

# FACULTY SENATE

C A L   S T A T E ,  
S A N   B E R N A R D I N O

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## COMMITTEE REPORTS BOOK



June 2017

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## STANDING COMMITTEES OF THE FACULTY SENATE

### CURRICULUM COMMITTEE

As we gear up for Q2S, Academic Scheduling Administrative Analyst and Specialist Kim Nicholl has added large new dimensions to her workload. Fortunately she is handling it brilliantly. She has included me all along on the development of the new Q2S course and program input system. She has kept the committee in tune with changing technology as we embark upon the difficult task ahead. As stated last year, our move to more electronic meetings for simple non-controversial items has permitted all of the committee members to spend more time working with new semester curriculum planning in our disparate colleges.

We were able to conduct our business in five collegial meetings.: May 18, 2016, October 10, 2016, November 14, 2016, December 12, 2016 and January 31, 2017. There has been a general moratorium on new quarter courses., with some exception

This year the committee was composed of the following members:

### UNIVERSITY CURRICULUM COMMITTEE

Tom Provenzano: Arts & Letters/Library	2014-2016
Haakon Brown: Business & Public Admi	2015-2017
Thomas Long: Social & Behavioral Sciences/	2015-2017
Judith Sylva: Education	2014-2016
Doug Smith, Natural Sciences/Coaches	2014-2016
Rong Chen, Administrative Representative	Ex-officio
Kim Nicholl, Administrative Representative	Ex-officio

## STANDING COMMITTEES OF THE FACULTY SENATE

### EDUCATIONAL POLICY AND RESOURCES COMMITTEE

Members: Mary Boland, Chair, College of Arts and Letters; Yasha Karant, College of Natural Sciences; Marc Fudge, College of Business and Public Administration; Tiffany Jones, College of Social and Behavioral Sciences Dwight Sweeney, College of Education; Treadwell Ruml, College of Arts and Letters; Rong Chen, ex officio, Interim Associate Vice President, Academic & International Programs

During the 2016-2017 academic year, the EPRC conducted the following business:

1. The EPRC conducted an inquiry into how revenue made by Summer Session run on Self Support was distributed and how those decisions were made. Members of EPRC met with VP of Administration and Finance, Doug Freer, in October of 2016. Subsequently, EPRC invited VP Freer and Provost McMahon to meet with the EPRC and members of the EC on these questions. Also present were Dean Karmanova of CEL and Monir Ahmed, of Administration and Finance. In February of 2017, the EPRC issued a report and recommendation to EC and Chair Boland gave a report to Senate on March 7, 2017. VP Freer also supplied a response to this report on March 7, 2017. Of note: EPRC was concerned about cost recovery formulas (as it does not appear that cost recovery occurs outside of the divisional level) and about inequities in profit sharing (believing that faculty contributions should be more fully recognized by the percentages of profit sharing). The EPRC also expressed concern over the terms of the new CEL building, which was part of the justification for CEL's share of the profits. At the time of his report, VP Freer clarified the terms of ownership for the building (CSUSB and CEL will enter a co-ownership relationship.) He also indicated a) that an additional 200 plus K from summer 2015 would be allocated to Academic Affairs division and that Administration and Finance would engage in shared governance by keeping EPRC apprised of decisions.

Update: At the June 2017 UBAC meeting, VP Freer announced the plan for dividing summer profit for future 2017 and beyond: Academic Affairs, Colleges, and Departments will receive 60 % and CEL 40 %. Additionally, CEL's 40% will be dedicated for paying for the *University's* share of the CEL building.

2. During the foregoing inquiry, the EPRC learned that the Space Committee was meeting and discussing plans and designs for the new CEL building, including the classroom space for CSUSB use, AND that the one faculty seat on that committee was vacant. We brought this to EC's attention and the EC subsequently appointed Rachel Keener as faculty representative to the committee.
3. The EPRC also discussed with VP Freer and Dean Karmanova the need to make clearer the ways in which CERF encumbered funds (which include summer session profits distributed to departments and colleges) may be spent. VP Freer has agreed this needs to be clearer and made more flexible.
4. The EPRC considered the Proposal for a Research Resource Center which had been forwarded to the 2013-2014 EPRC committee but had not been acted upon. After consideration, the EPRC declined to approve the proposal in light of the more recent Faculty Center for Excellence initiative outlined in the current Strategic Plan. We note that FCE plans are in development and that the EC has approved a pilot of the project. EPRC,

however, declined to write a FAM for the FAC at this juncture because the while the committee developing the FCE has decided that it should provide support for faculty research, it is also intending to use the structure as an umbrella to coordinate activities and interests across TRC, a faculty research resource center, and a community service learning center. EPRC did not think that the relationships and roles of each under this umbrella were worked out clearly enough to write a FAM for the new FCE.

5. The EPRC reviewed and approved the 2017-2027 Academic Master Plan.

### 3. Policies:

A. The EPRC produced one updated policy this year, which passed Senate: FSD 87-18.R3, FAM 112.5, Policy on Procedures to Establish a New Academic Department or School; or to Change the Name of an Existing Academic Department or School.

B. The EPRC reviewed a suggested revision to the Timely Graduation Policy, which was sent to us by the Graduation Initiative Committee (Ryan Keating and Chris Lindfeld, chairs) and provided the following feedback:

1. The policy requires students to meet with an advisor in Advising and Academic Services prior to completing 45 units for advice on selecting a major. Given that most students will not have had the experience to know what the various disciplines/majors have to offer, we are concerned about how advisors would help students select their majors. More particularly, we are concerned that such advice might trace along job market and vocational lines in ways that might not allow students a sense of the breadth of their opportunities at CSUSB. Not all majors have specifically identifiable job titles waiting at the end of them. However, even those that do not correlate immediately to a job or specific career path typically provide students with the analytic and linguistic skills to be highly successful in any number of opportunities in the workforce.
2. We are concerned that this policy might lead to unfortunate tracking of our students. For students who are identified as under-prepared and who thus must thus take pre-collegiate requirements, and/or who choose to a two or three quarter stretch First Year Composition course, the 120% requirement could work to preclude them from completing a double major, a minor, a certificate, etc.
3. The policy does not seem to address situations where students might consider dual concentrations in a major.
4. We noted that moving the deadline for announcing a major to 45 units will put additional pressures on academic advising. Will this plan necessitate the hiring of additional advisors? If so, what kinds of costs would implementing this policy incur for the University?
5. How would these processes and practices described in the policy be implemented? Do we currently have the capacity, for instance, to flag students as points where they are supposed to declare majors, or to ensure they seek advising when they wish to change a major, and so on?

The EPRC asked the Graduation Initiative Committee to reconsider their policy in light of the foregoing.

B. In 2015-16, the EPRC decided that the best approach to a syllabus policy on Disaster Preparedness would be to provide simple syllabus language that would direct students to a webpage with the necessary information. The webpage/link still needs to be completed by Academic Affairs. Thereafter, the EPRC will craft and forward the policy. (There is a draft suggestion of syllabus language on the EPRC Bb, along with other notes.)

C. In Spring 2017, the EPRC considered the Merge, Transfer, Abolish Department Policy, which had been revised by the 2013-14 EPRC (in light of the COE reorganization). We concluded that having such a policy is a wise idea, but declined to review and forward it at the this time because a) we felt we needed to understand a little more about the logic behind some of the revisions and b) we felt that we did not have enough time to reconsider and revise the policy and get it through Senate before the end of the year. We opted to leave this project for the 2017-18 EPRC.

D. In Spring 2017, the EPRC discussed the updating the advising policy to clarify the roles of faculty advisors and college level professional advisors. Professor Karant will work on a draft and forward suggested revisions to EPRC 2017-18.5.

