



Academic Senate: Executive Committee

MINUTES

TUESDAY, AUGUST 26, 2025

10:00 A.M. – 11:30 AM

Location: BDC 134- BPA Conference Room

Zoom Link: <https://csu.zoom.us/j/88091986667?pwd=GOSakqXvulfaZihtNXTsAFBYwWqAJs.1&jst=1>

Members: M. Danforth (Chair; virtual), D. Solano (Vice-Chair), D. Thien (Provost), C. Lam (ASCSU Senator), N. Michieka (ASCSU Senator), T. Tsantsoulas (AAC Chair), L. Kirstein (AS&SS Chair), A. Grombly (BPC Chair), Z. Zenko (FAC Chair), and K. Van-Grinsven (Senate Analyst).

1. Call to Order

- a. Chair Danforth called the meeting to order at 10:05 AM.

2. Announcements and Information

- a. President Harper to attend EC:
 - i) October 7
 - ii) March 24
- b. General Faculty Meeting Debrief
 - i) Meeting Modality: There were concerns from faculty about running the meeting in person only. Discussion ensued regarding options for adding a virtual component back. Campus had to contract PacWest, which made the zoom component very expensive last year. President Harper offered to pay for the cost to run the meeting hybrid for future meetings. Discussion continued regarding ideas for cost savings while still being able to offer hybrid modality.
 - ii) Additional Topics:
 - (1) Advising
 - (2) Soft hiring freezes
 - (3) Reimbursements
 - (4) Contingency planning
 - (5) Clearer plans and the need for more communication
 - (6) Reduction of tenure-track faculty; particularly for counselors. A. Grombly noted that this is a CSU-wide issue, and concerns were voiced that these trends would continue to coaches and librarians.
 - (7) Faculty workload and workload equity
 - (8) Trust and concerns regarding shared governance
- c. Additional item: SOCI Week
 - i) Chair Danforth shared recent communication with ITS regarding SOCI Week. The academic calendar lists SOCI week as November 17-21, however, per the new resolution regarding SOCI administration (RES 242510), this should be changed to 10 weekdays. EC agreed it should be changed to November 17 - December 3. Chair Danforth will respond to ITS.

3. Approval of Agenda (Time Certain: 10:05 AM)

- a. T. Tsantsoulas motioned to approve; seconded by N. Michieka. Agenda approved.
4. Approval of Summer Senate Minutes
- a. May 21, 2025 (handout)
 - i) Z. Zenko motioned to approve the minutes; seconded by A. Grombly. Minutes approved.
 - b. June 9, 2025 (handout; hold)
5. Continued Items (Time Certain: 10:30 AM)
- a. AS Referral Log (handout)
 - i) AAC (T. Tsantsoulas)
 - (1) Pending Referrals:
 - i. Academic Degree Policies (carry-over from 2024-2025)
 - (i) A referral will be drafted and sent to AAC.
 - ii. Academic Policies and Advising Housed in Strategic Enrollment Management (expanded carry-over from 2024-2025)
 - (i) A referral will be drafted and sent to AAC and AS&SS.
 - iii. Special Review Committee for Anthropology- AAC and BPC
 - (i) A referral will need to be drafted and sent to AAC and BPC once the deadline passes of September 15.
 - iv. Catalog language inconsistency with Title V
 - (i) A referral will be drafted and sent to AAC.
 - (ii) Provost Thien mentioned that she would be meeting with Student Success and Strategic Enrollment Management.
 - v. Elevation of the concentration Computer Information Systems (CIS) to a degree (handout) - AAC and BPC
 - (i) A referral will be drafted and sent to AAC and BPC.
 - vi. Renaming of the Computer Science Information Security concentration (handout) - AAC and BPC
 - (i) A referral will be drafted and sent to AAC and BPC.
 - vii. Changing the Master of Computer Science to stateside (handout) - AAC and BPC
 - (i) A referral will be drafted and sent to AAC and BPC.
 - ii) AS&SS (L. Kirstein)
 - (1) Pending Referral:
 - i. Academic Policies and Advising Housed in Strategic Enrollment Management (expanded carry-over from 2024-2025)
 - (i) A referral will be drafted and sent to AAC and AS&SS.
 - (ii) Provost Thien mentioned that there may be some items that will be moving back to Academic Affairs, and she would update EC once those details are confirmed.
 - iii) BPC (A. Grombly)
 - (1) Pending Referrals:
 - i. Time Blocks (expanded carry-over from 2024-2025)
 - (i) Discussion ensued regarding the challenges in 2024-2025 with the time blocks and the need for a schedule that covers more meeting patterns.
 - (ii) A new referral will be drafted and sent to BPC.
 - ii. Special Review Committee for Anthropology- AAC and BPC
 - (i) The referral will be drafted and sent to AAC and BPC after the deadline.

