Chicago State University Faculty Senate
Meeting Minutes
Tuesday, May 7, 2024
[May 2024 - Zoom Link](#)

Present: William Jason Raynovich (President), Yashika Watkins (Vice President), Sarah Buck (Recording Secretary), Gabrielle Toth (Corresponding Secretary), Leslie Roundtree, Mohammad Islam, Nadeem Fazal, Jubilee Dickson, Eddy Gaytan, Dan Hrozencik, Nicole Lavalais, Deborah Harper Brown, Soo Kang, Sonja Feist-Price, Hafeez Faridi, Gabriel Gomez, Austin Harton, Gayle Porter, Leslie Baker-Kimmons, Michael Williams, Tekleab Gala, Walid Al-Ghoul, Saleem Abuleil, Amzie Moore, Sarah Austin, Olanipekun Laosebikan, Asmamaw Yimer

A. Call to order   12:32

B. Agenda

   a. Approval of Agenda

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

      i. Watkins moved to approve the agenda and rules, Dickson seconded > motion carried by unanimous consent

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

   a. Gomez moved to approve the minutes, Watkins seconded > motion carried unanimously

D. Senator Comments/Speeches

   a. Buck indicated the Cubs game and social was a nice event

E. Provost Report (Provost)

   a. Course evaluation system: working with IT and CTRE to determine problem. If you did not have your courses evaluated, indicate this problem in the narrative for your portfolio

   b. Distance Ed Committee- will be doing audit of a selection of online courses in each department with ION rubric to ensure assessments are "going through", students are being engaged

   c. Room reservation system- room numbers have not been submitted yet to FS

d. Graduation Practice for marshals or hooding May 7 at 2. Commencement May 9 at 11. Two honorary degrees being given. There will be places around campus to take pictures

e. Update on evaluations of administrative offices: discussion ongoing of how to accomplish this

F. Introduction of Incoming Provost

    a. New Provost provided opening introductory remarks

G. IBHE update (IBHE Representative Dan Hrozencik)

    a. IBHE funding commission ended its work and put forth a report to the legislature; available at IBHE website. Appears to be pushback on new funding formula (funding too high). There will be no official action until the veto session in the fall

    b. Shortages of nursing and teachers: there is a proposal for community colleges to award Bachelor Degrees for these disciplines. There is pushback on this at all levels

    c. Each public university required to put forth DEI report

    d. IBHE Board has one faculty position; was staffed by someone at UIUC, but she has left. Not yet filled; no timeline.

    e. When funding formula is approved, there will be a working group to monitor the process

H. Standing Committee Reports

    a. Executive Committee (Pres. of Faculty Senate)

        i. Formal evaluations of university offices and functions (**Appendix B**)

            1. See above (E.e.)

        ii. 2023-2024 AY report (**Appendix C**)

            1. Raynovich prepared report of action items from this AY

            2. Toth moved to accept the FS Annual Report and the FS President disseminates it to the Provost, CSU President, CSU Board of Trustees and makes it available on the Faculty Senate

website, Dickson seconded > motion carried with one abstention

    iii.   Summer Committee appointments

        1.   Volunteers: Gaytan, Austin, Gala, Watkins

b.   Rules and Operation Committee

    i.   Elections (link)- any elections not yet completed must be done prior to August 31

        1.   April elections

            a.   Senate

                i.   Rules and Operations, 2 seats

                ii.   Strategic Planning Committee, 2 seats

            b.   APERC

                i.   Arts and Sciences

                ii.   Union appointment

            c.   University elections

                i.   Honorary Doctorate Degree, 3 seats

            d.   University Personnel Committee

                i.   Arts and Sciences

                ii.   Education, 2 seats

                iii.   Business

            e.   University Curriculum Coordinating Committee

                i.   Arts and Sciences, 2 seats

                ii.   Education

                iii.   Business

                iv.   Health Sciences and Pharmacy

c.   Buildings & Grounds

    i.   Propose a Fund for Faculty to Hold Events at CSU Revised (**Appendix D**)

        1.   One of the main concerns is the funding line on the room reservation form given that individual faculty do not have a

funding source. Provost indicated these should be going through departments, which have funding, or through Faculty Senate, which has funding

2. Report serves as a motion > motion carried 13 yes, 2 no, 2 abstentions

    ii. Room Reservation System (**Appendix E**)