Ancillary Units:

A) EPRC reviewed these established centers and institutes:

- Palm Springs Institute for Environmental Sustainability (PIES)
- Media Arts Center
- Inland Commerce and Security Center
- Center for Criminal Justice
- Cyber Security Center
- Leonard Transportation Center
- Center for Labor Studies.

## **STANDING COMMITTEES OF THE FACULTY SENATE**

### FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is composed of six elected faculty representatives, with the chair elected by the Faculty Senate and one member elected from each of the colleges, and the Associate Vice President for Faculty Affairs. The 2016-17 membership included: Andy Bodman (chair), Jenny Andersen (Arts and Letters), Jonathan Anderson (Business and Public Administration), Larry Gaines (Social and Behavioral Sciences), Dwight Sweeney (Education) and Paul Vicknair (Natural Sciences). Jacqueline Hughes served as the administrative representative for the first quarter and, when she was replaced as AVP by Paul Vicknair, Dorothy Chen-Maynard took his seat as the representative from Natural Sciences.

The charge of the FAC is as follows: “This committee shall review, formulate and recommend policies governing all matters related to Faculty Affairs to include evaluation, leaves, professional development, and other related matters. This committee shall review all Faculty Senate approved documents that originated from or were reviewed by this committee that subsequent to Faculty Senate approval have substantive modifications proposed by Academic Affairs, the President, or any other non-Faculty Senate entity. Upon review of the proposed modifications, this committee shall provide the Executive Committee a statement of approval or disapproval of the proposed modifications, or an alternative modification”.

The FAC met sixteen times during this academic year, with one of those meetings being virtual. It proposed one new FAM and forwarded changes in six others. Each of these were dispatched to the Faculty Senate for action. All were approved:

FAM 117.2: Department of Aerospace and Military Science Studies (new)

FAM 854.34, Policy Statement Concerning Faculty Professional Development (revised)

FAM 652.35, Procedures and Criteria for Performance Review and Periodic Evaluations Volume IV: Coaching Faculty (revised)

FAM 650.7, Policy Statement Concerning Periodic Review of the Vice President for Academic Affairs/Provost (revised)

FAM 651.4, Policy Concerning Periodic Review of Department Chairs/School Directors (revised)

FAM 820.5, Policy on the Administration, Processing, and Use of Student Opinions of Teaching Effectiveness (SOTE) (revised)

FAM 642.76, Recruiting and Appointment of Part-Time Temporary Faculty (revised)

In addition, FAC reviewed and submitted to the Faculty Senate the Department of Communication Studies Departmental RPT Guidelines and the routine matters of the 2017/18-2027/28 Academic Master Plan, the 2017-2018 RPT Calendars and the Academic Programs Calendar 2016-2018.

FAC functioned very effectively during the academic year and I want to express my thanks to the members for their highly participatory, constructive and collegial discussions.



**STANDING COMMITTEES OF THE FACULTY SENATE**

GENERAL EDUCATION COMMITTEE

Report to be submitted.

**STANDING COMMITTEES OF THE FACULTY SENATE**

LIBRARY COMMITTEE

No report submitted.

***AD HOC AND SPECIAL COMMITTEES  
OF THE  
FACULTY SENATE***



**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

AWARD COMMITTEE

Prof. Janiskee and I were approached by the Office of Academic Affairs to co-chair the committee that selects the Outstanding Professor Award, Golden Apple Award, Outstanding Lecturer, and Outstanding Service Award for the AY 2016-2017. Our selection to co-chair this committee is based on Faculty Senate regulations that requires recipients of the Outstanding Professor and Golden Apple Awards from the prior academic year to take on this responsibility.

In coordination with Ms. Janette Garcia and Mr. Antonio Guijarro from the Office of Academic Affairs, we met with the rest of the award committee members in November 2016 to discuss the process and logistics of the selection criteria. We then individually reviewed the files of all faculty who were nominated for the respective awards between December 2016 and March 2017. The committee reconvened in March 2017, discussed the ratings, deliberated, selected the award recipients and wrote its recommendations to President Morales. The committee also accompanied President Morales along with several administrators, staff, and faculty members during the "ambush" when each winner is visited to his/her class and is the award is announced. To the best of our knowledge, this completes our roles as co-chairs of the committee.

## AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE

### COMMERCIALIZATION/ COPYRIGHT / FAIR USE COMMITTEE

#### **FPDCC Meeting Minutes**

**6/12/2017**

1. **Attendance:** Richard Addante, Cynthia Crawford, John Griffin, Stephan Hull (Guest) and John Zhang (Guest)
2. **Mission of the Committee:** To review intellectual property to determine whether the University shall commercialize the invention/creative work through a patent, copyright, and/or license agreement.
3. **Meeting Notes:**
  - a. Committee reviewed invention disclosure form and discussed whether a patent for the new invention should be financed by the University. Inventor provided technical details on the inventions and its commercial potential.
  - b. Committee discussed procedures for moving forward with patents in light of new directives from Chancellor's office.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

ACADEMIC AND DISTRIBUTED TECHNOLOGIES COMMITTEE

No report submitted.

## AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE

(Special Committee)

### EVALUATION COMMITTEE (University)

The University Evaluation Committee (UEC) reviewed and made recommendations on eight cases during the 2016-2017 Academic Year. All cases were reviewed during the spring 2017 quarter.

Seven of the eight cases reviewed were faculty WPAF's that were not unanimous for retention, tenure, and/or promotion. Of the seven controversial cases, three (43%) were faculty members going up for early tenure and/or promotion. In addition, one of the WPAF's reviewed was for a librarian. In this latter case, the committee served as the higher-level peer review committee.

The breakdown of files reviewed from the various colleges and other entities was as follows:

	CAL	CBPA	CEDUC	CNS	CSBS	Library	SSP, AR
<b>Files Reviewed</b>	2	1	0	3	1	1	0

The UEC reviewed 13, 10, 5, 15, and 11 cases in the academic years 2015/16, 2014/15, 2013/14, 2012/13, and 2011/12, respectively. Thus, the load this year is somewhat similar to recent years. The academic year 2013/14 stands out with a disproportionately low number of files.

The distribution above indicates that all colleges are doing an excellent job preparing faculty for promotion and tenure, particularly those faculty members going up "on time".

The UEC, during the academic year 2016/17, consisted of five members instead of the usual seven because there was no representative from the College of Education and the faculty member elected from the College of Natural Sciences had to take a last-minute leave of absence due to health reasons. We strongly encourage the EC to make sure there is full representation from all colleges in future UECs.

A list of all committee members is provided below. The Committee worked together harmoniously, with everyone carrying an appropriate share of the work load. However, the load on each member was more than 25% higher due to the vacancies in the Colleges of Education, as well as the unanticipated sick leave for the representative from the College of Natural Sciences. Therefore, we again strongly urge the EC to make sure there is full representation on the UEC every year. In addition, contingencies for emergency appointments need to be available to replace committee members who are unable to contribute to the committee due to unforeseen circumstances. Each member of the committee worked very hard and did his/her best to provide a thorough and fair evaluation of each file. It was a pleasure and an honor to be a part of the committee.