- (ii) Standing Business Item: The Fall Budget Open Forum has been moved to September.
 - iii. Elevation of the concentration Computer Information Systems (CIS) to a degree (handout) - AAC and BPC
 - (i) A referral will be drafted and sent to AAC and BPC.
 - iv. Renaming of the Computer Science Information Security concentration (handout) - AAC and BPC
 - (i) A referral will be drafted and sent to AAC and BPC.
 - v. Changing the Master of Computer Science to stateside (handout) - AAC and BPC
 - (i) A referral will be drafted and sent to AAC and BPC.
- iv) FAC (Z. Zenko)
 - (1) Pending Referrals:
 - i. Clarify ASCSU Lecturer Electorate Procedures (carry-over from 2024-2025)
 - (i) A referral will be drafted and sent to FAC.
 - ii. Unit RTP Committees (revised carry-over from 2024-2025)
 - (i) Z. Zenko confirmed, per the Summer Senate meeting on May 21, 2025, that the referral for 2025-2026 should drop the PAF portion so FAC can focus on the Unit RTP portion.
 - (ii) A referral will be drafted and sent to FAC.
 - iii. Sabbatical Application Process
 - (i) Chair Danforth recapped the discussion in Summer Senate regarding the Sabbatical Application process. Some items to be addressed include the development of a rubric to help identify what a well-formed application would look like and provide guidelines, identify and clarify timelines, and the need for continuity with staff support, and two-year terms for Faculty Honors and Awards Committee members. Additional discussion ensued regarding what could be done to improve feedback for applicants. In addition, the sabbatical eligibility list on the webpage is out of date.
 - (ii) A referral will be drafted and sent to FAC.
 - iv. Sixth-year Lecturer Review (carry-over from 2024-2025; waiting for taskforce report)
 - (i) Hold referral until the task force report is submitted.
- b. Provost Report (D. Thien)
 - i) Academic Administrator Searches:
 - (1) Arts and Humanities Associate Dean Search
 - i. The Arts and Humanities Associate Dean search is proceeding. The Provost recommended for the staff representatives: Andrea Weikel (Analyst) and Adriana Sixtos (Lead Advisor). EC approved the appointments.
 - (2) Social Sciences and Education Dean and Associate Dean Searches
 - i. A search firm will be hired for the SSE Dean search. The search committee will need to be formed, including the faculty representatives. Vice-Chair Solano and the Senate Analyst will add the faculty positions for the SSE Dean Search Committee to the call list to go out as soon as the rosters are ready.
 - ii. Current Associate Dean is “Acting” Associate Dean, which was done because of the timing of the vacancy. If search will be postponed for the SSE Dean search to move forward, then an interim appointment is needed for the Associate Dean.
 - (3) AVP of Academic Programs
 - i. Provost Thien shared that she has not yet received approval from Cabinet to move forward with the AVP for Academic Programs search.
- c. Reports and Recommendations

