



# Channel Islands

CALIFORNIA STATE UNIVERSITY

## President's Planning and Policy Council December 13, 2021 9:30 – 10:30 a.m.

- **Welcome (Interim President Yao)**
  - Still need two faculty representatives, hoping to fill at start of spring semester
  - ASI senator student representative needed
  
- **Policy Review**
  - **Recommendation (2<sup>nd</sup> Reading)**
    - **AA.11.010 / SP.15.002 - Policy on Responsible Conduct of Research for Extramural Grants (Scott Perez)**
      - Change was to clarify difference between students and postdoctoral students who are staff, to make designation clearer as two different groups
      - Emily Quinonez asked about wording if we should be more specific of what “professional norms” means and define what the “ethical principles” are since it is unclear what this means
        - Provost Avila said the links at the bottom might have clearer definitions and give a broader context to define what Emily is asking for
        - Annie Block-Weiss reiterated what Provost said and that there are better definitions in the links
        - Dana Baker mentioned highlighting these links further up in the document for clarification
      - Scott mentioned that when people want to conduct this research RSP will reach out to the researchers to clarify these items and provide better context
      - Rebecca Tung was wondering why the word “freezing” was taken out earlier in the policy but not later in the last paragraph of the document
        - Scott Perez will make the change to adjust it to “suspension”
      - Emily Quinonez asked in the last paragraph if “against” is the best word to use when confirming against the training records
        - Nancy Gill suggested using the word “aversion”
        - Scott Perez will change the language to make it more clear
      - Annie asked if we need some type of motion saying that we will approve this without having the language changed
      - Dr. Yao said the motion will be adjusted and the poll will include the language to say that there will be an adjustment to include these revisions.
      - Cindy Derrico said it is possible to add in “confirm” against training records in the last paragraph.
      - Dr. Yao calls for a motion to accept the policy with the language changed as discussed.
        - 22 voted to approve the policy
        - The policy will now go to the Academic Senate for review
    - **Discussion (1<sup>st</sup> Reading)**

- **AA.11.004/SP.15.021 - Policy on Research and Sponsored Programs Records Retention (Scott Perez)**
  - Required to maintain records of awards that university receives for 3 years, unless sponsor has different time period
  - These regulations around record retention have not changed recently, these changes are minor
  - Definitions updated to reflect CO policies and small stylistic changes, not changing the substance
  - Updated links at the end
  - Brian Lindgren asked for clarification on federal regulation and which legislation was used
    - Scott will insert legislation link and clean up the formatting
  - Ritchie LeRoy requested the reference to the CSU Channel Islands Foundation be corrected
  - Emily mentioned the missing space between “and policy” on page 4
  
- **AA.07.002 / SP.21.002 - Policy on VP and Academic Administrative Searches and Appointments (Greg Woods)**
  - This supersedes SP.10.006 for retreat rights
  - In the background they had listed the membership of certain committees but removed it at the request of Dr. Yao to add in broad guidelines
  - Changed to fit standard of CSU
    - Long Beach and Fullerton offered more clear and concise policies
    - When there were two it was confusing, with one it is much more clear
  - Search Committee mentions different committees with more general language to show that majority of committee are faculty members, rather than just having specific information on each member of the committee
  - A.3. b. is for committees that has two faculty, one staff, one student this allows the hiring manager to select the faculty rather than going through the whole process
  - Committee Vacancies has stronger language and how to adjust if a spot on the committee is vacated
  - Convening and Process has language that informs equity-minded language the strongest language in CSU policies
  - B. 4.4. Administration can be granted tenure in a program and retreat to that position. Asks that the Provost negotiate resolution as necessary
    - Wanted strongest language possible so program can weigh in on this process
  - Section E. mentions the Interim process and the need to extend interim appts and allows them to be in place for over a year
    - Acting appointments are shorter term than Interim; both are allowed in this policy
  - Dr. Yao asked if these were for Academic Affairs positions
    - Greg mentioned that language can be made clearer but yes, at the beginning it clarifies who this is for
  - Laurie asked about the language for interim, in section a.I. Doesn't clarify that if they are just for Academic Affairs. Needs to confirm language for VP's in Academic Affairs, DBFA, or DSA. Need to clarify for the interim appts for VP's outside of DAA doesn't need Faculty Affairs
    - Greg mentioned that the language can be clarified, and confirmed that there should not be language for non-Academic divisions
    - Laurie confirmed that there are processes outside of DAA

