

Chicago State University Faculty Senate

Meeting Minutes

November 7, 2023

[November 2023 - Zoom Link](#)

Present: William Jason Raynovich (President), Yashika Watkins (Vice-President), Sarah Buck (Recording Secretary), Gabrielle Toth (Corresponding Secretary), Deborah Harper Brown, Eddy Gaytan, Yimer Asmamaw, Gabriel Gomez, Jeremy Hughes, Nadeem Fazal, Austin Harton, Jubilee Dickson, Gayle Porter, Tatjana Petrova, Tekleab Gala, Walid Al-Ghoul, Saleem Abuleil, Soo Kang, Michael Williams, Anser Azim, Nicole Lavalais, Sarah Austin, Mohammad Newaz, Amzie Moore

- A. Call to order 12:31
- B. Agenda
 - a. Approval of Agenda
 - b. Rules of the Day (**Appendix A**)
 - i. Gala moved to approve the rules and the agenda, Gomez seconded > approved by unanimous consent
- C. Approval of October Minutes ([October 2023 link](#)) (Rec. Sec.)
 - a. Watkins moved to approve the minutes, Gaytan seconded > motion carried unanimously
- D. Senator Comments/Speeches
 - a. None
- E. Provost Report (Provost Office)- Jeremy Hughes
 - a. Student Success Task Force- looking for additional faculty participation
 - i. Raynovich suggested Dean Mosely contact him for a formal ask through Faculty Senate that can be distributed
- F. Standing Committee Reports
 - a. Executive Committee (Pres. of Faculty Senate)
 - i. Elections (**Appendix E**)
 - 1. Grand Marshal

- a. Roxanne Stephenson won this election with 78% of the vote
 2. Parliamentarian
 - a. Mohammad Islam won this election
 3. Dickson moved to ratify the above election results, Gala seconded > 15 yes, 1 abstention
- ii. Faculty Cue Loads (**Appendix B**)
 1. Provost submitted written statement regarding approval of more than 24 cues
 2. Further discussion was had regarding concern about pushback to departments who have faculty who wish to teach above 24 cues, concern over what the administrative reason is to deny above 24 cues, and whether the approval process has been explained to deans and chairs
 3. Gomez moved to have Buck draft a statement regarding the 24 cues issue to send to the Academic Affairs committee (vote due by November 10) and onward to the Faculty Senate (vote due by November 14), and Raynovich will submit to the Provost by November 15, Austin seconded > motion passed unanimously
 - iii. Faculty Excellence Awards Committee Recommendations
 1. Faculty Senate, per the contract, makes recommendations to this committee
 2. No actions at this time
 - iv. Faculty Senate Budget
 1. \$1400 budget for Senate (some restrictions)
- b. Board of Athletic Advisors
 - i. Issue of student athletes obtaining textbooks was raised; bigger issue is faculty not submitting their book orders to the bookstore. S-A (and others) can only purchase books through the bookstore with their vouchers

- ii. BAA wants to survey faculty about where gaps in knowledge are and ask bookstore to have e-follett do a training on how to do book orders (serves as a motion; Dickson), Toth seconded > motion carried 17 yes, 1 no, 2 abstentions

c. Buildings and Grounds

- i. Proposed Bird Collision Prevention Policy (**Appendix C**)

- 1. Gala moved to approve policy, Toth/Buck seconded > motion carried unanimously

d. ad hoc committee-Faculty Mental Health and Morale (**Appendix D**)

- i. Motion to share the results of the report with the entire faculty, Chairs, Deans, Provost, President, and with the Board of Trustees, Austin seconded > motion carried with two abstentions
- ii. Discussion was had during the Senate meeting to amend recommendations on the report
- iii. Committee is now disbanded

G. New Business

- a. None

H. Adjournment

- a. Austin moved to adjourn, Al-Ghoul seconded > 1:56

Appendix A

Rules of the Day

1. All Senators and guests shall have their full name as their Zoom signature.
2. All Senators shall send a private direct message to the Corresponding Secretary, Prof. Gabrielle Toth for purposes of taking attendance and census for voting and quorum.
3. Only those who are recognized by the President of Faculty Senate shall speak.
 - a. All Senators shall mute when not recognized.
4. Senators may speak on any Action at most twice during any action, the first time for two minutes and the second time for thirty seconds
5. To speak, a Senator shall put the “hand” up in the Zoom feature reactions.
6. All Action Items shall be voted on via Zoom polls.
 - a. Only Senators shall vote in the Zoom polls.
 - b. The polls shall be anonymous.
 - c. The Parliamentarian and the President of Faculty Senate shall unanimously agree that the tally is the sense of the Senate.

