



## Academic Senate Meeting – Fall 2024

Thursday, September 12, 2024

Agenda

10:00 AM. – 11:30 AM

**Location:** Dezimmer Leadership and Development Center, Room 409-411

**Zoom Link:** <https://csub.zoom.us/j/84996177015?pwd=NTRyNUJDNk4xUVY3VmhCNkpieTRiUT09>

**Senate Members:** Chair M. Danforth (excused), Vice-Chair D. Solano, Senator A. Hedge (excused), Senator C. Lam, Senator N. Michieka, Senator T. Tsantsoulas, Senator M. Naser, Senator D. Wu, Senator S. Sarma, Senator L. Kirstein, Senator A. Stokes, Senator Z. Zenko, Senator S. Roberts, Senator K. Holloway (virtual), Senator H. He, Senator A. Grombly (alt. Jing Wang), Senator E. Correa, Senator J. Deal, Senator T. Salisbury (excused), Senator J. Cornelison, Senator E. Pruitt (excused), Interim Provost J. Rodriguez, Senator J. Dong and Senate Analyst K. Van Grinsven.

**Guests:** Interim President Harper (virtual)

- A. Call to Order
- B. Approval of Minutes
  - a. August 29, 2024 – in progress (tabled)
- C. Announcements and Information
  - a. President’s Report – V. Harper (tentative) **(Time Certain: 10:10 AM)**
  - b. Elections and Appointment – D. Solano (handout)
    - 1. Upcoming Calls for Interest
    - 2. Update on Faculty Roster status
- D. Approval of Agenda **(Time Certain: 10:05 AM)**
- E. Reports
  - a. Interim Provost’s Report – J. Rodriguez
  - b. ASCSU Report – Senators Lam and Michieka (handout)
  - c. Committee Reports:

1. ASI Report – Senator Pruitt (handout)
2. Executive Committee – Vice-Chair Solano
3. Academic Affairs Committee (AAC) (handout) – Senator Deal
4. Academic Support and Student Services Committee (AS&SS) (handout) – Senator Tsantsoulas
5. Budget and Planning Committee (BPC) (handout) – Senator Wu
6. Faculty Affairs Committee (FAC) (handout) – Senator Zenko
7. Staff Report – Senator Cornelison

F. Resolutions **(Time Certain: 10:35 AM)**

- a. Consent Agenda
- b. New Business
  1. RES242501 Evaluation of Academic Administrators – Handbook Changes- FAC (handout)
  2. RES242502 Discontinuation of Agricultural Business Concentration in BSBA – AAC (handout)
- c. Old Business

G. Open Forum **(Time Certain: 11:15 AM)**

H. Faculty Recognition

I. Adjournment



# CALIFORNIA STATE UNIVERSITY BAKERSFIELD

## Report from ASCSU to CSUB Senate Meeting (5/15/2024 – 5/17/24)

### I. Resolutions

The ASCSU approved the following resolutions.

1. AS-3644-23/JEDI/FA Strengthening California's Inclusive, Multicultural Democracy By Supporting Libraries And Eliminating Legislation And Policies That Ban Books
2. AS-3677-24/Exec Academic Senate of the CSU 2024-2025 Meeting Schedule
3. AS-3679-24/AA/FA Artificial Intelligence: Empowering CSU Faculty Colleagues
4. AS-3680-24/APEP Review of Standardized Test Use for Undergraduate Admissions
5. AS-3681-24/JEDI/FA Promoting Racial Equity in CSU International Program Participation
6. AS-3688-24/FGA/JEDI Resolutions for Equity Data Regarding Student Enrollment, Cost of Instruction, and CSU Equity in Budget Allocation and Reallocation Plans
7. AS-3683-24/JEDI/FA ASCSU Support for Reparations Task Force Report and Plan for African Americans
8. AS-3684-24/JEDI/FA ASCSU Commends B.A. Program at Pelican Bay State Prison
9. AS-3685-24/JEDI/FA Affirming Commitment to Accessibility in All Course- and Instruction-Related Software
10. AS-3687-24/JEDI/FA ASCSU JEDI Committee Bylaw Revisions
11. AS-3672-24/FGA Change in bylaws to define the position of legislative specialist
12. AS-3690-24/FA/JEDI Fortifying and Supporting CSU Deferred Action for Childhood Arrivals (DACA) through Employment by Advancing Their Inclusion and Equity in the CSU
13. AS-3694-23/AA/FA Loss Of Confidence In The California State University (CSU) Board Of Trustees, Chancellor, And Administration's Commitment To Consultation On Internal CSU General Education Modification
14. AS-3691-24/FA Continuing Support of Faculty Research, Scholarship, and Creative Activities (RSCA), and Request for Increased RSCA Funding
15. AS-3695-24/AA Student Intellectual Property And Determination As To The Possible Use Of Generative Artificial Intelligence Detection Tools In Student Course Assignment Submissions
16. AS-3696-24/AA Support For A Survey Of Ge Exemptions And Transfer Admission Waivers In Campus Catalogs
17. AS-3697-24/AA Request For Additional Faculty Membership On The Chancellor's Office Csu Generative Ai Committee
18. AS-3698-24/FA/Exec Call For CSU Administration To Engage In Shared Governance In Responses To Student-Led Protests On Csu Campuses
19. AS-3699-24/JEDI Socially Responsible Investment Strategies

