

III. Request for Additional Documents – Response

1. Number of Tenure track and lecturers by college by ethnicity for fall/spring AYs 16-17, 17-18, 18-19 (fall only).

Response: See Faculty by Ethnicity – Totals.xls in [Folder #1&2](#)

2. Ethnicity of staff by division for each year in a three year period AY 16-19 (Academic Affairs, Student Affairs and Enrollment Services, Administration and Finance, University Development)

Response: See Staff_MPP Ethnicity 2016-2019.xlsx in [Folder #1&2](#)

3. Recruitment plans/guidelines used for tenure track faculty hiring in AY 17-18, with any updates for AY 18-19 recruitments

Response: Recruitment procedures, request to recruit forms and confidentiality guidelines for 2016-17 are in [Folder #3](#). Current tenure track recruitment manual and tenure track recruitment procedures are in [Folder #3](#). No changes are expected in these documents for the next year. The budget request template is also in [Folder #3](#) (CSUMB AA Budget Request 2019-20 Template.xlsx) – this form is used by all Academic Affairs departments and colleges to request new positions.

Institutional Planning and Academic Hiring: In academic affairs, we base faculty and staff hiring decisions on a number of factors. Student-faculty ratio is one factor. Tenure density is another. In our 2015-2020 academic plan, based on the previous strategic plan, we set a goal of 50% tenure density by 2020. We have achieved that goal as an institution, but we are now looking at the numbers by college, with an eye toward equity across the institutions. Other factors include the GI 2025 plan, which sets goals for academic adviser hiring to improve caseloads, and disciplinary accreditation needs, such as the need to increase the number of business faculty to achieve AACSB accreditation.

4. Most recent retention, tenure promotion guidelines by college

Response: All colleges use institutional RTP standards and guidelines which are provided in [Folder #4](#) as Retention Tenure Promotion Policy.2011.pdf and RTP Appendices.pdf. Counselors and library faculty use different standards and these documents are also provided in [Folder #4](#). The College of Business is currently seeking AACSB accreditation so RTP is informed by those standards as well.

5. For AYs 17-18, 18-19 (fall) Schedule of programming for faculty development through the Center for Teaching, Learning, Assessment.

Response: The TLA Schedule of Faculty Development Programming.pdf is located in Folder #5. This provides the most recent faculty development (pages 1-3) as well as the complete list since the last accreditation (pages 4-9).

a. Does the Center for Undergraduate Research Opportunities offer faculty development? If yes, provide schedule for AY 17-18 and 18-19.

Response: UROC has recently initiated a program to assist faculty to design and implement curriculum that infuses hands-on research activities. A copy of the website for this program is included In Folder #5 as UROC Faculty Development.pdf

b. Does the Office of Sponsored Programs offer faculty development? If yes, provide schedule for AY 17-18 and 18-19.

Response: The Office of Sponsored Programs (SPO) does not offer formal faculty development workshops opting instead for one-on-one training. Each year SPO reaches out to new tenure-track faculty to highlight this service. In additions, SPO has:

- Teamed in FY17-18 with the Chancellor's Office Director for Research Opportunities to identify and mentor specific proposals. This is occurring again in FY18-19.
- Require every applicant to our internal campus Faculty Incentive Grants (FIG) to meet with SPO to go over the guidelines, budget, and proposal for specific one-on-one attention
- Provide the on-line CITI Training for Human Subjects Research, Animal Care and Use, Conflict of Interest, Responsible Conduct in Research and Export Control
- Hosted and organized faculty to meet with NSF Program Officer visiting campus

6. For AYs 17-18, 18-19 (fall) Schedule of programming for staff development

Please note, there is no Folder #6 in Box – the response is provided below.

Response: University Personnel provides the following regularly scheduled staff development opportunities:

Fourth Fridays (staff) – This is a five part series of 1 hour sessions for staff development designed to learn techniques that empower staff to navigate their roles successfully. Topics included Communicating Cooperatively at Work; Managing Multiple Priorities; Key Conversations; Expanding Your Sphere of Influence; and Assertive Communications. - 10/27/17, 2/23/18, 3/23/18, 4/27/18, 5/25/18

MPP^3 - This is a professional development cohort opportunity at CSUMB for Cabinet selected MPPs. This opportunity is a three-part series (4 hours/session = 12 total hours) jointly sponsored by the Offices of University Personnel, Inclusive Excellence and Title

IX. The purpose of the program is to give MPPs specific tools to become a more successful, inclusive administrator and leader. Through three sessions, one per month, each of the sponsors will host a session where the MPPs will participate individually and in round table discussions of case studies, scenarios and other small group work. This is offered once each semester and has 12-14 MPPs per session; the inaugural cohort was Fall 2018. 9/28/18, 10/26/18, 11/30/18

Talent Selection (i.e. hiring committee) & Office of Inclusive Excellence (OIE)

Trainings: These are required 1 hour in person training sessions for talent selection/faculty recruitment committee members. OIE presents on implicit bias and UP presents on the process of the recruitment at CSUMB. 09/19/17, 10/6/17, 10/17/17, 11/3/17, 11/14/17, 12/1/17, 1/17/18, 2/2/18, 2/14/18, 3/7/18, 3/8/18, 3/14/18, 4/6/18, 4/10/18, 4/18/18, 5/4/18, 5/23/18, 8/24/18, 9/7/18, 9/12/18, 10/5/18, 10/10/18, 10/18/18, 11/2/18, 11/14/18, 12/7/18, 12/12/18

7. Any documents describing college specific faculty development offerings in AYs 17-18 or 18-19 (fall)

Response: The faculty development provided through the colleges varies.