#### Committee Member

Mohammad Bazaz  
Zahid Hasan (sick leave)  
Shelley Pope  
Kenneth Shultz (Chair)  
Wendy Smith  
Jill Vassilakos-Long  
*VACANT*

#### Constituency Represented

College of Business and Public Administration  
College of Natural Sciences  
SSP, AR  
College of Social and Behavioral Sciences  
College of Arts and Letters  
Library  
College of Education

## AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE

(Special Committee)

### FACULTY PROFESSIONAL DEVELOPMENT COORDINATING COMMITTEE

#### **FPDCC Meeting Minutes**

1. **Committee Roster:** The committee members included (in alphabetical order) Lasisi Ajayi, Annika Anderson, Francisca Beer, Cynthia Crawford, Davida Fischman, Allen Menton, Brent Singleton, and Rachel Weiss.
2. Meeting Dates: 2/28/2017 and 4/17/2017
3. **Mission of the Committee:** To make recommendations on the distribution of internal grants (e.g. Professor Across Borders, Summer Research Fellowships and Faculty Professional Development Grants) and make recommendations on funding needs for professional development.
4. **Funding for Internal grants:**
  - a. Summer Fellowship: \$60,000—all awards are for \$3,000 (source indirect cost recovery)
  - b. Professors Across Borders: \$30,000 (source indirect cost recovery)
  - c. Mini Grants: \$93,459.58 (source Chancellor's Office)
5. **Current Awards:** In 2016, 20 summer fellowships were awarded out of 35 applications. In 2017, 20 Mini Grant awards were made out of 39 applications. The number of Professor Across Borders awardees has not been reported to this committee.
6. **Committee Discussion Items**
  - a. **Changes to the Summer Fellowship Program**

Since assigned time/course release is important for faculty with heavy teaching loads, the committee discussed changing the fellowship program so faculty could apply for a course release in the next academic year. This would mean overall fewer awards because a course release is \$4,600.00 rather than the \$3,000 now given for fellowships awardees
  - b. **Lecturers**

Lecturers are eligible to apply for Mini Grants as per the bargaining agreement however because of scant resources it is much more difficult for lecturers to get funding. The committee discussed the possibility of encouraging lecturers to apply with tenure-track faculty or the possibility of setting aside money for lecturers.
  - c. **Role of Committee**

The committee discussed being a more active part of professional development on campus. In particular, making recommendations to the Provost on the funding and other needs to move research and other types of scholarly activity forward.



**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

GRADUATE COUNCIL

- I. Members of the Graduate Council (see Appendix A)
- II. Meeting dates (meeting minutes available upon request) 2016:  
October 13, November 14  
2017: January 19, June 7 Committee  
meetings – bi-quarterly
- III. Objectives of the Graduate Council 2016-2017
  - A. Prepare a Graduate Council position on Quarter-to-Semester Conversion issues to submit to the Q2S Steering Committee on the following topics:
    1. Normative units for graduate courses
    2. Minimum units for enrollment and full-time enrollment
  - B. Work with Graduate Studies to prepare data analysis for a Strategic Plan
  - C. Increase support for graduate students and programs
  - D. Increase funding for graduate teaching and research assistants (linked to C above)
- IV. Comments on above
  - Objectives A has been accomplished. The Quarter-to-Semester Steering Committee accepted and affirmed the recommendations of the Graduate Council, deciding the following:
    1. No normative unit number for graduate courses; this means that graduate programs are not expected to submit waivers for courses that are not 3 units.
    2. Minimum units for enrollment: 3; for full-time enrollment, 6
  - Work continues on Objective B. The Graduate Council has representatives on the Graduate Studies Strategic Analysis committee, whose work is ongoing.
  - Work continues on Objective C and D. Working with the Office of Graduate Studies, a faculty survey was sent in Winter quarter 2017 to query attitudes and needs regarding graduate study at CSUSB.
- V. Mission Statement; See Appendix B
- VI. Position Paper on Q2S Conversion (2016): See Appendix C, esp. Sections b & c.

APPENDIX A  
MEMBERS OF THE GRADUATE COUNCIL

College of Arts and Letters

J. David Jerez-Gomez, Ahlam Muhtaseb

Jack H. Brown College of Business and Public Administration

Ya Ni, Craig Seal College of

Education

Lasisi Ajayi, Lynne Díaz-Rico, Susan Jindra, Sang Nam College of

Natural Sciences

Monideepa Becerra Corey

Dunn

College of Social and Behavioral Sciences

Manijeh Badiee Cherstin

Lyon

Student Representative

Megan Davis

Ex-Officio

Francisca Beer, Interim Dean, Graduate Studies Designated

Representatives, Faculty Senate Mary Boland, Jodi Ullman

APPENDIX B  
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO GRADUATE  
COUNCIL

**Mission Statement**

The Graduate Council of California State University, San Bernardino, consisting of elected representatives from the five Colleges, seeks to support and enhance the graduate programs of CSUSB. These programs play a crucial role in the educational, social, and economic life of both the University and the Inland Empire communities. CSUSB graduate programs, through teaching, research, and professional development activities, are at the forefront of growing the Inland Empire's workforce and citizenship capacities by encouraging graduate candidates to develop the knowledge and skills, such as critical thinking, innovation, and leadership skills, necessary to succeed in both the local and global economies. CSUSB graduate programs provide leadership for institutions in the community, including K-12 public and private schools, community colleges, government institutions, and industry.

The Graduate Council promotes enhanced institutional support for graduate faculty members in their instructional, advisement, and program leadership roles. The Graduate Council is committed to the diversity goals of CSUSB in the recruitment and support of graduate students as they pursue masters and doctoral degrees, as well as recruitment of talented undergraduate students who will consider CSUSB's and other graduate programs as gateways to professional and academic careers.

## APPENDIX C

### GRADUATE COUNCIL POSITION PAPER ON Q2S CONVERSION

The graduate programs of California State University, San Bernardino (CSUSB) play a crucial role in the educational, social, and economic life of both the University and the Inland Empire communities. CSUSB graduate programs, through teaching, research, and professional development activities, are at the forefront of growing the Inland Empire's workforce and citizenship capacities by encouraging graduate candidates to develop the knowledge and skills, such as critical thinking, innovation, and leadership skills, necessary to succeed in both the local and global economies. CSUSB graduate programs continue to provide staffing for institutions in the community, including K–12 public and private schools, community colleges, government institutions, and industry.

Furthermore, CSUSB graduate programs are committed to the diversity goals of CSUSB as they vigorously recruit and support talented graduate students to pursue doctoral degrees and apply to become CSU faculty members. In addition, the graduate programs are dedicated to influencing the trajectory of undergraduate students' careers and professions after their first degrees.

Through formal and informal interactions, faculty and staff members help undergraduate students, as they proceed through their undergraduate years, to consider CSUSB and other graduate programs as gateways to careers requiring advanced academic preparation.

The Graduate Council, which consists of elected representatives from the five Colleges, has identified the following issues as important, and asks the Quarter to Semester Transformation (Q2ST) Committee to consider them in their deliberations.

#### **a. Definition of Terms: “Conversion” and “Transformation”**

The Graduate Council asks for definition of the terms “conversion” and “transformation” in the context of the Q2S, and specification of the funding and faculty remuneration that will be attached to each of the concepts.

#### **b. Proposal for Faculty Compensation**

Accompanying the Q2S conversion, the Graduate Council recommends provision of a uniform compensation across all Colleges for services such as directed/independent study (12 students comprise 4 WTUs), comprehensive examination grading (grading 100 examinations comprises 4 WTUs), thesis/project advisement (6 theses/projects comprise 4 WTUs), and summer recruitment and advisement (remuneration based on FTE-equivalence).

#### **c. Compensation for Graduate Coordinators**

The Graduate Council recommends provision of an equitable and appropriate reassigned-time compensation for graduate coordinators across Colleges.

#### **d. Program Flexibility**

The Graduate Council recommends provision for flexibility so that graduate programs, if they so desire, may determine variable unit sizes for graduate courses, i.e., 1- 2- or 3-unit courses.

APPENDIX D GRADUATION COORDINATOR

SURVEY

(to be sent out in the Fall of 2016 using Qualtrics)

**For the academic year 2015-2016:**

How many graduate programs were you responsible for at CSUSB? List each program and the number of students in each program.

How many graduate students received Teaching Assistant/Associate (TA) positions?