## II. Upcoming ASCSU Meetings

1. Next ASCSU Committee (and Plenary) meeting (9/18/24 – 9/20/24)

## III. Senator 2024-2025 Appointments

1. Charles Lam: Member of Fiscal & Governmental Affairs Committee, Liaison to Math Council
2. Nyakundi Michieka: Vice Chair of Faculty Affairs Committee

## IV. Prepared by CSUB Representatives to the ASCSU

1. Charles Lam, Professor of Mathematics
2. Nyakundi Michieka, Associate Professor of Economics

# Academic Affairs Committee (AAC)

## Report to the Academic Senate

Thursday, September 5, 2024

The following referrals were introduced:

- 2024-2025 04 Cal-GETC Changes
- 2024-2025 02 Proposal to Discontinue Agricultural Business (AGBS) Concentration in the BS in Business Administration Program (BSBA)
- 2024-2025 03 New Degree Program- Bachelor of Music

In addition, the Committee received a new referral (Proposal for New Concentration - B.S. in Biochemistry - ACS Certified). The Committee deferred discussion of that proposal and the Bachelor of Music proposal until the next meeting. The GE director (Dr. Eduardo Montoya) provided an overview of the Cal-GETC requirements and the recommendations from GECCo to meet those requirements. Since there are new members on AAC, we decided to give them an opportunity to review the Cal-GETC material in more detail. We also discussed the importance of completing the Cal-GETC changes before the next catalog deadline

The Committee approved the proposal to discontinue the Concentration in Agricultural Business in the BSBA degree after a brief discussion and answer period. The AAC Chair was to draft a resolution and email it to the committee members to receive feedback before submitting it to the Senate Office. Finally, the Committee chose a vice-chair – Dr. Michael Szolowicz.

# **Academic Support & Student Services Committee (AS&SS)**

## **Report to the Academic Senate**

Thursday, September 5, 2024

The AS&SS Committee chose a vice-chair, Kristine Holloway, and selected a representative for the taskforce to develop criteria for proposing new schools, Dr. Pratigya Sigdya.

We discussed referral 2024-2025 #09 (Need for an Academic Testing Center) at length. We concluded that further due diligence is required to establish a clear set of needs and that includes the student perspective. To that end, ASI committee members offered to gather data from current students regarding this proposal and to report back to the Senate.

We also discussed the proposed survey on faculty use of artificial intelligence to be put out by ITS. The suggestions will be summarized by the Chair and passed on to the survey designers.



## **AY2024-2025 Budget and Planning Committee Report**

BPC committee met on September 5 and focused on the following issues:

- BPC elected its vice chair and representative on the Calendar Committee
- BPC conditionally approved the updated proposal from the Music Department, 2024-2025 Referral 03 – New Degree program Bachelor of Music, pending on the Music Department changing school to college in the proposal and forms, updating the implementation semester and acquiring new signatures if necessary.
- BPC also talked about a few other referrals briefly, related to Time Blocks, Space Utilization and Faculty Hiring Prioritization.

## **Report from the Faculty Affairs Committee of the Academic Senate**

**September 12<sup>th</sup>, 2024**

In their September 5<sup>th</sup> meeting, the FAC met and established as Vice Chair of the committee and noted that alternates were needed for when committee members are unavailable. We also discussed timing of reports and resolutions.