Appendix B

TO: Faculty Senate

FROM: Dr. Leslie Roundtree, Interim Provost & Senior VP for Academic and Student Affairs

DATE: October 19, 2023

SUBJECT: Faculty Senate Action Item Regarding Cue loads

As requested, I have investigated the concern that faculty and departments were being limited to 24 cues. There were a series of emails that the Contract Administrator sent to the departments in regards to submission of year longs. The first email was sent mid-September using the wording that courses may be cancelled or adjuncts should be hired. A second email on the same day stated any cue loads over 24 must be accompanied by a written justification. There were at least two more emails discussing the preparation of year longs and the assignment of research cues and a verbal discussion with chairs on preparing year longs. What has been stated and restated is that 24 cues is the defined workload and any additional cues need written justification.

The assignment of cue workloads is defined for faculty in Article 18.2 of the contract which is where the 24 cues is defined. In Article 18.5 regarding overloads, the policy regarding overloads are clearly stated.

18.5 Overload

a. A teaching professional, clinical professional or a resource professional may be requested or assigned, if teaching or primary duty needs exist which cannot be met through voluntary acceptance, to perform duties in excess of the top of the relevant 44 credit unit range specified in Sections 18.2 above, or in excess of six credit units if she/he has an appointment to perform duties in a summer school. Excess units under this Section shall be compensated at the rate specified in Section 29.10. Assignment of involuntary teaching or performance of primary duty overload shall not exceed one three credit unit course per academic term for teaching/clinical professionals or three CUEs per academic year for resource professionals.

No more than 36 CUEs may be assigned over a 9 month period, 40 CUEs over a 10 month period, 44 CUEs over an 11 month period or 48 CUEs over a 12 month period. However, an assignment in excess of these upper limits may be made for program need. The Dean and Provost must submit a recommendation in support of the assignment to the President, who shall consult with the Union Chapter President prior to granting approval for the assignment.

The paragraph cited in the action item discussed the upper limits of any assignment and clearly acknowledges that overload assignments are justified and sought with approval. Critical to implementation of the contract and workload assignments is a discussion and a justification for the number of courses scheduled each semester and the workload assigned to an individual faculty. Thus encouraging an assigned workload at 24 cues is aligned with the contract and best practices for service to our students and support of the faculty.

I believe that while one message was shared with faculty, the complete process and further communication was not apparently shared. To be clear, the request is that any yearlong assignment over 24 must be accompanied with a written justification of need and be approved. I will continue to work with the Contract Administrator and Department Chairs to ensure communication regarding important issues are clear. I am open to further discussion on this contractual issue if needed.

Appendix C

Senate Committee Buildings and Grounds

Senate Meeting Date for Consideration 11/7/2023

Proposed Action

Context/Rationale: Multiple dead birds have been sited on the CSU campus near buildings during migration seasons (spring and fall) at least two years in a row. Faculty member Dr. Megan Garfinkel and her Ecology class have collected and identified 13 species of birds this semester. Dr. Garfinkel and retired geography professor Dr. Halpin suggested a few temporary solutions that would address the issue, including dotted sheets for windows and/or temporary markings. V.P. of Facilities Mike Holmes has given the Committee permission to use temporary solutions; however, the committee serves in an advisory capacity. The committee is willing to coordinate with the Facilities department to enact needed changes. Attached below is a bird safety document from UIC for reference.

https://drive.google.com/file/d/1a2VM-FQljVmep706zdrASFuZD.Jl_27ET/view

It is possible that the appropriate faculty, i.e., Dr. Megan Garfinkel and some of her students would be able to assist the said Facilities department in that effort..

Exact Language of the Proposed Action: The Buildings and Grounds committee recommends a Bird Collision Prevention policy on the CSU campus and endorsement from the Faculty Senate to create such a policy in coordination with the Physical Facilities Planning and Management (PFPM) department

The Buildings and Grounds committee will advise the V.P. of Facilities on policies and actions for addressing bird collisions on campus mainly during migrations in spring and fall;. The V.P. of Facilities and the staff of Facilities will be responsible to enact and implement the changes to existing campus buildings and for new buildings that are being constructed.

The Faculty Senate recommends the V.P. of Facilities works works with Dr. Megan Garfinkel and her students to assist the Facilities Department in reducing bird deaths during the 2023-2024 Academic Year.

Appendix D

Senate Committee ad hoc Committee - Faculty Morale and Mental Health

Senate Meeting Date for Consideration 11/3/2023

Proposed Action

Context/Rationale: The report links are included below:

Written report: [Mental Health and Morale Report - Spring 2023](#)

Data: [Mental Health and Morale data](#)

Exact Language of the Proposed Action:

Appendix E

Grand Marshal Election: [Grand Marshal Election results](#)

Parliamentarian Election: [Parliamentarian Election results](#)