What is your current budget for TA positions?

**For the academic year 2016-2017**

How many graduate programs were you responsible for at CSUSB? List each program and the number of students in each program.

How many graduate students received Teaching Assistant/Associate (TA) positions?

What is your current budget for TA positions?

**General questions**

Who sets the budget for TA positions?

Please describe your hiring policy of graduate students as TAs?

Please discuss some barriers you face during hiring of graduate students as TAs?

Please discuss some benefits you see in your graduate program, when graduate students are hired as TAs?

What is the primary goal of your graduate program? (options set include: training students for Doctoral program, license for practice, professional masters, other βmultiple answers allowed)

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

HONORARY DEGREE COMMITTEE – 2016-2017

No report submitted.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

HONORS COMMITTEE

No Report Submitted.

## **AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

### **INSTITUTIONAL REVIEW BOARD**

(Research Involving Human Subjects)

#### **Membership of the Board**

During the Academic Year 2016-2017, IRB members include Dr. Caroline Vickers (Chair), Dr. Judith Sylva, Dr. Ted Coleman, Dr. Monideepa Becerra, Dr. Alexandru Roman, Dr. Jose Munoz, Dr. Jeff Thompson (Ex-Officio), Dr. Dr. Debra Stine, and Dr. Teresa Dodd-Butera. Dr. John Clapper, and Dr. Michael Lewin, and Dr. Jason Reimer serve as IRB Co-Chairs for the Department of Psychology IRB sub-committee, and Dr. Janet Chang, serves as the IRB Chair for the School of Social Work IRB sub-committee, which represents the two departmental subcommittees. Additional board members include Ms. Nancy Johnson from the San Bernardino County Superintendent of Schools Office and Reverend George Honn from the Center for Spiritual Living. Both serve as our unaffiliated/community members serving on the CSUSB IRB. The Reverend George Honn stepped down during the 2016-2017 AY. The student position is filled by Ms. Vanessa Carlos, a graduate student in the CSUSB Psychology Department. Javier Torner is our technical consultant. Mr. Jose Rivera and Mr. Richard Ortega no longer serve as prisoner representatives on the IRB committee.

The individual responsible for processing of IRB applications, agenda, minutes, correspondence, meeting arrangements, human participants (subjects) guidance, maintaining the IRB website, providing local training and keeping the committee running effectively and efficiently is Mr. Michael Gillespie, Research Compliance Officer/Administrative Analyst Specialist II for the Office of Academic Research. Mr. Gillespie, has National Board Certifications as a Certified Institutional Review Board Professional (CIP) and a Certified Research Administrator (CRA), and 16 years of experience as the CSUSB IRB human subjects research compliance representative. Mr. Gillespie also earned a Certificate in Research Integrity from the International Society of Research Administrators in 2014.

#### **Meeting Frequency**

The committee met every other week (Fridays, 1:30 – 3:30 PM) during the three quarters of the academic year. In addition, the IRB receives, reviews, and responds to human subjects research protocols and IRB questions during the summer months as well. The primary contact responsible for correspondence with students, staff, faculty, administrators, external investigators, and CSU Chancellor's Office regarding IRB matters is Mr. Michael Gillespie.

As required by federal regulations, minutes of all meetings are retained and are available from the IRB Research Compliance Officer/AAS.

#### **Activities – IRB Protocol Reviews**

The IRB Chair and Research Compliance Officer review all administrative (previously known as exempt) proposals and the IRB Chair and one additional board member, routinely the Research Compliance Officer/AAS, review expedited proposals. The full board reviews all full board proposals submitted from the university human participants (subjects) research community to include faculty, students, administrators, and external investigators. The delegated subcommittees in Psychology and Social Work review administrative and expedited protocols submitted by faculty and students of their respective departments/schools.

Reviews of the proposals consist of a minimum of one reading and commentary feedback to the primary investigator. Most proposals involve initial consultation, review, and re-review when changes are required. Table 1 indicates all review types performed during the 2016-2017 academic year, including Administrative, Expedited, Full, Board, Changes/Revisions as well as those proposal that were withdrawn, closed, considered not to be human subjects research, and other data set approvals. The table also indicates which IRB board (Psychology, Social Work, or the CSUSB Full Board) reviewed each proposal.

Table 1. Reviews by Type, AY 2016-2017



Rev. By	Admin.	Exped.	Full Board	Renewal	Other (Changes / Revisions )	External Invest. Agreem.	Other Data Set Approvals, Withdrawn, Closed, Not Research, Not Human Subjects Research	Totals
Psych.	49	30	n/a	8	44	0	0	131
Social Work	60	25	n/a	0	0	0	0	85
Full Board	40	69	17	17	47	8	1	199
<b>Totals</b>	<b>149</b>	<b>124</b>	<b>17</b>			<b>8</b>	<b>1</b>	<b>415</b>

### Adverse/Unanticipated Events

There were no unanticipated events that were reported during the 2016-2017 academic year that required filing with the Office of Human Research Protections (OHRP) under the Department of Health and Human Services (DHHS). The three items that are required to be filed with OHRP include: 1. Any unanticipated problems involving risks to subjects or others; 2. Any serious or continuing noncompliance with this policy or the requirements or determinations of the IRB; and 3. Any suspension or termination of IRB approval.

HHS regulations at 45 CFR 46.103(a) and (b)(5) require that institutions ensure the following incidents related to regulatory requirements pertaining to research conducted under an OHRP- approved assurance are promptly reported to OHRP:

See OHRP reporting requirements at <https://www.hhs.gov/ohrp/compliance-and-reporting/guidance-on-reporting-incident/index.html>.

### Activities – Education and Consultation

All board members provide consultation to researchers who request pre-submission assistance and often provide consultation after initial reviews. A record of hours spent in consultation is not kept.

### Continuing Education of the IRB

Each meeting of the Full Board includes federally required continuing education. The IRB Research Compliance Officer/Administrative Analyst Specialist, Mr. Gillespie, provides journals, updates, and readings on a wide range of ethical issues in research.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

INSTRUCTIONAL QUALITY COMMITTEE

No report submitted.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Ad Hoc Committee)  
(Faculty Representatives)

SOTE INSTRUMENT REVIEW AD-HOC COMMITTEE

No report submitted.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)  
(Faculty Representatives)

STUDENT GRADE APPEAL PANEL

No report submitted.

## **AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)  
(Faculty Representatives)

### TEACHING ACADEMY

For the AY2016-17, the Teaching Academy (TA) continued to focus on our two main series (Food For Thought and Book Club).

Here are the TA Programs/Activities for 2016-17

1. TA Cabinet Meetings

The Cabinet met on Mondays (at least twice per term) to plan our events for the year.

2. Teaching Workshop – “Food for Thought”

Twice per term, the Teaching Academy sponsored a “Food for Thought” in which a variety of facilitators (one per session) led a theme-based discussion on teaching & learning. This year, our themes were . Breadth vs. Depth (fall); Integrative vs. Discrete (winter); and Theory vs. Practice (spring).

“FOOD FOR THOUGHT”

2016-17 ‘Food for Thought’ Schedule - Wednesdays from 12-1:15pm in TRC (Fall – 10/19 & 11/9; Winter – 2/8 & 3/8; Spring – 4/12 & 5/10):

- Fall – Breadth vs. Depth
- Winter – Discrete vs. Integrative
- Spring – Practice vs. Theory

3. Teaching Workshop – “Book Club”

Twice per term, the Teaching Academy hosted a lunchtime book club discussion, including a lunch. Our books this year were “My Word! Plagiarism and College Culture” by Susan Blum and “Small Teaching” by James.

