

Chicago State University Faculty Senate

Meeting Minutes

September 1, 2020

12:30 via GoToMeeting

- A. Call to order 12:30
 Present: Pat Steinhaus (President), Valerie Goss (Vice-President), Sarah Buck (Recording Secretary), Gabrielle Toth (Corresponding Secretary), Ahmed Abu Fayyad, Alesia Richardson, Arthur Redman, Asamamaw Yimer, Byung-In Seo, Deborah Lynch, Chyrese Wolf, Eddie Gaytan, Edward Ofori, Garrard McClendon, Hafeez Faridi, Joanna Kolendo, John Chern, Joni Jackson, Jubilee Dickson, Karel Jacobs, Kristy Mardis, Leslie Baker-Kimmons, Marshaun Robinson, Michael McNicholas, Nadeem Fazal, Nancy Grim, Olanipekun Laosebikan, Walid Al-Ghoul, Rae-Anne Montague, Rosalind Fielder, Rupa Potti, Soo Kang, Tonya Hall, William Jason Raynovich, Yashika Watkins, Gayle Porter, Vincent Osaghae
- Guests: Devi Potluri, Leslie Roundtree
- B. Approval of May Minutes 12:30-12:35
- McNicholas moved to approve minutes, Byung- In Seo seconded: minutes approved with 1 abstention
- C. Provost's Report 12:35-12:50
- Working during the summer in preparation for fall. Thank you to FS for participating in planning meetings.
 - Make sure to review University Operating Plan and the Appendix, the latter of which provides additional details
 - "Scenario Planning" (i.e., "what happens if...") has been uploaded; please review
 - A standing group meets every Friday to review status of Covid situation and impact on campus. FS representatives attend the meeting.
 - Faculty Development Week occurred last week
 - Strategic Planning is a main focus this year and preparing for HLC
 - Had a conference with other Provosts across the State. Our positivity rate and number of exposures are much lower than other campuses. Other schools had offered more classes on campus and had to roll back.
 - How is information disseminated across the university? Library has been attempting to communicate with the University campus; should go through Marketing. Note there is a new director in Marketing. Additionally, copy Sabrina Land on these types of communications.
 - Email crashed, but has been re-established (broke the link to the list serves)
 - Free COVID testing at Walgreens last week. This week, dorm students were tested. Testing will take place on campus this week, at no cost, but they will need

insurance information and ID. All of these are the quick tests and the least invasive. Available for all faculty, staff, and students.

- Any guidance for faculty working mostly remotely but need to come to campus on occasion? Buildings are mostly open if there are classes, but not as open as normal. Alert police dispatch so they know you are there.
- New emergency communication system has been rolled out. You can use this app to let them know you are leaving the building. This is an app that needs to be downloaded.
- If you plan to regularly park on campus, there are discounted parking permits. If coming on occasion, pay for parking as you come.

D. Report from HLC

12:50-12:55

Prof. Kay Dawson, Co-Chair of the University Accreditation Steering Committee (UASC)

- Accreditation visit AY '22-23, regardless of COVID
- Self-study needs to be written
- Need sub-committees populated with faculty and students. A document was emailed to campus on 9-1-20. Chairs and co-chairs are needed, particularly in Assessment. Criterion 5 co-chair should be CEO (?) of Finance. Need two co-Chairs for Criterion 2 (Ethics related). Editing committee. Compliance co-Chair. Sub-committees need to collect evidence or documents to write the report.
- If you go to the HLC website and go to “accreditation”, you can find more information on the criterion and sub-committees.
- If interested in a sub-committee, contact Kay or Gabrielle
- Can FS assist in a more direct way? Someone from FS should be on Steering Committee. Meets on Friday afternoons. Also, FS needed on Criteria 3 and 4.
- Criterion 3: is what we used last year sufficient?
- Timeline to join committees? By end of October.
- Meetings are remote!

E. Reports from Other University Units

1) Graduate Admissions, Dr. Devi Potluri

12: 55-12:58

- a. Thank you to the Graduate Coordinators for their work
- b. Graduate School numbers are increased (~12% up from last year)
- c. New Online Application Review process has facilitated the process
- d. Need 6 faculty members to sit on Honorary Degree Selection committee (University service level). If you are interested, contact Pat or Devi (vpotluri@csu.edu).

2) UPI, Dr. Deborah Lynch

12:58-1:01

- a. FS Executive Committee is in the process of finalizing the bylaws, which is proposing UPI President to be ex-officio non-voting member of the FS EC in order to facilitate communication (needs to be approved by FS Rules and Operation committee).