        1. Report serves as a motion > motion carried unanimously

I. New Business

    a. Other

        i. NA

    b. Executive Committee Elections (Parliamentarian)

        i. Raynovich FS President

        ii. Moore FS Vice President

        iii. Watkins FS Corresponding Secretary

        iv. Buck FS Recording Secretary

        v. ROC: Raynovich and Gala

        vi. Strategic Planning: Dickson, Watkins

        vii. Thank you to Provost Roundtree and to Toth for their service

J. Adjournment

    a. Toth moved to adjourn, Buck seconded > approved by unanimous consent 1:39

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: N/A

Senate Meeting Date for Consideration: 4/2/2024

Title: Formal Evaluations of university offices and functions

Chair/Sponsor: Sarah Austin

Co-Sponsor: Olanipekun Laosebikan

<u>Proposed Action</u>

Context/Rationale: The work of the faculty as teachers, researchers, providers of university service and as employees is often reliant the support of a range of different offices and functions within the university (CTRE, Contract Administration, HR, room reservations, procurement etc.). Our work is affected by academic leaders including department chairs, deans, the provost and the university president.. While the university has used a 360 evaluation process in the past, currently, faculty do not have formal opportunities to provide feedback to these vital functions of the university.

Exact Language of the Proposed Action: Faculty senate recommends that administration develop and implement mechanisms for faculty to provide regularly scheduled, formal evaluations of university offices and functions. This would include faculty eval/feedback to departments on campus that support faculty as employees, educators, researchers, etc. and also a return to the use of a formal 360 evaluation process in which faculty are invited to provide feedback to university leadership.

Appendix C

Senate Meeting Date for Consideration: 5/7/2023

Title: Faculty Senate 2023-2024 End of Year Report

During the 2023-2024 Academic Year, the Faculty Senate participated in shared governance at the university. The President and Vice-President of the Faculty Senate met with the President of the University and a staff member nine times on a regular monthly schedule. The President of the Faculty Senate met with the Provost eleven times. Throughout the Academic Year, the Administration engaged the Faculty Senate, through the Faculty Senate President, to appoint faculty to university-wide committees including but not limited to our recommendation for the co-chair of the Provost Search Committee, appointments to the committees for other VP positions, and two appointments to an ad hoc University Faculty and Administration Culture Committee. Lastly, beyond regular functions of the Senate of approving minutes and conducting elections of the Faculty Senate, the Senate approved fifteen submitted Actions with recommendations sent to the Provost and/or the President supporting university function and faculty needs.

A link to the living document with our Actions is included here:
https://docs.google.com/spreadsheets/d/1qLwhcZAdxVj4EcDBrSe1LY5SQYlQTqE2eN_fuEOXCIE/edit?usp=sharing

A pdf of the Actions memorialized is included at the end of this document.

The Title of Actions (with status) are included below:

Summer Committee - 2023 Report - APPROVED 9/5/2023
Fall 2023 - AI statement - APPROVED 9/5/2023
Faculty CUE Loads - APPROVED 10/3/2023
Faculty Morale & Mental Health Committee Report - APPROVED 10/3/2023
Proposed Bird Collision Prevention Policy at CSU - APPROVED 11/7/2023
Bookstore Training Resource - APPROVED 12/5/2023
Faculty Senate of Chicago State University demand a cease fire in the Israel/Gaza armed conflict of October 7, 2023 - APPROVED 12/5/2023
Teach-in on Israel and Palestine: Conflict, Coloniality and Context - APPROVED 12/5/2023
Faculty Senate Co-sponsorship of FRACA event - TABLED (EXEC. COMM.)
Need to overhaul the room reservation system - Sent to Buildings and Grounds Committee
Midterm Progress Report Policy - APPROVED 3/12/2024
Grant monies to the departments - APPROVED 3/12/2024
Senator Eligibility Clarification - APPROVED 3/12/2024
Opportunities for Faculty to provide Evaluation/Feedback - APPROVED 4/2/2024
Propose a Fund for Faculty to Hold Events at CSU - CONSIDERED 5/7/2024
Room Reservation System at CSU - CONSIDERED 5/7/2024

The Faculty Senate had 28% of Senators sponsor/co-sponsor Actions reflecting diversity in leadership from the body. A few of the Actions had serious debate with the issue regarding Faculty CUE loads having extended the debate from our standard ten minutes with differing opinions shared during open session.