“BOOK CLUB”

2016-17 ‘Book Club’ Schedule – Thursdays from 12-1:15pm in TRC (Fall – 10/20 & 11/10; Winter – 2/9 & 3/9; Spring – 4/13 & 5/11):

- 1st Book (10/20, 11/10, 2/9) – “My Word! Plagiarism and College Culture” by Susan Blum <http://www.cornellpress.cornell.edu/book/?GCOI=80140100330460>
- 2nd Book (3/9, 4/13, 5/11) – “Small Teaching: Everyday Lessons from the Science of Learning” by James M. Lang <http://www.wiley.com/WileyCDA/WileyTitle/productCd-1118944496.html>

4. Leadership for AY2016-17:

Per our revised, approved Charter, we confirmed our Chair (Craig Seal) and Vice-Chair (Terry Nelson, who will assume the Chair position for AY2018-19).

5. TA Membership:

The TA Cabinet established a protocol, that faculty who attend at least 4 TA events during the year, are eligible for TA membership.

6. Teaching Tips:

Our Vice Chair (Terry Nelson) has taken the lead in providing campus-wide “Tuesday Teaching Tips”.

### **TA CABINET MEMBERS (2016-17):**

College of Arts and Letters: Terri Nelson (2015-18), Wendy Smith (2014-2017)

College of Business and Public Administration: Kimberly Collins (2014-2017)

College of Education: Lasisi Ajayi (2014-2017)

College of Natural Sciences: Dorothy Chen-Maynard 2014-2017)

College of Social and Behavioral Sciences: King-To Yeung (2015-2018)

Library: Gina Schlesselman-Tarango (2014-2017)

TRC: Davida Fischman, Ex-officio

Chair: Craig Seal (2016-2019)

At-Large: Annie Buckley and Jing Zhang (2016-2019)

**AGENDA (2017-18):**

TA CABINET

Mondays (12-1:15pm)

10/2; 1/22; 4/9; 6/4

BOOK CLUB

Tuesdays (12-1:15pm)

10/17; 11/14; 2/6; 3/6; 4/24; 5/15

Note out books for next year are:

1. The Slow Professor: Challenging the Culture of Speed in the Academy by Maggie Berg

[https://www.amazon.com/Slow-Professor-Challenging-Culture-Academy/dp/1442645563/ref=pd\\_sim\\_14\\_5?encoding=UTF8&pd\\_rd\\_i=1442645563&pd\\_rd\\_r=F5J7W5PXM97DC4VA1A8&pd\\_rd\\_w=FPVBz&pd\\_rd\\_wg=8hLm5&psc=1&refRID=F5J7W5PXM97DC4VA1A8](https://www.amazon.com/Slow-Professor-Challenging-Culture-Academy/dp/1442645563/ref=pd_sim_14_5?encoding=UTF8&pd_rd_i=1442645563&pd_rd_r=F5J7W5PXM97DC4VA1A8&pd_rd_w=FPVBz&pd_rd_wg=8hLm5&psc=1&refRID=F5J7W5PXM97DC4VA1A8)

2. Cheating lessons: Learning from Academic Dishonesty by James Lang

<http://libcat.lib.csusb.edu/record=b2440284>

FOOD FOR THOUGHT

Wednesdays (12-1:15pm)

10/18; 11/15; 2/7; 3/7; 4/25; 5/16

Note our intent is to Celebrate Teaching by inviting past Golden Apple winners to lead our food for thought discussions. Per our discussion, I'll work from the latest winner down the list, until we have 6 confirmed.

**TA CABINET FOR 2017-18:**

- College of Arts and Letters: Terri Nelson (2015-2018)
- College of Business and Public Administration: Jing Zhang (2016-2019)
- College of Education: TBD (2017-2020)
- College of Natural Sciences: Dorothy Chen-Maynard (2017-2020)
- College of Social and Behavioral Sciences: King-To Yeung (2015-2018)
- Library: Lisa Bartle (2017-2020)
- TRC: Davida Fischman, Ex-officio
- At-Large: Annie Buckley and Craig Seal (2016-2019), and up to 3 additional (2017-2020)



**OTHER COMMITTEES  
AND  
REPRESENTATIVES**

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### ACADEMIC COUNCIL ON INTERNATIONAL PROGRAMS

#### GENERAL OVERVIEW

The CSU Academic Council on International Programs (ACIP) is an advisory body to the Office of International Programs (CSU IP), located in the Office of the Chancellor at the CSU headquarters in Long Beach.

ACIP includes one faculty representative from each of the 23 CSU campuses, two state-wide Academic Senate liaisons, four IP coordinators, plus four IP participants returning from their study abroad.

The Council is comprised of five committees:

Academic and Fiscal Affairs Committee (AFAC) Student  
Affairs Committee  
Faculty Affairs Committee (FAC) Program  
Review Committee Executive Committee

#### ACIP MEETINGS/PROGRAM REVIEW:

This year, the ACIP held its two annual meetings on October 20-21, 2016 (CSU Chancellor's Office) and April 13-14, 2017 (CSU East Bay). Resident Directors returning from France, Italy and Spain were debriefed on January 30, 2017. An additional meeting was held on March 2-3 at the Chancellor's Office to interview potential Resident Directors for 2018-19 and review IP student applications. ACIP meetings for next year are scheduled for October 19-20, 2017 (CSU Chancellor's Office) and April 12-13, 2018 (CSU Chico).

CSU IP locations currently include the following:

Australia	Germany	Mexico	South	
Canada	Ghana	Africa	Spain	
Chile	Israel	Italy	Sweden	Taiwan
China	Japan	United Kingdom		
Denmark	Korea			
France				



This year, ACIP reviewed programs in Spain (Jaen), Japan and Korea and made additional recommendations for other locations. The Program Review calendar through 2021-2022 includes the following countries:

2017-2018: Sweden, Germany, Canada 2018-2019:  
UK, Chile, China/Taiwan 2019-2020: South  
Africa, Italy, Mexico  
2020-2021: Ghana, Spain (Granada/Madrid), Australia 2021-2022:  
France, Denmark

Due to the complexity of the CSU IP program in Italy (including a six-year lease that will expire in 2020 and the pending relocation of the CSU office in Florence), it was decided that the next advertised Resident Director position in Italy will be a two-year appointment (for the 2019-20 and 2020-21 academic years, exclusively).

Two databases are currently being used by Resident Directors for reporting purposes: Terra Dotta Software (TDS, aka CSU IP Portal) and the Academic Database (similar to PeopleSoft). Resident Directors are now also required to receive the CSU system-wide online training for sexual harassment, FERPA and Title IX before departure.

#### FACULTY SEMINARS

CSU IP has begun preparations for a series of International Faculty Partnership Seminars designed to provide international professional development opportunities for faculty of diverse disciplines from all CSU campuses. These seminars will also enable CSU faculty to establish professional connections with overseas partners of CSU IP and better understand and promote CSU IP program offerings for their students. Tentatively scheduled for June 2018, the first faculty seminar will be held at the University of Ghana (Legon). Applicants will choose between five thematic strands:

- Economics, Development and Governance
- African Diaspora
- Teaching Africa
- African Art, Image and Literature
- Africa and the United States

Future seminars include Paris, France (2019) and Baden-Württemberg, Germany (2020).

#### IP STUDENT PARTICIPANTS:

The CSU Office of International Programs reports that expected enrollment for 2017-18 is 718 students across all programs. CSUSB students will be participating in CSU IP programs in Canada (1 student), France (2), Spain (2), Sweden (3), the UK (4), South Korea (1), and Taiwan (1). All IP student applicants from CSUSB were interviewed on our campus on February 6 and 7, 2017 and participated in a pre-departure orientation for CSU campuses in Southern California in May.

In response to the 2025 Graduation Initiative, CSU IP is stepping up its efforts to provide “360 degree” advising (e.g., during the application period, pre-departure orientation, while abroad, and upon return) and ensure that credits earned abroad factor into students’ degrees so that study abroad does not impact their graduation date.