- The College of Business is currently seeking AACSB accreditation and has an extensive faculty development programs, much of which seeks to assist faculty in research. The document is provided in [Folder #7](#) as Summary of COB Faculty Professional Development and Training 2015-2019.
- College of Science does not do “in-house” programming, relying on TLA and UROC but has sent faculty to off campus programs including:
 - 2 Faculty sent to AAC&U PKAL STEM Leadership Academy
 - 1 Faculty sent to NSF Funded UC/CSU CREDITS team science workshop
 - 2 Chairs sent to Chancellor's Office Chairs department chairs workshop
 - 1 Chair elect sent to Council of Colleges of Arts and Sciences New Chairs Workshop
- College of Education provides both on and off campus programming including:
 - Integrating technology in your courses (All Dept. Faculty)
 - Teacher Performance Expectation (TPE) rubrics (All Dept. Faculty)
 - Conducting effective video observations of credential students engaged in practicum experiences (All Dept. Faculty)
 - Three Education & Leadership Faculty have been awarded TeachingWorks Fellowships from the University of Michigan and their current PD is focused on, "...incorporating High Leverage Practices layered with content knowledge for teaching and a focus on disrupting systemic inequities." The Fellows are charged with supporting, "... campus-wide efforts to continuously improve teacher preparation."
 - Two faculty completed Sonoma State's Maker Certificate program.
- College of Health Sciences and Human Services provides a Scholarly Writing Institute. each term
- College of Arts, Humanities & Social Sciences provided multiple experiences over the past two years:
 - AY 17-18:

- Fall college meeting faculty and staff workshop to identify key outcomes for each of the student success domains for our college student success plan
- Spring college meeting faculty and staff presentation to explore key reports available in the GI 2025 dashboard and the CSUMB Experience Tableau reports
- Spring semester department meetings with CAHSS Data Fellow to explore program level data available in the dashboards
- AY 18-19:
 - Fall college meeting faculty and staff workshop to identify key questions that will motivate our work around holistic support of students (one of our 4 student success domains in the college plan)
 - Fall “Spotlight on Student Success” event to highlight high impact practices in CAHSS that are contributing to students’ success. This Spotlight event focused on the Monterey Bay Justice Project and highlighted faculty and student contributions to social justice efforts through project-based learning.
 - Spring college meeting faculty and staff demonstration by Data Fellow of how to explore program level student success data in the new CSUMB Graduation and Retention Database and in the updated System-provided GI 2025 dashboards for the campus.
 - Spring “Spotlight on Student Success” event planned to highlight high impact practices in CAHSS that are contributing to student success. This Spotlight event will focus on two CAHSS efforts: 1) the student-edited undergraduate research journal, Culture, Society, & Praxis, and its contributions to peer-education models, and 2) efforts in Cinematic Arts and Technology to build a 'Pixar Pipeline' for students through coordinated skills development and internship opportunities with Pixar.
 - Spring 2019 First Annual RTP Roundtable creating college level opportunity to discuss among faculty at all levels of tenure line experience and queries regarding portfolio building strategies and presentation.
- University College, the Service Learning Institute also provides development and that document is in [Folder #7](#) as Service Learning Institute Faculty Development.

8. Organizational charts for each division of the University ((Academic Affairs, Student Affairs and Enrollment Services, Administration and Finance, University Development)

Response: Organizational charts are provided in [Folder #8](#)

- a. Descriptions of functions of units indicated on organizational charts for Division of Academic Affairs and Division of Student Affairs and Enrollment Services**

Response: Descriptions of the unit functions for Academic and Student Affairs are contained in the document “Unit Functions” found in [Folder #8](#).

- b. Position descriptions of MPPs in Division of Academic Affairs and Division of Student Affairs and Enrollment Services**

Response: The position descriptions have been uploaded into [Folder #8](#) in a subfolder labeled “Position Descriptions” and further separated into Academic and Student Affairs.

9. Sample syllabi from stateside programs - graduate and undergraduate

Response: Sample syllabi (2 from each college plus 2 graduate) are provided in [Folder #9](#). Approximately 2 syllabi per college are included with a mix of graduate and undergraduate. Please note, however, that at CSUMB, most graduate programs are offered through Extended Education, even those which are face-to-face.

10. Sample syllabi from distance learning/on-line courses

Response: Sample syllabi are provided in [Folder #10](#) from on-line courses.

11. Any policies or procedures about on-line instruction not evident in the Institutional Report

Response: There are no other policies regarding on-line instruction at this time. The Senate Technology Committee is currently working on a policy and expect to submit it for campus vetting sometime this semester.