- i) Scholarship and Creative Activities Taskforce (handout)
 - (1) The Executive summary and recommendations can be sent to all faculty in the fall. The Executive Summary will be included in the Senate agenda packet for Thursday.
 - ii) Task Force for Periodic Evaluation (Hold; waiting for report)
 - iii) Criteria for Proposing New Schools Taskforce (Hold; waiting for report)
 - d. Pending Curriculum Proposals (Hold; need the proposals)
 - i) Minor in Early Childhood Development
 - ii) Minor in Medical Spanish
 - iii) Renaming an MPA concentration
 - e. Faculty Visa
 - i) In Summer Senate, it was brought up that CFA drafted a letter to President Harper requesting an update on H1B and TN visas and the Title IX and DHR processes. The current visa process is very slow, and it prevents international faculty from applying for three-year visas. There is urgency due to the current political climate. Provost Thien will ask D. Boschini, AVP Faculty Affairs, to provide an update.
 - f. Calendar Committee
 - i) The Senate Analyst is working on scheduling the first meeting. Calendar Committee will need to create some type of guidelines to collect the processes and timelines that the committee needs to be aware of. This would include the state requirements, such as the number of instructional days, breakdown of the number of meeting days for each day of the week, last day to add, last day to drop, SOCI window, federal and state holidays, etc. K. Van Grinsven will reach out to D. Price (Provost Office, CSU liaison) and F. Jenkins (previous administrative support for the committee) for access to the shared drive, which will hopefully have some of those documents.
 - ii) The issue with Student Housing for Spring 2026 has not been resolved yet.
 - g. Add “Statements of the Senate” Process to governing documents – EC (deferred)
 - h. Resolution to rename the Faculty Leadership and Service Award – EC
 - i) Chair Danforth is also going to put forward a resolution to change the name of the service award to be named after J. Kegley. She will share the draft resolution at the next EC meeting.
6. New Discussion Items (Time Certain: 10:45 AM)
- a. Request from IRPA and IRPA Advisory Committee terms
 - i) Discussion:
 - (1) IRPA requested that terms for the IRPA advisory committee be changed to 2-year terms for continuity. This change will be made in the next call cycle.
 - (2) AVP for IRPA, M. Malhotra, requested to attend a future Senate meeting to promote the Data Literacy Campaign. EC agreed and will also request an IRPA report.
 - (3) Discussion ensued as to whether IRPA should report annually to Senate. Some support for IRPA to provide a report to Senate annually, particularly given current issues.
 - b. Concerns about teaching modality language in the handbook (handout) – FAC and AAC
 - i) Concerns were raised regarding who makes decisions with respect to teaching modality and the language in the handbook. In the handbook currently, the language states that it is up to the program, however, there have been some complaints that deans are overriding the units, and it was raised that perhaps the language should be stronger. This would be a referral for discussion.
 - ii) A referral will be drafted and sent to AAC and FAC.
 - c. Elections and Appointments (D. Solano)
 - i) Calls to go out in Fall 2025:

- (1) Urgent Calls for vacant positions
 - i. Addition: NSME College Election Committee
- (2) Faculty Ombudsperson
- (3) Exceptional Service Awards Committee
- (4) Addition: SSE Dean Search Committee
- (5) Discussion ensued regarding the lack of process or methodology for electing or identifying alternates when individuals are on sabbatical, or individual schedules do not align with meeting times.
- d. Concerns about content and assignment of instructors for CSUB 1029 ([handout](#)) (deferred)
- e. Term limit for Department Chairs (deferred)
- f. Inventory of AI and other automated software ([handout](#)) (deferred)
- g. Process for appointing academic Acting MPPs (deferred)
- h. Reconstitute High Impact Practices (HIP) Taskforce (deferred)
- i. Handbook and Bylaws Project (deferred)
 - i) Updating Schools to Colleges
 - ii) Updating all references to quarters
 - iii) Standing Committees Composition:
 - (1) Clarify Handbook language about staff positions being non-MPP staff
 - (2) AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS.
 - iv) Director of Assessment: Review position (Handbook 105.2 and 305.6.)
 - v) Council of Academic Deans: Review Composition and name (Handbook 105.2)
 - vi) Public Affairs Committee: Committee in handbook but not bylaws (Handbook 107.1. Standing Committees of the Academic Senate). Discussion on if we want to create the committee or not.
 - vii) Review committees listed (Handbook 107)
 - viii) Update TEAC Description: Currently lists old college names (H&SS, SOE, and NSM) (Handbook 201.5)
 - ix) Update reference to Associate Vice President for Academic Affairs- association with Academic Advising and review other duties (Handbook 104.2.1)
 - x) Update position titles in 309.9 (Handbook 309.9)
 - xi) Update all references to the AVP of Enrollment Management- distinguish the VP of Strategic Enrollment Management from the new AVP of Enrollment Management
 - xii) Bylaws Section IV.A.4 Annual reports from committees- limit to specific committees?
 - xiii) Review and update the Standing Committees ex-officio positions due to the re-organization of university
 - xiv) Changes to bylaws that were approved by previous resolution but never posted (clarifying the edition of Robert's Rules of Order).
 - xv) Q2S Lingered Issues:
 - (1) Deadline issue for stating one's intent to seek promotion to full professor
 - (2) Discussions about whether we should change the Handbook to require classroom observations for tenured faculty