In addition, to assist with reverse culture shock and other challenges associated with re- entry, CSU IP is now inviting recent IP participants to participate in a study abroad returnee conference known as *Lessons from Abroad*. Students meet other recent study abroad returnees, learn about funding opportunities for graduate school, explore international careers and volunteer opportunities abroad, learn job interview tips, and connect with professionals working in various international arenas.

FACULTY AND STAFF APPOINTMENTS:

The CSU Chancellor's Office appointed the following International Programs Resident Directors for AY 2018-19:

<b>Country</b>	<b>Faculty Name</b>	<b>CSU Campus</b>
France	Caroline Mercier	Stanislaus
Italy	Andrew Dickson	Fullerton
Spain	Antonio Jimenez-Jimenez	Channel Islands

There are also three new staff members who have recently joined the CSU Office of International Programs:

- Katie Roller, Associate Director
- Nancy Skoulphong, Assistant Director of Fiscal Affairs
- Kristy Sauerby, Assistant Director of Student Affairs

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### Alcohol, Tobacco, & Other Related Drugs Advisory Committee

During the past year, the Alcohol, Tobacco, and Other related Drugs (ATOD) Advisory Committee met on the last Wednesday of each month from 1-2pm as a committee of the whole to discuss campus issues related to alcohol, tobacco, and drug use. During each meeting, the committee reviewed any recent ATOD related incidents as well as the handling of such incidents. The ATOD committee accomplished several achievements during the past year. First, the committee worked in conjunction with University IT to develop a webpage that provides information regarding substance use as well as the various campus resources that deal with this issue. This year, the committee implemented the College Alcohol Intervention Matrix (CollegeAIM), developed by the National Institute on Alcohol Abuse and Alcoholism (NIAAA), to aid in program planning for each of the constituent departments. With this tool, the committee has identified the various programs and strategies that are used by each department. The tool also provides information regarding the relative effectiveness, costs, and barriers to implementation for many of the programs and services that are used to address substance use in higher education. The use of the tool has led several constituent departments to modify their future ATOD programming.

Prepared by: Douglas Weiss, Criminal Justice Department

#### Committee Members

Albert Angelo, Student Health Center, Health Educator  
Aaron Burgess, Santos Manuel Student Union, Interim Director Shane  
Calhoun, Counseling & Psychological Services, Counselor  
Micah Carlson, Student Health Center, THRIVE Recovery Peer Health Educator Natalie Cleary,  
Office of Student Engagement, Assistant Director  
Thomas David, Social Work Department, Faculty  
Beth Jaworski, Student Affairs, Assistant Vice President for Student Services Misty  
Levingston, Office of Student Engagement, Program Coordinator Nerea Marteache  
Solans, Criminal Justice Department, Faculty  
Richelle Marracino Ghazal, Student Health Center, Lead Physician  
Jennifer Stevenson, Student Conduct & Ethical Development, Assistant Director Morgan  
Walker, Athletics, Compliance Coordinator  
Tess Webster-Henry, Student Health Center, Health Educator (Chair)  
Douglas Weiss, Criminal Justice Department, Faculty  
Brian Willess, Office of Orientation & First Year Experience, Director Marina Wood,  
Counseling & Psychological Services, Advocate  
John Yaun, Office of Housing & Residential Life, Director Rosemary  
Zometa, Office of Student Engagement, Interim Director University Police  
Department Representative

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

ASSOCIATED STUDENTS INC. BOARD OF DIRECTORS

No report submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### ATHLETICS ADVISORY

Per email from the Faculty Senate on June 1, 2017, this is to comply with the Faculty Senate Report requirement for committees for the Intercollegiate Athletic Advisory Committee. The report is due by June 30, 2017.

This committee has a number of faculty members (listed in the cc above). The current committee chair is Professor Dorothy Chen. The committee in the past has usually met one time per quarter.

The Director of Athletics generally interacted with the committee throughout the year, as do members of his staff.

Ongoing business of the committee has generally consisted of updates on performances of the various teams, both athletically and academically, and on upcoming and possible fundraising activities. The various teams have continued to enjoy considerable success, both athletically and academically; in fact, various ways to publicize the successes to the campus community and beyond continue to be investigated and implemented.

The committee has also continued to monitor gender equity in sports programs on campus and the changing nature of Title IX, as well as possible expansion of sports programs and attendant costs (all of which have been called to the attention of the Senate at times).

It appears that in the 2016-2017 academic year the committee has not met. However, during the 2016-2017 academic year, a search was conducted for a new athletic director. Shawn Farrell was appointed athletic director beginning July 1, 2017. Morgan Walker served as the interim athletic director during the 2016-2017 academic year. Members of this committee, the IAAC, although not necessarily members of the search committee for the new athletic director, did participate in the search. Perhaps one of this committee's goals, under the new athletic director, would likely be to return to regular meetings of the IAAC.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### CALENDAR COMMITTEE

The Calendar Committee did not meet during 2016-2017, as the annual calendars have been approved by the Faculty Senate all the way till 2022.

However, the committee has been working with the university's Q2S Steering Committee on the semester calendar in the following way. Its efforts have been focused on assisting the Q2s team in the designing of campus-wide calendar survey and developing alternatives for both the annual calendar and the weekly schedule. This work is expected to continue into 2017-2018.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### CAMPUS ACCESSIBILITY ADVISORY BOARD

The Campus Accessibility Advisory Board (CAAB) committee meets on a quarterly basis.

This year the CAAB committee discussed the installation of vehicle safety gates in select locations on the campus, the revision of the Campus Accessibility Guide, the recruitment of a fulltime ATI Coordinator, the launch of the new ATI website and training programs, the placement of evacuation chairs in stairwells, the addition of disabled parking spaces at the Palm Desert Campus, the continued education to the campus community on writing email messages that are accessible, the coordinated efforts with other institutional committees, such as ATI, and also discussed various ADA related projects on campus.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### CHILDREN'S CENTER ADVISORY COMMITTEE

Committee did not meet during this AY.



**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

DIVERSITY COMMITTEE (UNIVERSITY)

No report submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### ENERGY CONSERVATION COMMITTEE

Committee did not meet during this AY but will reconvene for the 17-18 AY.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### FACILITIES PLANNING COMMITTEE

The committee did not meeting during the AY.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### **INSTRUCTIONALLY RELATED PROGRAMS BOARD**

#### **Faculty members who sat on the board**

Dr. Kevin Grisham  
Dr. Dorothy Chen-Maynard  
Dr. Todd Johnson

#### **Staff who sat on the board**

Jenna Aguirre  
Cheryl Calderon  
Deletta Anderson

#### **Students who sat on the board**

Jasper Soll  
Cassandra Phelps  
Nancy Palafox  
Acacia Weber  
Miguel Alvarado  
Sarah Arechiga  
Sean Maulding

#### **Number of meetings held**

We held three meetings this academic year, 2016-2017.

#### **Amount of funds distributed**

In the fall quarter we held a “mid-year” meeting in order to disburse additional funds in the amount of \$10,788.40. In the spring quarter we met to disburse the 2017-18 awards and we distributed \$597,926.00 to programs and departments that support the academic mission of CSUSB as outlined by the guiding CSU Executive Order.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### INTELLECTUAL LIFE AND VISITING SCHOLAR COMMITTEE

The Committee met twice in the 2016-2017 academic year. The first time in Winter 2017 on the second round of applications for the 2016-2017 cycle. We approved five events in the amount of \$5,000. The second time the committee met was in Spring 2017 to act on applications submitted for 2017-2018. We approved eight of the nine applications in the amount of \$17,000.