The FAC selected a representative for the taskforce to develop criteria for proposing new schools and discussed referrals 2024-2025 06 (Sixth-Year Lecturer Review), 2024-2025-05 (Faculty Director Performance Review), and 2024-2025 08 (Faculty Hiring Prioritization-Position Control). These discussions are to be continued.

The FAC discussed referral 2024-2025 07 (Evaluation of Academic Administrators) and drafted and voted in favor of Resolution 242501.

The proposed resolution adds several positions to the administrative review list, changes the term school to college, and includes additional details to clarify procedures regarding the administrator's self-study, the committee's role in reviewing the self-study and associated supporting documentation, and the committee's role in building a confidential survey to collect feedback from constituents.



**2024-2025 Academic Senate: Referral and Resolution Log**

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws	Approved	Sent to	Approved
9/3/2024	2024-2025 #01 Proposal for New Concentration_BS in Biochemistry_ACS Certified	Referral sent	AAC	Whether to approve the proposal for a new concentration in —BS in Biochemistry certified by the American Chemical Society. <b>Carry over referral:</b> 2023-2024 #20 Proposal for emphasis in Biochemistry B.S.					
9/3/2024	2024-2025 #02 Proposal to Discontinue AGBS Concentration in BSBA	Referral sent	AAC	Whether to approve the proposal to discontinue the Agricultural Business concentration in the BS in Business Administration program.	<b>RES 242502-</b> Discontinuation of AGBS Concentration in BSBA ( <i>first reading</i> )				
9/3/2024	2024-2025 #04 Cal-GETC Changes	Referral sent	AAC						
9/3/2024	2024-2025 #03 Proposal for New Degree- Bachelor of Music	Referral sent	AAC and BPC	Review the proposal for the New Degree – Bachelor of Music, Music Teacher Preparation Concentration <b>Carry over referral:</b> 2023-2024 #23 New Degree Program Proposal- Bachelor of Music in Music Education; RES 232416 Drafted- not passed.					
9/4/2024	2024-2025 #09 Need for Academic Testing Center	Referral sent	AS&SS and BPC	Whether there is a need for the campus to have an Academic Testing Center to assist with proctoring exams and perhaps full-fledge entrance testing. Consider resources needed and what the structure might be to meet the needs of faculty and students. <b>Carry over referral:</b> 2023-2024 #31 Need for an Academic Testing Center					
9/3/2024	2024-2025 #08 Faculty Hiring Prioritization- Position Control	Referral sent	BPC	Discuss the administration's commitment to the hiring of tenured and tenure-track faculty to match the growth trends of student enrollments and the demographic make up of the student population, and to match or exceed growth in administrative positions (MPPs). <b>Carry over referral:</b> 2023-2024 #36 Faculty Hiring Prioritization- Position Control					
9/3/2024	2024-2025 #05 Faculty Director Performance Reviews	Referral sent	FAC	Review and address the Faculty Director performance review process; including which centers and positions need to be reviewed, review committee formation and composition, consideration of Faculty Board Committees to develop their own criteria. <b>Carry over referral:</b> 2023-2024 #08 GECCo Review and Appointment (2022-2023 #22 Carry over) <b>Carry over referral:</b> 2023-2024 #27 Faculty Director Performance Reviews - Handbook Change		Handbook Change			
9/3/2024	2024-2025 #06 Sixth-year Lecturer Review – Handbook Change	Referral sent	FAC	Purpose and outcome(s) of the Sixth-year Lecturer Review, etc <i>Carry over referral 2021-2022 #41 Sixth-year Lecturer Review – Handbook Change</i> <b>Carry over referral:</b> 2023-2024 #03 Sixth-year Lecturer Review – Handbook Change		Handbook Change			
9/3/2024	2024-2025 #07 Evaluation of Academic Administrators- Handbook Change	Referral sent	FAC	Review and consider changes to the Handbook 311 Evaluation of Academic Administrators: include the Chief Diversity Officer, review Academic Administrator titles to ensure they are consistent with current title; Review procedures to clarify review process and consistency of the role fo the review committees.	<b>RES 242501 -</b> Evaluation of Academic Administrators ( <i>first reading 9/12/24</i> )	Handbook Change			
<b>Not drafted yet 9/04/2024</b>									
	2024-2025 #XX		AAC and BPC	<i>Whether to approve the proposal for new minors in Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies</i> <b>Carry over referral:</b> 2023-2024 #29 Proposal of New Minors- Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies					
	2024-2025 #XX		AAC, BPC, and FAC	AAC: Discuss SOCI process and timelines, taking in to consideration the efficacy and fairness of student evaluations, time frame for distribution and student evaluation scores, provision of SOCI quantitative scores and qualitative comments, development of a system to identify and flag biased, discriminatory, or prejudiced responses, explore feasibility of automatically excluding students with multiple occurrences of such responses. FAC: Impact of the above items on RTP. <i>Update: AAC sent memorandum for inclusion in Senate packet 3/21/2024.</i> <i>BPC to be included in the referral - academic calendar will need to be updated for both paper and online SOCI windows.</i> <b>Carry over referral:</b> 2023-2024 #35 Administering SOCIs					
	2024-2025 #XX		BPC	The need to reconsider Time Blocks for classes. <i>Update: Memo received 05/03/2023; carry over referral 2022-2023 #01 Time Blocks and Space Utilization</i> <b>Carry over referral:</b> 2023-2024 #04 Time Blocks and Space Utilization					
	<i>HOLD for EC Discussion</i>		FAC and BPC	Whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat. <i>Carry over referral 2022-2023 #31 Academic Administrators Search &amp; Screening- Handbook Change</i> <b>NOTE:</b> Referral 2023-2024 #11 Academic Administrators Search & Screening- Handbook Change. RES 232431 Passed in Senate; not approved by President.	<b>RES 232431</b> Search and Screening Procedures for Administrators- Handbook Change	Handbook 309	5/9/2024	5/23/2024	<b>Not approved; Memo sent by President 7/18/24</b>