7. Agenda Items for Senate (**Time Certain: 11:15 AM**) ([handout](#))

Academic Senate Meeting – Fall 2025

Thursday, August 28, 2025

Agenda

10:00 AM – 11:30 AM

Location: Dezember Leadership and Development Center, Room 409-411

Zoom Link: <https://csub.zoom.us/j/84669370314?pwd=gmLoywwMxQR4k7G0hUhv25vs0N8xr8.1>

Senate Members: Chair M. Danforth, Vice-Chair D. Solano, CSU Senator C. Lam, CSU Senator N. Michieka, AH Senator T. Tsantsoulas, AH Senator M. Naser, BPA Senator D. Wu, BPA Senator S. Sarma, NSME Senator L. Kirstein, NSME Senator A. Stokes, SSE Senator Z. Zenko, SSE Senator S. Roberts, AV Senator K. Holloway, At-Large Senator H. He, At-Large Senator A. Grombly, At-Large Senator A. Hays, At-Large Senator A. Lauer, At-Large Senator T. Salisbury, At-Large Senator R. Dugan, Lecturer Electorate Senator D. Horn, Senator H. Gonzalez – Staff Representative, Senator A. Reyes – ASI President, VP AA & Provost D. Thien, Senator J. Dong – Dean Representative, and Senate Analyst K. Van Grinsven.

- I. Call to Order and Tejon Tribal Land Acknowledgement
- II. Approval of Minutes
 - a. May 8, 2025 – Senate Minutes, Session One (handout) and Two (handout)
- III. Announcements and Information
 - a. President’s Report – V. Harper **(Time Certain: 10:10 AM)**
 - b. Addition: FTLC 2024-2025 Report – R. Weller **(Time Certain: 10:25 AM)** (handout)
 - c. Elections and Appointments – D. Solano (handout)
 - d. Information:
 - i. Senate Orientation PPT (handout)
 - ii. UPRC Annual Report for 2024-2025 AY (handout)
 - iii. ~~RSCA Report 2025 (handout)~~
 1. Note: Can be removed; it has already been distributed to the faculty.
 - iv. Addition: Scholarship and Creative Activities Taskforce – Executive Summary (handout)
- IV. Approval of Agenda **(Time Certain: 10:05 AM)**
- V. Reports
 - a. Provost’s Report – D. Thien
 - b. ASCSU Report – Senators Lam and Michieka (deferred)
 - c. ASI Report – Senator Reyes
 - d. Staff Report – Senator Gonzalez
 - e. Committee Reports:
 - i. Executive Committee – Vice-Chair Solano (handout)
 - ii. Standing Committees:
 1. Academic Affairs Committee (AAC) – Senator Tsantsoulas
 2. Academic Support and Student Services Committee (AS&SS) – Senator Kirstein
 3. Budget and Planning Committee (BPC) – Senator Grombly
 4. Faculty Affairs Committee (FAC) – Senator Zenko
 - f. CFA Report – Senator Salisbury

- VI. Resolutions **(Time Certain: 10:45 AM)**
 - a. Consent Agenda:
 - i. Standing Committee membership (handout)
 - b. Old Business:
 - i. No items.
 - c. New Business:
 - i. No items.

- VII. Open Forum **(Time Certain: 11:15 AM)**

- VIII. Adjournment

8. Adjournment

- a. Chair Danforth adjourned the meeting at 11:29 AM.