

Chicago State University Faculty Senate
Meeting Minutes
Tuesday, March 12, 2024
[March 2024 - Zoom Link](#)

Present: William Jason Raynovich (President), Yashika Watkins (Vice President), Sarah Buck (Recording Secretary), Gabrielle Toth (Corresponding Secretary), Amzie Moore, Sarah Austin, Eddie Gaytan, Nadeem Fazal, Leslie Roundtree, Byung-In Seo, Joanna Kolendo, Gabriel Gomez, Jubilee Dickson, Leslie Baker- Kimmons, Mohammed Islam, Liefu Jiang, Walid-Al Ghoul, Soo Kang, Tekleab Gala, Anser Azim, Austin Harton, Deborah Harper Brown, Michael Williams, Karen Witherspoon, Mohammad Newaz, Obayed Raihan, Olanipekun Laosebikan

A. Call to order 12:30

B. Agenda

a. Approval of Agenda

b. Rules of the Day (**Appendix A**)

i. Gomez moved to approve the agenda and rules, Seo seconded > approved by unanimous consent

C. Approval of Minutes ([February 2024 link](#)) (Rec. Sec.)

a. Gomez moved to approve the minutes, Gaytan seconded > motion carried with one abstention

D. Senator Comments/Speeches

a. None

E. Provost Report (Provost)

a. Thursday, March 14 Faculty Town Hall (will be livestreamed)

b. BOT meeting: Honorary Degree Committee submitted names. Board approved for Peggy A. Montez and Che “Rhymefest” Smith

c. Provost working on finding two rooms for faculty for meeting/gathering purposes (Education, Science or Harold Washington). Faculty Senate is tasked with helping to coordinate reservations. Requested to only use the rooms when buildings are open (8-8)

F. Standing Committee Reports

a. Executive Committee (Pres. of Faculty Senate)

- i. Bookstore training (**Appendix B**)
 - 1. Roundtree, Rowan, Raynovich, and Watkins met with Folletts representatives. Follett contact will be reaching out to faculty to ensure compliance
 - ii. Follett's report ([link](#))
 - 1. Data was presented regarding adoption completion rates across time
 - 2. There is a plug-in to help facilitate the adoption process that connects to the learning management system. This is not yet enabled
 - iii. Raynovich in need of filling a spot for the search for Chief Auditor for CSU
- b. Academic Affairs Committee
- i. Midterm Progress Report Policy (**Appendix C**)
 - ii. Faculty will provide a midterm progress report at the end of the 6th week (for 12 week classes) and 8th week (for 16 week classes) for all undergraduate and graduate students. Faculty will have the ability to trigger an alert through the Early Alert system at any time for concerns, including, but not limited to missed classes, missing homework, exam. These alerts will be sent to advisors and to the student for follow-up.
 - 1. Rationale for including graduate students is retention is slipping
 - 2. Note that professional students are considered graduate students
 - iii. Report serves as a motion, Seo seconded > Motion carries with 14 yes, 4 no, 1 abstention
- c. Rules and Operation Committee
- i. Elections
 - 1. Update
 - a. Emails were sent to departments that need FS elections
 - b. Need Senators elected by April 1 bc this is a Faculty Senate Executive election year. Parliamentarian will run the elections during the Senate meeting. Results will be presented at May election
 - 2. Election eligibility clarification (**Appendix D**)

- a. Much discussion was had regarding the timeframe, but ultimately the original action item was the one voted on
- b. Motion carried with 10 yes, 7 no, 2 abstention

d. Technology Committee

- i. CIO wants an overhaul of IT system due to consistent issues; problem is capital
- ii. Faculty Success is new name for Digital Measures. Aiming to improve portfolio process by streamlining it. In process of updating, discovered a breach of privacy related to viewability of others' profiles. Should be fixed by end of March
- iii. Brightspace- working to integrate with Moodle in order to utilize both
- iv. Packback replacing Turnitin. Supposed to have happened already, but it has not due to procurement problem.
 - 1. Email CTRE with any concerns related to learning management systems

e. Library Committee

- i. Library has received approval to become a National Network of Libraries of Medicine Ambassador, which works to support health equity by providing access to information. Programs to follow.
- ii. Re: textbooks- ALA grant obtained for \$10000. Used to purchase overhead book scanner (on second floor), which allows to scan pages at a time. Rest of grant used to grow Course Reserves (textbooks put behind circulation desk to be used 2 hours at a time).
- iii. Open Education Resources- requested for faculty to investigate open access resources for their classes instead of textbooks.

G. New Business

- a. Travel Funds recommendation (**Appendix E**)
 - i. Motion brought from CTRE Advisory Board
 - ii. Not meant to be retroactive
 - iii. At least \$60000 available, but this is for all grants, not just travel

- iv. It was suggested to have a report presented in May from CTRE about who/what was funded
- v. Motion passes with 14 yes, 4 no, 1 abstention

H. Adjournment Gala moved to adjourn, Austin seconded > approved unanimously 2:00

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

Senate Committee: Executive Committee

Senate Meeting Date Passed: 12/5/2023

Sponsor: Sarah Buck

Co-Sponsor: Yashka Watkins

Proposed Action

Context/Rationale: Faculty bookstore submissions need to be at 100%. To provide maximum participation in Bookstore orders, the Executive Committee recommends the Faculty Senate support the following motion.