**ASI President's Report:**

"Hello everyone and happy Thursday! I am sad to miss this week's meeting in-person, but look forward to seeing you all in two weeks. For updates regarding students, the most important reminder I would like to share is to please join us for Rowdy Run this evening. This event will be a wonderful way for faculty, staff, and current students to welcome our freshman into our community. For an update regarding campus life, thank you for spreading the word of upcoming events on campus. Our events have reflected a massive increase in attendance compared to previous years, and continue to occur with impromptu events. This week my VP of Legislative Affairs decided to host a Presidential Debate watch party, and unfortunately we had less than 24 hours to promote it. However, that did not seem to be a barrier as we had to add more chairs/rows because over 70 people showed up. A massive thanks to all faculty and staff, because a majority of students were informed of this event due to their professors spreading the word. We are so excited to continue shared governance through these connections, and if there are any new events/concerns I will be sure to share them. Thank you everyone, I look forward to seeing you all soon, and have a wonderful weekend!"

Thank you so much and have a great weekend!

Best,

**Erin Pruitt**

President | Associated Students, Inc.  
California State University, Bakersfield  
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E: [asi-president@csub.edu](mailto:asi-president@csub.edu)



*"Students Working for Students"*



## Evaluation of Academic Administrators

RES 242501

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the University Handbook language regarding the evaluation of academic administrators. (Deletions in ~~strike through~~, additions in **bold underline**.)

**RATIONALE:** To meet current needs of the University, the Chief Diversity shall be added to the administrators to be reviewed at regular intervals. The University recently elevated schools to Colleges and school-formation criteria are not yet developed. These changes also address practices related to soliciting feedback from constituents, including using modern technology such as survey software to collect data.

### 311.1 General Guidelines

Each academic administrator shall be evaluated according to these procedures at three-year intervals. The President will initiate the review process for the Provost, **Chief Diversity Officer, Vice President and Chief Financial Officer, Business and Administrative Services, Vice President for Student Affairs, and Vice President for University Advancement**, and the Provost's office will initiate the review process for all academic administrators. In August of each academic year, the Provost's office will send to the Executive Committee of the Senate a schedule of which administrators will undergo review in the current academic year and the next academic year. The President or Provost may, if they believe it is appropriate, call for an evaluation of an individual before a scheduled evaluation.

The Academic Administrator Review Committee (AARC) is formed in the Spring of the administrator's second year, and the review process begins in the Fall of the third year. The supervisor for each administrator undergoing is responsible for providing the criteria for evaluation to the administrator and to the AARC.