- b. Rosalind Fielder and Deb Lynch have had bi-weekly meetings during the summer in conjunction with colleagues across the State
 - c. In negotiations over an updated MOU on COVID. Next session is 9-2-20.
 - d. Will resume monthly union meetings on 3rd Thursdays at 12:30.
- F. Standing Committee Reports- if you are interested in joining a committee, contact Chairperson directly or contact Pat. Decisions made at the FS come up through the committees. Committee Chairs should send meeting dates/times to Pat.
- 1) Executive Committee and Summer Committee- Pat 1: 01-1:06
- Reviewing FS EC bylaws. Will finalize next summer.
 - McNicholas developed new Senator orientation. Was presented prior to today's FS meeting.
 - Worked throughout summer on COVID response task force
 - All FS documents are on FS Moodle page. All Senators will have access to this course shell.
 - Next meetings will occur in Moodle using Big Blue Button
 - A new section or folder will be added to Moodle for 2020-2021
- Full Senate Approval of:
- a) COVID-19 Syllabus Addendum (approved by FS Executive Committee)
 - a. Montague moved to approve addendum, Potti seconded: motion approved unanimously
 - b. Document will be sent again to faculty
 - b) 2019-2020 Annual Senate Report
 - a. By-laws require FS to submit an annual report
 - b. McNicholas moved to approve report, Al-Gould seconded: motion approved with two abstentions
- 2) Technology Committee- Soo Kang 1:06-1:16
- a. Faculty surveys have gone out, but there are still items that have not been addressed
 - b. Faculty have been granted Zoom accounts
 - c. Moodle support is overwhelmed. CTRE does not have money for a staff hire. Provost allowed for two faculty to help (names to be submitted by the end of this week). These faculty are slated to receive cues (cannot be overrides). Responsibilities need to be defined. Submit names to Pat or to Soo Kang (skang@csu.edu). DEC and Provost office will make final approval of faculty.
 - d. Need representative from different colleges (particularly Pharmacy and Business) on committee
- 3) Social Committee 1:16-1:18
- a. Works to develop opportunities for the faculty and FS to socialize
 - b. Let Pat know if you are interested in this committee. Needs a Chair
 - c. Tonya Hall wishes to recognize Mark Sudeith for his work as a faculty and staff member for over 3 decades at CSU

- 4) Shared Governance Committee- Tonya Hall 1:18-1:20
 - a. Met as a summer committee to develop final draft of Shared Governance by-laws, which were submitted to FS President. Faculty can review
 - b. Members needed to join this committee.
 - c. Faculty and staff participation in decision making at university as well as administrative accountability. Speaks to HLC Criteria 5 Institutional Effectiveness, Resources, and Planning

- 5) Rules and Operations Committee- William Jayson Raynovich 1:20-1:22
 - a. Run elections
 - b. Houses faculty bylaws for FS committees
 - c. Needs 2 members

- 6) Library Committee- Joanne Kolendo 1:22-1:24
 - a. Need members
 - b. Inform and promote library resources so that campus community know what is available, any changes, events happening in the library, serve as a connection between faculty and the Dean of the Library

- 7) Curriculum Coordinating Committee- Kristy Mardis 1:24-1:26
 - a. Approve and oversee program and course changes.
 - b. Need a Pharmacy rep, but positions must be appointed (not volunteer)
 - c. Worked throughout summer on Gen Ed changes
 - d. If you are on a college curriculum committee, send minutes from these to Kristy
 - e. If you have a program change, do it in fall semester

- 8) Buildings and Grounds- Gayle Porter
 - a. Need members
 - b. Related to issues with buildings and structures inside and outside (sidewalks, parking lots, landscaping)
 - c. Want to get designation of Tree Campus back
 - d. Developments discussed could be building of new buildings or refurbishment of established buildings
 - e. Key to in-class meetings
 - f. Need to discuss child care center, baseball field, and swimming pool
 - g. Gayle reported that Michael Holmes indicated there have been updates to the ventilation systems.
 - h. Report buildings/grounds issues within the campus to this committee
 - i. Need a timeline for pool repairs as the pool is an important community resource but is also a classroom for requirements for PE and Recreation majors

- 9) Board of Athletic Advisors- Michael McNicholas 1:28-1:30
 - a. Connected to Athletic Dept related to student athlete life in CSU community
 - b. Need a rep from each college

c. Meet at 2:00 on second Mondays

10) Academic Affairs Committee- Sarah Buck 1:30-1:42

- a. Connector between Provost's office and rest of faculty regarding academic issues, such as admission standards, being a test optional university, or syllabus changes across the university
- b. Needs a member from Business and Health Sciences
- c. Meets second Thursdays at 12:30

*** COVID task force committee will begin planning process for spring. Can FS committee Chairs be a part of this group?

G. Ad Hoc Bylaws Review Committee 1:42-1:47

- a. Met over the summer. Work has been completed and revisions suggested. These will go out to the committees and will be voted on at October FS meeting. Need to have comments/concerns prior to September 29 (when FS Executive Committee meets to discuss)
- b. Note the Budget and the University Personnel Committee removed from the FS bylaws
- c. Removed Appendix A from the bylaws

H. New Business or Old Business 1:47-1:53

- a. NA

I. Senator Comments/Speeches 1:53-2:00

- a. Library is having difficulty with communication (noted above). Statewide consortial system re-opened, which means I-Share materials are again available. Library updated webpage and shifted to new library website management system. You can still sign up your students for library instructions. Contact Gabrielle Toth or Joanna Kolendo for needs.
- b. Question: is there student representation in Senate and/or on committees? This item will be placed under new business at next meeting. Note there is also a student Senate (don't want to duplicate).
- c. CTRE grant: will have two rounds of grants. Deadlines are Sept 10 and Feb 10. Communicate this to your departments. Application is on CTRE website. Encourage tenure track people to apply.

J. Adjournment 2:00