Exact Language of the Proposed Action: The Faculty Senate recommends the Administration provide an asynchronous training video/powerpoint presentation to all faculty at Chicago State University for the University's eFollet Bookstore for best practices in Academic Success by January 3, 2023 and keeps the presentation updated each semester.

Appendix C

Senate Committee: Academic Affairs Committee

Senate Meeting Date for Consideration: 3/12/2023

Title: Midterm Progress Report Policy

Chair/Sponsor: Sarah Buck

Co-Sponsor: ?

Proposed Action

Context/Rationale: The Provost's Office requested the committee to review and update the Academic Warnings policy to be more beneficial and transparent for the student.

Exact Language of the Proposed Action: Faculty will provide a midterm progress report during the 6th week (for 12 week classes) and 8th week (for 16 week classes) for all undergraduate and graduate students. Faculty will have the ability to trigger an alert through the Early Alert system at any time for concerns, including, but not limited to missed classes, missing homework, exam. These alerts will be sent to advisors and to the student for follow-up.

Appendix D

Senate Committee: Rules and Operations

Senate Meeting Date for Consideration: 3/12/2023

Title: Senator Eligibility Clarification

Sponsor: Sarah Austin

Co-Sponsor: Yashika Watkins

Proposed Action

Context/Rationale: The ROC was asked to consider the rules for eligibility for Senate elections. Included below is information relevant to the recommendation of the Rules and Operations Committee.

Bylaws Link: [Cons&Bylaws](#)

Elections Policy Link: [Election Policy](#)

“Article II.1.a) Elected Senators shall have been Unit A faculty members who have completed their first probationary year prior to the term in which the election is held.”

Whereas, the rule as written would imply that all Unit A faculty would be eligible to run for an election for Senate who started in August of the Academic Year of election, and

Whereas, the Faculty Senate seems to suggest that there should be some restriction to eligibility to serve, and

Whereas, the word "completed" is not defined.

Exact Language of the Proposed Action: The Faculty Senate defines “completed” for the bylaws regarding eligibility as follows:

The faculty member must have received a letter from the President confirming retention for their first year at Chicago State University and completed twelve months of service to Chicago State University prior to the creation of the ballot. Excluding special elections to fill a Senate seat, the functional deadline will be March 15 of every year, as elections are to be completed by April 1 as dictated by the Senate Elections document.

Appendix E

Senate Committee: N/A

Senate Meeting Date for Consideration: 3/12/2023

Title: Travel Fund

Sponsor: Soo Kang

Co-Sponsor: ?

Proposed Action

Context/Rationale: As voted in the December 2023 Faculty Senate meeting to request money for faculty research and creative activities as one of the solutions to issues raised in the Faculty Mental Health Report, tenured and tenure-track faculty need financial support to pursue and conduct their research. Faculty members have always been researching in their areas of expertise, but with CUEs allocated for Research, there is an added pressure to demonstrate and evidence the products of their scholarly and creative activities. One of the critical parts of research is presenting the new discovery, insights and materials in a competitive conference or symposium to the peers in the field to validate and receive critical feedback. Usually such public presentation precedes publication, as the input from the scholarly community further shapes and improves the research. Most universities implement a process to sponsor and pay for expenses for a faculty member who is accepted to a competitive scholarly venue to present his/her new research. Faculty members should not have to apply for a grant every time they are invited to speak or perform or demonstrate at a critically significant gathering of their peers in their fields.

For more than fifteen years, funding for travel to conferences has been offered primarily via grants through the Center for Teaching and Research Excellence. However, the CTRE Director and CTRE Advisory Board do not feel adequate to assess the merits of each conference/symposium and other professional events. Although the CTREAB is made up of faculty members from all colleges, the CTREAB believes it is not best practice for the University to channel all travel funding for faculty to attend conferences to the CTREAB, but to the Department. The decision to fund or not fund a participatory engagement should be the responsibility and privilege of each department that has expertise knowledge whether an activity is scholarly and competitive. All CTRE staff and CTREAB strongly recommends the grant money to be equally distributed to the individual departments to fund 1-2 faculty members a year. Pending on the amount each participant asks for, each department may be able to fund another faculty member or ask for more money from CTRE, if there is fund left to give. This

will not only tangibly support faculty members across the campus and encourage them to further their research and creative activities, but also bring more visibility and publicity to all the ongoing vital research CSU faculty is engaging in.

Exact Language of the Proposed Action: Faculty Senate recommends the University authorizes the CTRE Director to distribute grant monies directly to individual departments to fund faculty members who have been invited to speak, lead or perform in peer-reviewed conferences or symposiums or other significant scholarly venues.