During this year, the committee revised the application packet for greater clarity and usability. We have also, for the first time, instituted the requirement of post-event reports from fund awardees, using a standardized template. All awardees for the 2016-2017 year have filed their reports.

The Intellectual Life and Visiting Scholar Fund, the amount of which has varied between \$15,000 to \$20,000, seems to be playing a vital part to enhance the intellectual vitality of the campus. We expect it to continue its function along what appears to be a well carved-out path.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

INTERNATIONAL STUDENT SERVICES ADVISORY COMMITTEE

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

PALM DESERT CAMPUS PLANNING & OPERATIONS COUNCIL

The committee did not meet during this AY.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### PHILANTHROPIC FOUNDATION BOARD OF DIRECTORS

The Board has met the following times over the course of the year:

09.29.16

12.01.16

03.23.17

Use the link below to view agendas and minutes:

<https://www.csusb.edu/advancement/philanthropic-foundation/board-directors/board-meetings-calendar>



**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

RECREATION COMMITTEE

No report submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

SCHOLARSHIP COMMITTEE (UNIVERSITY)

No report submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### STUDENT AID COMMITTEE

The committee reviews and makes decisions on appeals of 2<sup>nd</sup> level or higher for students appealing their loss of financial aid due to not having met the satisfactory academic progress (SAP) policy requirements set forth by the Title IV regulations. In the 2016-17 academic year, the committee reviewed 449 appeals as follows: Fall 2016=219, Winter 2017=161, and Spring 2017=69.

#### **Meeting Frequency:**

The committee meets on Tuesdays and Thursdays for approximately 1 hour during the regular academic year. The committee begins meeting in the summer months to review SAP appeals for the upcoming academic year, after the annual SAP process is completed, usually in mid-July.

#### **University SAP Committee Members:**

LaKeisha Rivers, Associate Director of FAO (Chair); Veronica Amerson, Director of EOP; Stephanie Martinez, Teacher Education; Eduardo Mendoza, Advising and Academic Services; and Diane Fass, Counseling and Psychological Services.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

STUDENT HEALTH ADVISORY COMMITTEE

No report submitted.

## OTHER COMMITTEES AND REPRESENTATIVES

(Faculty Representatives)

### STUDENT RESEARCH COMPETITION – GRADUATE & UNDERGRADUATE

## CSUSB Student Research Competition Overview

On February 24<sup>th</sup>, 2017, the OSR organized the annual CSUSB Student Research Competition to select the students that would represent our campus at the annual CSU statewide student research competition at CSU, San Luis Obispo on April 28<sup>th</sup> and 29<sup>th</sup>, 2017. The table below shows the timeline followed.

Table 1. Event Planning Timeline

Task	Deadline
Set campus deadline for application. (Deadline extended to February 5 <sup>th</sup> )	Summer 2016
Prepare application and make announcement to campus (info/application are updated on website).	Fall 2016
Once presentation date is set, reserve room(s) for presentations (SMART rooms if possible).	Summer 2016
Faculty Senate selects committee members in August.	Fall 2016
Competition information from the Chancellor was received on November 21 <sup>st</sup> .	Fall 2016
Contact committee for availability to set date for presentations (send a call for more jurors if needed).	Fall 2016
Organize event (e.g. signage, food, review criteria, room, etc.)	December 2016
Campus announcements were sent from October until the day of the event.	February 2017
Review applications for completeness. Separate applications into undergraduate and graduate.	February 2017
Presentation times scheduled.	February 2017
Once presentations times are set, prepare applications into packets and deliver to committee along with information packet (presentation times/location, sample score sheet, etc.).	February 7 <sup>th</sup> , 2017
Review applications for any AV equipment needs	February 16 <sup>th</sup> , 2017
Prepare score sheets for students (1 per student), ranking sheet for each category, minute signs, door signs, sign-in sheets, etc.	February 22 <sup>nd</sup> , 2017
Competition and selection of students.	March 6 <sup>th</sup> , 2017
Prepare letters to students notifying them of their acceptance & meeting date.	March 6 <sup>th</sup> , 2017
Prepare thank you letters for faculty serving on the committee.	March 8 <sup>th</sup> , 2017
Prepare letters to students that were not selected.	March 8 <sup>th</sup> , 2017
Prepare applications to be sent by deadline to state competition host.	March 16 <sup>th</sup> , 2017
Host mock-presentations to prepare team members.	April 5, 2017
Host team meeting to discuss the activities of the CSU competition.	April 20 <sup>th</sup> , 2017

### Participation

Student participants must be current students enrolled at CSUSB. Alumni/ alumnae who received their degrees in spring, summer or fall 2016 are also eligible. Student research should be appropriate to the student's discipline and career goals although proprietary research is excluded, presentations from all disciplines are invited.

During the competition students are divided into undergraduate and graduate divisions into each of the following categories:

- Behavioral and Social Sciences
- Biological and Agricultural Sciences
- Business, Economics and Public Administration
- Creative Arts and Design
- Education
- Engineering and Computer Science
- Health, Nutrition, and Clinical Sciences
- Humanities and Letters
- Physical and Mathematical Sciences
- Interdisciplinary

Student delegates were competitively selected by faculty chosen by the Faculty Senate. The Faculty Senate selected ten faculty (5 for undergraduate and 5 for graduate) to serve on the jury. This year, additional jurors were added. Table 2 lists the faculty names and colleges of those who participated as jurors during the competition.

Table 2. List of 2017 Faculty Volunteers

	<b>Faculty</b>	<b>College</b>	<b>Committee</b>
<b>1</b>	Daniel MacDonald	JHBC	OSR
<b>2</b>	Nerea Marteache-Solans	SBS	OSR
<b>3</b>	Sharon Ward	SBS	Senate
<b>4</b>	Ariana Huhn	SBS	OSR
<b>5</b>	Joseph Wellman	SBS	OSR
<b>6</b>	Peter Robertshaw	SBS	OSR
<b>7</b>	Dionisio Amodeo	SBS	OSR
<b>8</b>	Alexis Norris	SBS	OSR
<b>9</b>	Karen Robinson	SBS	OSR
<b>10</b>	Jemma Kim	AL	Senate
<b>11</b>	Risa Lumley	AL	Senate
<b>12</b>	Maria Garcia Puente	AL	OSR
<b>13</b>	Becky Talyn	CNS	OSR

14	Jeremy Dodsworth	CNS	OSR
15	Monideepa Becerra	CNS	OSR
16	Jenevieve Roper	CNS	OSR
17	Elizabeth Martin	CNS	Senate
18	Laura Newcomb	CNS	OSR
19	Codi Lazar	CNS	OSR
20	Kerry Cato	CNS	OSR
21	Andreas Beyersdorf	CNS	OSR

The OSR makes every effort to recruit students from each college to participate. The OSR Co- Directors contacted faculty from each college to request assistance with encouraging students to present. As Table 3 demonstrates, the colleges of Natural Sciences and Social and Behavioral Sciences have led the way with the largest number participants. The OSR intends to focus on recruiting more students from JHBC and COE next academic year.

Table 3. Student/ Faculty Participation

College	Undergraduate		Graduate		Faculty	
	2015-2016	2016-2017	2015-2016	2016-2017	2015-2016	2016-2017
College of Arts and Letters (CAL)	1	1	1	4	2	1
Jack H. Brown College of Business and Public Administration	0	0	0	0	0	2
College of Education (COE)	0	0	1	1	1	2
College of Natural Sciences (CNS)	6	8	3	3	7	9
College of Social and Behavioral Sciences (SBS)	4	2	3	12	5	6
John M. Pfau Library	n/a	n/a	n/a	n/a	n/a	1
<b>Total</b>	11	11	8	20	15	21

For the CSU Student Research Competition, each campus is allowed to submit up to ten entries in the ten categories. This year CSUSB submitted nine entries (twelve students) to represent CSUSB. Table 4 below lists the teams.