To highlight some of the accomplishments of the Faculty Senate, the body passed actions improving our academic procedures including a statement on AI usage for students, bookstore issues, and revisions on our midterm grade reporting via the Academic Affairs Committee. The Faculty Senate recognizes the work of this important committee for the academic endeavors of the University. The Buildings and Grounds Committee considered important issues including a new policy regarding bird collision deaths and improvements in our university room reservation systems. Independent Senator motions were considered by the body, which suggests a collaborative engaged body, including motions in support of faculty perspective of a request to allocate funds to Departments for travel to conferences and support for a Teach-in on Israel and Palestine.

During the Spring 2023 semester, an ad hoc committee developed and disseminated a Qualtrics survey for faculty to complete on the Mental Health and Morale of faculty on campus. During the Fall 2023, the ad hoc committee wrote an eleven page report which interpreted the findings which included four recommendations:

> 1. Include faculty on important University decisions using the best practices of shared governance.
> 2. Directly listen to faculty concerns and be available for conversations and open to feedback by opening communication channels between faculty and administration
> 3. Show faculty they are valued by maintaining their workspaces (classrooms, facilities, labs, etc.) and providing opportunities for growth and connectivity
> 4. Provide financial support for research and creative activities at the Department level so that every Unit A Faculty member has access to funds for things such as conference travel, printing/materials, membership fees, etc.

The full report can be found here: [Faculty Senate Report on Faculty Mental Health and Morale](#)

Below you should find each Action Item and the Current Status as determined by the Faculty Senate President.

Respectfully submitted by William Jason Raynovich, Faculty Senate President (2022-2024) on May 7, 2024.

Appendix C.a

Title: Fall 2023 - AI statement

Senate Committee: Summer Committee

Senate Meeting Date for Consideration: 8/5/2023

Proposed Action

Context/Rationale: Affirmation of the AI statement for the Fall 2023 syllabus which reads:

> AI Usage Statement Use of AI and technology sites, including but not limited to openai.com (such as ChatGPT) and deepai.org, can only be used with written indication from the faculty member who is teaching this course. Student work shall still be original, and the use of AI technology when not directly permitted by the faculty member will be considered academic misconduct. Please refer to the CSU Student Code of Conduct (code), especially with regard to 1. Cheating and 7. Non-original Works.

Exact Language of the Proposed Action: The Faculty Senate affirms the Fall 2023 - Summer Committee's addition to the syllabus template which was approved through collaboration with the Provost.

PASSED, IMPLEMENTED, CLOSED

Appendix C.b

Senate Committee Academic Affairs Committee

Senate Meeting Date for Consideration 10/3/2023

<u>Proposed Action</u>

Context/Rationale: The current contract states the following: "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." Yet, programs are being told that all teaching faculty must be held to 24 cues. This suggests that classes needed above this must be cut or taught by adjuncts.

The Academic Affairs Committee wishes to express concern about this policy for the following reasons:

1. It may affect the quality of the education received by CSU students when courses are not taught by full-time faculty in their major. Best practice is to use full-time faculty for majors courses and/or upper level courses.
2. It violates contract language.

Exact Language of the Proposed Action: There is contradictory information regarding the maximum number of CUEs that teaching faculty are being allowed to teach each academic year; therefore, we are requesting written clarification regarding the CUE limit for faculty in all departments.

PASSED, SENT TO ADMINISTRATION, and CLOSED

Appendix C.c

Senate Committee   ad hoc Committee - Faculty Morale and Mental Health

Senate Meeting Date for Consideration   10/3/2023

Proposed Action

Context/Rationale: To ensure transparency with the current relationship between Faculty and Administration, it is imperative that the data be presented as collected in May 2023. Another collection of data would potentially distort the survey.

Exact Language of the Proposed Action: We propose that the data from the Faculty Mental Health & Morale Committee's May 2023 survey of Faculty be presented and our ad hoc Committee's charge would conclude after our final report.

PASSED, SENT TO ADMINISTRATION, and CLOSED

Appendix C.d

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-FQljVmep706zdrASFuZDJl_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 with Dr. Megan Garfinkel and her students to assist the Facilities Department in reducing bird deaths during the 2023-2024 Academic Year.

PASSED, IMPLEMENTED, AND CLOSED

Appendix C.e

Senate Committee   Executive Committee
Senate Meeting Date for Consideration   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.

PASSED, IMPLEMENTED, TRAINING OCCURRED IN APRIL 2024, and CLOSED

Appendix C.f

From Faculty Senate minutes 12/5/2023

    a. Al-Ghoul motioned for Faculty Senate of Chicago State University demand a cease fire in the Israel/Gaza armed conflict of October 7, 2023, Toth seconded > motion carried 13 yes, 2 no, 1 abstention

        i. Statement will be drafted by an ad-hoc committee created by Raynovich and submitted to Raynovich by EOD 12/12. Senators must discuss with their colleagues for feedback. Vote will be asynchronous online.

