policy Process

Under the current system

- Academic policies (e.g. curriculum or faculty affairs) originate and are approved in the Academic Senate
- Policies that do not are generally approved by the President's Planning and Policy Council (PPPC)
- Some policies that have academic components have been approved by both
- Policies concerning collective bargaining issues are subject to Meet and Confer process
- All policies approved by the President

Desired Attributes

- No duplicate policies that sometimes contradict themselves
- Students and campus community able to find policies easily
- Need to flag policies needing Senate approval or Meet and Confer



Outline of Proposed Policy Process

Policies are drafted and sent to the Clearinghouse. Staff will make sure policies are ready to be reviewed. Academic policies will continue to originate in the Academic Senate.

The Clearinghouse determines whether the proposed policy should be considered by Academic Senate, the PPPC, or both. Clearinghouse also flags policies for meet and confer and sends them to appropriate union reps.

Senate and/or PPPC shape and potentially approve policy. Union Meet and Confer process engaged in at this stage as necessary.

Should different versions of a policy be approved by Senate and PPPC, the two versions go to this Conference Committee. The charge is to work out a compromise position to take back to each body. (This process iterates until each body has approved a common version of the policy.)

Policies approved by all appropriate bodies go to the President.

Policies will use a common numbering system with a prefix. Policies approved by the Academic Senate will have a unique prefix. All policies that go through the conference process will be cross listed.