Table 4. CSUSB Student Teams

Student	Major	Class level	Title
Andre Adame	Communication Studies	AL	The Developments and Applications of Uses and Gratifications o Video Game Studies
Jesse Argueta/Anel Torres	Biology	CNS	Assessment of Developmental Toxicity Potential of Glyphosate-Based Herbicides Using Drosophila melanogaster Primary Embryonic Stem Cell Cultures
Jonathan Aquino	Kinesiology	CNS	Comparing Smart Apparel Muscle Activity Measurements to Surface Electromyography During Exercise: Preliminary Data Analysis
Karah Shouse	Kinesiology	CNS	Can all your shots come true? A comparison of self-modeling techniques on free throw performance

<b>Lizett Gonzalez/Joshua Dimapilis, Marlene Noriega</b>	Biology	CNS	Detection and Cultivation of Members of Aigarchaeota G1 in Great Boiling Spring
<b>Evan Mills</b>	Applied Archeology	SBS	Seasonal Round Travel and the Cost of Mobility
<b>Janhavi Dhargalkar</b>	Biological Psychology	SBS	Effects of Repeated Fluoxetine and Paroxetine Exposure on Hippocampal BDNF Functioning in Adolescent Rats
<b>Shannon Claredon</b>	Applied Archeology	SBS	Fire Affected Rock: An Investigation Of Diagnostic Utility
<b>Jessica Porter-Rodriguez</b>	Applied Archeology	SBS	The Impact of the Medieval Climatic Anomaly on the Archaeology at Edwards Air Force Base

Overall the event went well. The number of student presenters increased by 63 percent, and the number of faculty increased by 40 percent. Additionally, a total of 45 students and faculty attended the event February 24<sup>th</sup>.



Congratulations to Janhavi Dhargalkar, psychology, who took 1st place in the Social and Behavioral Sciences undergraduate category and to her fellow teammates who participated in the competition.



(Left to right) Andre Adame, Lizett Gonzalez, Joshua Dimapilis, Jesse Argueta, Anel Torres, Janhavi Dhargalkar, Marlene Noriega (2017 CSU Student Research Competition, Cal Poly San Luis Obispo)

### Recommendations

1. Advertise event to campus to increase student attendance.



2. Offer incentives to complete survey to both attendees and presenters.
3. Collaborate with JHBC and COE to improve student participation.

### **Goals**

1. Increase student participation by 5 percent at the CSUSB competition.
2. Effectively administer, collect and analyze the survey responses of all presenters and attendees.

## OTHER COMMITTEES AND REPRESENTATIVES

(Faculty Representatives)

### SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS

The Student Union Board of Directors oversees the operations and programs of the non-profit Santos Manuel Student Union. The SMSU is an auxiliary enterprise of California State University, San Bernardino and is incorporated as a California Non-Profit Corporation. Board members are also part of standing committees that advise the Board on matters concerning the SMSU. The Board of Directors meets every second Thursday of the month between October and June at 10:00 a.m. Eight Standing Committees of the Board meet once a quarter depending on need.

#### **Senate Appointed Members:**

Dr. Mary Fong, Professor, Communication Studies Department

Dr. Josephine Mendoza, Professor, Computer Science & Engineering Department

#### **Summary of Board of Directors Accomplishments**

Approved new staff positions for the Recreation & Wellness Center

Approved the 2017-2018 Operating Budgets for the SMSU and Recreation & Wellness Center

Completed the position searches for and hired the SMSU Executive Director and Recreation & Wellness Center Director

Approved the Minimum Wage Increase for the SMSU and Recreation & Wellness Student Assistants

#### **Summary of the Personnel Committee Accomplishments**

Participated in the SMSU Executive Director Position search

Reviewed the SMSU Personnel Policies Manual

Reviewed the established managerial objectives for Executive Director

Reviewed position descriptions of existing positions

Reviewed applications for the SMSU Board of Directors Student Representative positions

#### **Attendance Sheet for Santos Manuel Board of Directors/Committee Meeting**

<b>Board of Directors Meeting Attendance</b>		
<b>Dates</b>	<b>Mary Fong</b>	<b>Josephine Mendoza</b>
10/13/2016	No	No
11/10/2016	No	No
12/1/2016	No	No
1/19/2017	Yes	No
2/21/2017	Yes	No
3/9/17	Yes	No
4/13/2017	No	Yes
5/11/2017	No	No
6/8/2017	No	Yes

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#### **Personnel Committee**

<b>Name</b>	<b>Dates</b>	<b>Attendance</b>
Josephine Mendoza	12/8/2016	No
Josephine Mendoza	2/17/2017	Yes
Josephine Mendoza	5/8/2017	Yes
Josephine Mendoza	6/6/2017	Yes

## OTHER COMMITTEES AND REPRESENTATIVES

### UNIVERSITY ENTERPRISES CORPORATION BOARD OF DIRECTORS

#### **OFFICERS**

Tomás Morales, Chief Executive Officer Ed  
Teyber, Chair  
Lois Carson, Vice Chair  
Douglas Freer, Secretary/Treasurer

#### **BOARD MEMBERS**

Lois Carson	Director (Community); Board Vice Chair
Dorothy Chen-Maynard	Director (Community)
Alex Gutierrez	Director (Student); ASI President Director;
Douglas Freer	Board Secretary/ Treasurer Director;
Ron Fremont	CSUSB VP of Advancement
Shari McMahan	Director; CSUSB Provost/ VP of Academic Affairs
Brian Haynes	Director; VP of Student Affairs
Josephine Mendoza	Director (Faculty)
Barabara Sirotnik	Director (Faculty)
Tomás Morales Sam	Director (Faculty); University President
Sudhakar	Director; CSUSB VP of Information Technology Services
Ed Teyber	Board Chair; Director ( Community)
Valerie Zellmer	Director (Community) Director

#### **SENATE-APPOINTED MEMBERS**

Barbara Sirotnik, Professor, Computer Science & Engineering  
Josephine Mendoza, Professor, School of Computer Science & Engineering

#### **DATES OF MEETINGS/FACULTY DIRECTOR ATTENDANCE**

Wednesday, September 28,2016	Josephine present	Barbara absent
Wednesday, December 14, 2016	Josephine present	Barbara absent
Wednesday, March 14, 2017	Josephine present	Barbara absent
Friday, June 2, 2017	Josephine present	Barbara present

## **Summary of 2016/17 Events:**

The focus for UEC this past year was centered on increasing commercial revenue streams and expanding dining operations on campus. I am pleased to report success with both efforts.

A new amendment was negotiated with Follett Higher Education Group that brought increased commission revenue from the Coyote Bookstore and a new pouring rights agreement was negotiated and signed with Pepsi. This new agreement with Pepsi was awarded after conducting an extensive selection process and provides a substantial increase in financial consideration compared to the previous 10-year agreement with Coca-Cola. The last commercial agreement opportunity is the dining services agreement with Sodexo which will be targeted for negotiation in fiscal year 2017/18.

Expanding the campus dining operation began in earnest with the transition of the Starbucks Library project from a feasibility study to an actual project with construction tentatively scheduled to start in October 2017. In an effort to expand dining operations to the west side of campus, a dining unit is being planned for the College of Social & Behavioral Sciences. This project will include an Einstein Bros. Bagels and the convenience store operation currently housed in the trailer adjoining the SBS building. Both of these projects will be open for fall 2018. UEC has also been working very closely with Student Housing on the new dining facility scheduled to open in August of 2018.

John Griffin  
Executive Director

## **Agendas and Minutes**

Agendas and minutes for UEC Board of Directors meetings can be found on the UEC website at <http://uec.csusb.edu/>.