PASSED, ad hoc Committee DRAFTED STATEMENT, SENT TO PRESIDENT OF UNIVERSITY, and CLOSED

Appendix C.g

Senate Committee: N/A

Senate Meeting Date for Consideration: 2/6/2023

Sponsor: Olanipekun Laosebikan

Co-Sponsor: Jubilee Dickson

Proposed Action

Context/Rationale: The Faculty Research and Creative Activities (FRACA) group is requesting sponsorship and support in the amount of $200 from the Faculty senate for its April 19, 2024 meeting. FRACA works to bring faculty and staff together to network and collaborate around research and creative activities. We host monthly sessions where faculty and staff present their work to the campus community. We are requesting funds to support our April 19th, 2024 event. We are inviting an external speaker who will address the importance of faculty research and creative activities. It is important to note that FRACA is an initiative created by faculty members. It is not financially supported by any university units. Support from the Faculty Senate is important to foster initiatives like FRACA.

Exact Language of the Proposed Action: The Faculty Research and Creative Activities (FRACA) group is requesting sponsorship and support in the amount of $200 from the Faculty senate for its April 19, 2024 meeting.

DENIED AS FRACA IS NOT PART OF FACULTY SENATE, DECIDED BY EXECUTIVE COMMITTEE

Appendix C.g

Senate Committee: N/A

Sponsor: Olanipekun Laosebikan

Co-Sponsor: Jubilee Dickson

Proposed Action

Context/Rationale: The current room reservation system is dysfunctional and it's preventing faculty and students from holding events on campus.

Exact Language of the Proposed Action: The current room reservation system is dysfunctional and it's preventing faculty and students from holding events on campus. Campus events are important and necessary for an active, vibrant campus. We have empty rooms all over campus that are sitting unused because of the various barriers to successfully reserving a room. We want the faculty senate to push the administration to overhaul the system. The current barriers are the need for a campus line of funding to even make the request, an outdated and ineffective form process, and the lack of access to ad astra software. CSU pays for the use of a scheduling software that currently only a limited number of people have access to. If all faculty and student orgs also had access to view which rooms are scheduled when, the process of planning for events and requesting room reservations would be smoother. And if the form was online, perhaps through Adobe sign or some other system, there would likely be fewer holdups.

SENT TO BUILDINGS AND GROUNDS COMMITTEE FOR CONSIDERATION, BEING CONSIDERED AT 05/07/2024 SESSION

Appendix C.h

Senate Committee: N/A

Senate Meeting Date for Consideration: 2/6/2023

Sponsor: Olanipekun Laosebikan

Co-Sponsor: Jubilee Dickson

Proposed Action

Context/Rationale: This event aims to provide Chicago State University students and faculty with an opportunity to learn about the historical background to the current conflict in the Middle East and gain an understanding of political theory as it relates to global conflicts. The event will illustrate connections between regional and international governments and political movements.

Exact Language of the Proposed Action: The Faculty Senate supports the Teach-in session: Israel and Palestine: Conflict, Colonialism, Context.

PASSED, IMPLEMENTED, AND CLOSED

Appendix C.i

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.

PASSED, IMPLEMENTED, AND CLOSED

Appendix C.j

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.

PASSED, IMPLEMENTED, AND CLOSED

Appendix C.k

Senate Committee: N/A

Senate Meeting Date for Consideration: 3/12/2023

Title: Grant monies to the departments

Sponsor: Soo Kang

Co-Sponsor: Olanipekun Laosebikan

<u>**Proposed Action**</u>

Context/Rationale: In November 2023, the Faculty Senate approved the Faculty Mental Health Report. The last recommendation was "provide financial support for research and creative activities at the Department level so that every Unit A Faculty member has access to funds for things such as conference travel, printing/materials, membership fees, etc." Even with limited resources, CSU faculty members continue to produce quality research, however, there is now an added pressure with the dedication of cues specifically for research as per the new contract to demonstrate and evidence the products of their scholarly and creative activities.

One of the critical parts of the research process is presenting the new discovery, insights, and materials in a 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 provide funds to colleges or departments to sponsor and pay for the expenses of a faculty member who presents his/her research in a competitive scholarly venue. Faculty members should not have to apply for a grant every time they are invited to speak, perform or demonstrate their research/creative activities at a critically significant gathering of their peers in their fields.