### 311.2 Academic Administrators

The following positions shall be subject to this policy:

- Provost and Vice President for Academic Affairs (P&VPAA)
- **Chief Diversity Officer**
- **Vice President for Student Affairs**
- **Vice President and Chief Financial Officer, Business and Administrative Services**

- **Vice President for University Advancement**
- AVP Academic Affairs/Dean of Academic Programs
- AVP Enrollment Management
- AVP Faculty Affairs
- AVP Grants, Research, and Sponsored Programs (GRaSP)
- AVP Institutional Research, Planning, and Assessment (IRPA)
- Dean, ~~School~~ **College** of Arts and Humanities
- Dean, ~~School~~ **College** of Business and Public Administration
- Dean, ~~School~~ **College** of Natural Sciences, Mathematics & Engineering
- Dean, ~~School~~ **College** of Social Sciences and Education
- Dean, University Library
- Dean, Division of Extended Education and Global Outreach (EEGO) *(revised 07-10-17)*
- Dean, California State University, Bakersfield Antelope Valley *(Revised Name Change 6-28-18)*  
*(Section Revised 12-01-16, XX-XX-23)*

### **311.3 Review Committee Membership**

For review of the P&VPAA, **Chief Diversity Officer, Vice President for Student Affairs, Vice President and Chief Financial Officer, Business and Administrative Services, Vice President for University Advancement,**

Academic Affairs/Dean of Academic Programs, AVP Enrollment Management, AVP Faculty Affairs, AVP GRaSP, AVP IRPA, and Dean of EEGO, the review committee shall be as follows:

- A. The faculty of each ~~school~~ **college** shall elect one tenured faculty;
- B. The President or Provost shall select a member of the Provost Council; and *(Revised 12-01-16)*
- C. The President Provost shall choose a sixth member of the committee.

For review of the Dean of Arts and Humanities, Dean of Business and Public Administration, Dean of Natural Sciences, Mathematics & Engineering, Dean of Social Sciences and Education, Dean of University Library, and Dean of the CSU Bakersfield Antelope Valley, *(Revised Name Change 06-28-18)* the review committee shall consist of five members. *(Revised 12-01-16)*

- A. The faculty of the ~~college school~~-dean being reviewed, or the librarians in the case of the Dean of University Library, shall elect three (3) tenured faculty members or librarians. In the case of the Antelope Valley Campus Dean, an election shall be held to select three (3) representatives from the faculty, staff, and librarians who are at the Dean of the Antelope Valley Campus. *(Revised 12-01-16)*
- B. The P&VPAA shall select a ~~college school~~-dean; and
- C. The P&VPAA shall choose the fifth member of the committee.

Any prospective committee member with an active grievance (or other legal proceeding) against the specific Administrator under review at the time of review is not eligible for election or selection and cannot serve on the review committee.

The administrator under review may request that the supervisor of the review dissolve the review committee if one of its members is ineligible due to an active grievance (or other legal proceeding) against them, and the Senate will initiate a new election. *(Added June 28, 2018)*

### **311.4 Review Procedures**

The procedures for review committees of academic officers are as follows:

A. The President and P&VPAA shall maintain a schedule showing the year in which the regular review of each administrative officer is due, and shall complete the committee selection and initiate the review process prior to the end of the academic year preceding the actual academic year the review takes place. A schedule for an evaluation should then be constructed with April 1 as the target date for completion of the process. *(Revised 12-01-16)*

B. At the time of initial appointment and immediately following each review, the supervisor will review with the administrator being evaluated the areas (i.e., academic leadership, program development, management, diversity initiatives, etc.) in which his or her performance will be assessed. In all cases, the areas to be evaluated will include:

- 1) The individual's effectiveness in commanding respect as an academic administrator and, if appropriate, as a scholar;
- 2) The individual's effectiveness in creating an educational environment conducive to excellence in teaching, scholarship, and mutual respect;
- 3) The individual's effectiveness in fulfilling their assigned role in achieving the mission and goals of CSUB.