- Laurie also asked in A.2. about the academic year and whether that is reasonable for hiring processes
  - Greg mentioned that it is a suggestion to notify everyone on searches happening, just as much as they can predict what will come up at the beginning of the year and communicate that to the campus
  - Dr. Yao mentioned needing flexibility on this and how everyone just knows it is not possible to have all searches announced at the beginning of the year
- Cindy mentioned some wording changes
  - In A.2., adjust the language to be suggesting rather than enforcing
  - Suggested changing gendered language to “their” throughout
  - Applicability needing clarification
    - Greg clarified that when the committee members are not defined, the President ensures the procedures are appropriate
  - Shared that on pg. 2 where there may need to be further clarification on the other committees involved
    - Greg mentioned how in the past they had vague language on how the person is involved with faculty, he says those are examples and that people can use their best judgment to confirm what makes sense for the committee
- Cindy asks if CBA allows retreat rights already to faculty if they already have tenure? Is this only necessary for those who do not have tenure yet?
  - Greg says he does not believe that the person must have tenure or that they are guaranteed retreat rights
  - It is necessary to have retreat rights since people might not be interested in the position should they move into administration
  - Provost Avila says he expects many of positions are open only to faculty who hold the rank of Professor and are tenured
  - In the last Vice Provost search, they had to be Professor and tenured
    - If people are moving to a new campus into administration and the President could remove someone from the role and does not have retreat rights, they are unlikely to take the role
- Dottie Patten mentioned adding specific language for Academic Admin since it reads like it is for Academics only. She mentioned for the committee vacancies, when identifying faculty for the committee and the worry when there are issues finding faculty to be representatives when this is used across campus
  - Cindy and Dottie both mentioned the need to give the feedback from the committee to the hiring manager
  - Dottie also mentioned the need for committee reps to have the capacity to include the DEI guidelines and equitable hiring practices
  - Dottie mentions that Joanne Stuermer starts the DSA hiring meetings to educate the committee on these items
  - Annie mentioned Zoom issues and how it cannot always be an equitable practice if there are technical difficulties for certain candidates as the “Candidate Interviews” mentions Zoom specifically
    - Greg mentioned needing clarification on wording there
- Annie also asked if there is a rubric since the recommendations section mentions not having ranking
  - Greg said that is the norm to have rubric and that ranking is not standard due to best practices and focus on DEI
- Ritchie says this might be necessary to adjust with procedure vs. policy

- Greg mentioned compared to other campus' this one is a lot simpler and more general with flexibility
  - Dr. Yao gave clarity on whether this is for Academic Affairs admin or all admin, and how for VP positions they do need faculty reps. It is necessary to discuss which admin involve this process, and whether it just be admin 3 or 4
  - Additional suggestions and remarks should be directed to Greg.
- **Updates (Interim President Yao)**
  - **Enrollment updates**
    - 6437 headcount (down 7.2%)
    - 5581 FTES Down 9.9% from 2020
    - Annualized projection 5358, down 12.7%
    - Spring 2022- 6437 from fall 2021, 520 expected to graduate
    - Current enrollment 12/12: 5399 (+520 headcount - 92% grad/retention rate)
      - Lowest enrollment since 2013-14
      - Fall 2019 cohort:
        - 88.2% for fall to spring retention
        - 62.7% 2.5-year retention rate
      - Fall 2020 Cohort:
        - 81.3% for fall to spring retention
        - 66.4% 1.5-year retention rate
      - Fall 2022 Cohort:
        - 93% one-term retention rate
    - Goal from CO is to have all campus' in 5% of campus target budget
    - More opportunities to discuss in Office Hours this week

Next meeting: January 31, 2022

Division	Position	Name	December 2021
Cabinet	Provost	Mitch Avila	Yes
	Interim Assistant Vice President for Administrative Services	Laurie Nichols	Yes
	Assistant Vice President of Budget, Planning & Analysis/University Budget Officer	Barbara Rex	Yes
	Interim Vice President Student Affairs	Toni DeBoni	Yes
	Vice President University Advancement	Nichole Ipach	
	Interim Chief of Staff	Kaia Tollefson	Yes
AA	Academic Senate Budget Committee	Colleen Harris	Yes
	Associate Vice President for Enrollment Management	Hung Dang	
	CFA Chapter President	Dana Baker	Yes
	Faculty At-large		
	Lecturer At-Large		
BFA	Faculty Senate Chair	Gregory Wood	Yes
	Assistant Vice President, Facilities Services	Thomas Hunt	Yes
	Associate Vice President Information Technology Services/CIO	Jim August	Yes
	Interim Director of Operations - Site Authority		
	Executive Director of Equity & Inclusion	Becca Lawrence	Yes
	University Internal Auditor	Jon Saclolo	
SA	Executive Director of Administrative & Strategic Operations	Dottie Ayer	Yes
	ASI Executive Director	Helen Alatorre	Yes
	Associate VP for Retention, Outreach & Inclusive Services	Charles Osiris	Yes
	Associate VP for Student Affairs/Campus Life & Dean of Students	Cindy Derrico	Yes
Students	Student Government President	Emily Quiñonez	Yes
	Student Representative (ASI Board Chair)	Larry Garcia	
	Student Representative (Senator)		
UA	Associate Vice President of University Development	Ritchie LeRoy	Yes
	Associate Vice President of University Communication	Nancy Gill	Yes
	Director of Career Development and Alumni Engagement	Amanda Carpenter	Yes
	Director of University Events	Rebecca Tung	Yes
Staff	ASI Student Programs Coordinator/CI Staff Council Chair	Annie Block-Weiss	Yes
	Organizational Effectiveness Specialist / Trainer	Brian Lindgren	Yes
	Recreation Sports Assistant	Lauren Zahn	Yes
Guest	Director, Sponsored Programs	Scott Perez	Yes