For more than fifteen years, funding for CSU faculty to travel to conferences has been offered primarily via grants through the Center for Teaching and Research Excellence (CTRE). As a result of sustained and comprehensive conversations about best practices for faculty research, the CTRE Advisory Board strongly believes the financial support for conference participation should be determined by the individual departments and not the CTRE. As it is the common practice in the academia, the decision to fund a participatory engagement should be the responsibility and privilege of each department where expertise on the research topics and merits of the conference/symposium/professional events reside. The University should direct a portion of the funds designated for faculty research to each department with a transparent and equitable

process to support 1-2 of its faculty members each year for conference presentation. Depending on the amount each participant asks for, each department may be able to fund an additional faculty member or may request more funds from the administration, if there are funds left for research support.

With this new, proposed process, faculty members across the campus will have tangibly support and will be encouraged to further their research and creative activities. The CTRE Advisory Board believes it will 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 that the University distributes the portion of the grant monies that is allocated to the CTRE directly to the 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.

PASSED, NO DECISION HAS BEEN REPORTED TO FACULTY SENATE, AND OPEN

Appendix C.1

Senate Committee: N/A

Senate Meeting Date for Consideration: 4/2/2024

Title: Formal Evaluations of university offices and functions

Chair/Sponsor: Sarah Austin

Co-Sponsor: Olanipekun Laosebikan

Proposed Action

Context/Rationale: The work of the faculty as teachers, researchers, providers of university service and as employees is often reliant on the support of a range of different offices and functions within the university (CTRE, Contract Administration, HR, room reservations, procurement etc.). Our work is affected by academic leaders including department chairs, deans, the provost and the university president.. While the university has used a 360 evaluation process in the past, currently, faculty do not have formal opportunities to provide feedback to these vital functions of the university.

Exact Language of the Proposed Action: Faculty senate recommends that administration develop and implement mechanisms for faculty to provide regularly scheduled, formal evaluations of university offices and functions. This would include faculty eval/feedback to departments on campus that support faculty as employees, educators, researchers, etc. and also a return to the use of a formal 360 evaluation process in which faculty are invited to provide feedback to university leadership.

PASSED, NO DECISION HAS BEEN REPORTED TO FACULTY SENATE, AND OPEN

Appendix C.**m**

Senate Meeting Date for Consideration: 5/7/2023

Title: Propose a Fund for Faculty to Hold Events at CSU Revised

Committee: Buildings and Grounds

Sponsor: Dr. Jubilee Dickson

Co-Sponsor: Dr. Olanipekun Laosebikan

Proposed Action

Context/Rationale: Currently, a major obstacle to campus event planning is the requirement for an official CSU funding account to reserve rooms. This mandate poses a significant barrier for faculty, staff, and students seeking to organize events outside traditional parameters.

While the rationale behind this requirement is allegedly related to accountability for after-hours events and post-event clean-up, it fails to consider alternative means of ensuring responsibility. In addition, the existing system often overlooks cleanliness concerns, rendering the requirement unjustifiable.

Considering these challenges, the mandatory funding account stipulation serves as a hindrance rather than a facilitator of campus activity for diverse stakeholders.

Therefore, the Buildings and Grounds Committee advocates for the creation of a more inclusive system that eliminates this unnecessary funding account requirement, thereby fostering greater accessibility and engagement in campus events for all members of the CSU community thereby fostering a stronger university community.

Exact Language of the Proposed Action: The Buildings and Grounds Committee of the Faculty Senate endorses a proposal advocating for the establishment of a separate fund to facilitate faculty-led events at CSU, including those involving students.

FOR DEBATE ON 05/07/2024

Appendix C.n

Senate Meeting Date for Consideration: 5/7/2023

Title: Room Reservation System at CSU

Committee: Buildings and Grounds

Sponsor: Dr. Olanipekun Laosebikan

Co-Sponsor: Dr. Jubilee Dickson

Proposed Action

Context/Rationale:

Barriers include the need for campus funding, an outdated form process, and limited access to scheduling software. The room reservation process faces several key issues:

1.   No master calendar of events causes confusion and wasted effort.

2.   Lack of responsiveness from the Office of Meetings & Events (OME) leads to repeated follow-ups.

3.   Outdated, inefficient form process contributes to frustration.

4.   Multiple separate forms for related requests add unnecessary complexity.

5.   Unclear instructions exacerbate confusion.

6.   Requirement for a funding account creates barriers for scheduling events.

Faculty Senate Recommendations:

1.   Implement a comprehensive event calendar using existing software.

2.   Provide clear, concise instructions for the reservation process.

3.   Streamline to one online form, facilitating communication and tracking.

4.   Reduce response time to requesters regarding room availability.

5.   Allow requesters to reuse existing forms if the desired room is not available.

6.   Reconsider or revise the funding account requirement.

7.   Consider additional staffing or restructuring if the workload is unmanageable.

Exact Language of the Proposed Action: The current room reservation system hinders faculty and student events on campus. We urge the Administration to create an efficient online system using scheduling software for room reservations. All faculty and student organizations should have access to scheduling software which would streamline event planning and help promote an engaged university community.

FOR DEBATE ON 05/07/2024

Timestamp	Title of Action Item	Date of Submission	Sponsor (what is a Senate Secretary Sponsor and/or Senate Committee -?) that Date of Action by Current Requested Senate Month Current/Substantive			Exact Language of the Proposed Action	Provide additional documents in support of Status	Senate approval date: Administration resolution Resolved?		
4/29/2024 11:08:22 Room Reservation System		4/29/2024	Dr. Ostrgowicz Leandra/Dr. Jublee Clinton	Buildings and Grounds	3/11/2024	5/7/2024				

Before include (Re-new)
No matter careful
1. Lack of response
2. Outdated /unclear
3. Multiple response I
4. Unclear instruction
5. Requirement for e

Faculty Senate Resolves
1. Implement a comp
2. Provide clear com
3. Streamline to one
4. Allow separation
5. Reconsider or tran
6. Reconsider additional

We current room reservation system hinders faculty and student events on campus. We urge the Administration to create an efficient online system using scheduling software for room reservations. All faculty and student organizations should have access to view ...

Appendix D

Title: Propose a Fund for Faculty to Hold Events at CSU Revised

Committee: Buildings and Grounds

Sponsor: Dr. Jubilee Dickson

Co-Sponsor: Dr. Olanipekun Laosebikan

Proposed Action

Context/Rationale: Currently, a major obstacle to campus event planning is the requirement for an official CSU funding account to reserve rooms. This mandate poses a significant barrier for faculty, staff, and students seeking to organize events outside traditional parameters.

While the rationale behind this requirement is allegedly related to accountability for after-hours events and post-event clean-up, it fails to consider alternative means of ensuring responsibility. In addition, the existing system often overlooks cleanliness concerns, rendering the requirement unjustifiable.

Considering these challenges, the mandatory funding account stipulation serves as a hindrance rather than a facilitator of campus activity for diverse stakeholders.

Therefore, the Buildings and Grounds Committee advocates for the creation of a more inclusive system that eliminates this unnecessary funding account requirement, thereby fostering greater accessibility and engagement in campus events for all members of the CSU community thereby fostering a stronger university community.

Exact Language of the Proposed Action: The Buildings and Grounds Committee of the Faculty Senate endorses a proposal advocating for the establishment of a separate fund to facilitate faculty-led events at CSU, including those involving students.

Appendix E

Title: Room Reservation System at CSU

Committee: Buildings and Grounds

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Proposed Action

Context/Rationale:

Barriers include the need for campus funding, an outdated form process, and limited access to scheduling software. The room reservation process faces several key issues:

1. No master calendar of events causes confusion and wasted effort.

2. Lack of responsiveness from the Office of Meetings & Events (OME) leads to repeated follow-ups.

3. Outdated, inefficient form process contributes to frustration.

4. Multiple separate forms for related requests add unnecessary complexity.

5. Unclear instructions exacerbate confusion.

6. Requirement for a funding account creates barriers for scheduling events.

Faculty Senate Recommendations:

1. Implement a comprehensive event calendar using existing software.

2. Provide clear, concise instructions for the reservation process.

3. Streamline to one online form, facilitating communication and tracking.

4. Reduce response time to requesters regarding room availability.

5. Allow requesters to reuse existing forms if the desired room is not available.

6. Reconsider or revise the funding account requirement.

7.   Consider additional staffing or restructuring if the workload is unmanageable.

Exact Language of the Proposed Action: The current room reservation system hinders faculty and student events on campus. We urge the Administration to create an efficient online system using scheduling software for room reservations. All faculty and student organizations should have access to scheduling software which would streamline event planning and help promote an engaged university community.