In setting up the review process, the supervisor will solicit advice from the administrator under review as to any additional areas that should be included in the evaluation and what constituencies should be sampled. In all cases, the appropriate faculty, librarians and staff shall be given the opportunity to participate in the evaluation. The supervisor will provide the review committee information regarding the additional areas where the administrator's performance is to be assessed and recommend constituencies to be sampled. The areas of assessment should not be changed once the supervisor has reviewed them with the administrator being evaluated unless the administrator and supervisor agree. Throughout the review process, all parties shall bear in mind that the purpose of the administrator review is developmental as well as evaluative, in keeping with the essential mission of the University.

C. The review committee shall request from the administrator under review a ~~concise~~ **thorough and detailed self-study**. The self-study will focus on areas to be evaluated, major accomplishments, problems and issues related to the responsibilities of the position (e.g. job description), future goals and plans, and personal professional development and accomplishments. **The self-study shall include evidence and documentation to support evidence of major accomplishments, and evidence of the administrator's roles and contributions. The review committee shall verify the claims of accomplishments made by the administrator.** This self-study shall be completed and submitted to the review committee and the supervisor.

D. The review committee shall survey various performance appraisal systems to determine the appropriate guidelines and instruments for the evaluation process. The evaluation shall cover a three-year period; therefore,

the guidelines and process should be constructed to reflect this time frame. The committee, in consultation with the supervisor and the person being reviewed, shall develop the specific format for the appraisal. (Revised 12-01-16)

E. In the case of evaluation of ~~School~~ **College** Associate Deans, during the third year, all ~~School~~ **College** Deans, including those in their final year of service as ~~School~~ **College** Associate Dean and those who are retiring, shall be reviewed by the ~~School~~ **College** faculty. The Dean shall meet with the faculty to discuss how they wish to proceed with the review. In preparation for the review, ~~School~~ **College** Associate Deans, may, at their own initiative, submit to the ~~School~~ **College** faculty and the Dean a brief self-evaluation of their performance for the period under review. In addition, the appropriate Dean shall offer the opportunity to all faculty of the ~~School~~ **College** to give individual, confidential advice, orally, or in writing. This review shall assess the ~~School~~ **College** Associate Dean's effectiveness based on the criteria established at the time of appointment. The review must occur during the fall semester of the third year. The written review of the ~~School~~ **College** Associate Dean should be submitted to the ~~School~~ **College** Dean by April first (1st) of that year. The Dean and the ~~School~~ **College** Associate Dean shall then meet to discuss the report by April 15th.

*(Added 06-06-17)*

F. The ~~P&VPAA~~ **administrator's supervisor**, in consultation with the review committee and administrator to be evaluated, shall determine the individuals and/or groups to be consulted. In all cases, the faculty concerned shall be given the opportunity to participate in the evaluation. **The review committee shall issue calls for feedback and comments multiple times in the review process and shall remind constituents that the process is confidential.** Individuals participating in the evaluation of administrators shall ~~enclose~~ **submit** their written comments on a **confidential survey that does not collect identifiable information (e.g., names, email addresses). This survey shall include quantitative and qualitative (i.e., open-ended) assessments, including questions about constituency type so that data can be disaggregated and reviewed by the committee. The review committee may work with IT to develop the survey and build processes for ensuring confidentiality and fairness (e.g., prevention of "ballot-box stuffing").** ~~in a sealed envelope, signed across the seal.~~ The ~~enclosed~~ comments will then be coded, **deidentified, and summarized** to ensure the person's confidentiality in the review process. Examination of the **deidentified and summarized** documents by the administrator under review may occur in the event of a protested personnel action. Comments will be collected, and the confidential coding maintained in the ~~office of the P&VPAA~~ **administrator's supervisor.**

G. **While conducting their review, the review committee may request a meeting with the administrator under review to request additional evidence, context, and documentation related to the self-study and the areas under review to be used in finalizing their final report.** The review committee shall consolidate all evaluations and forward the final report, which will include the administrator's self-study, to the appropriate supervisor and the administrator being evaluated. In most cases, this shall be the P&VPAA who will review the evaluation, self-study, and any written response, discuss these with the administrator under review, and forward the package with appropriate comments/recommendations to the President with a copy to the administrator under review by April 15<sup>th</sup>. In cases where there is a supervisory level between the administrator under review and the P&VPAA, the evaluation shall pass through that level for comments and go forward to the P&VPAA. The supervisor's written comments and recommendations should include components related to future goals and plans in addition to the expected review and comments on the evaluation.

In the case of the P&VPAA, the same process as outlined above will be followed except that the review committee's report shall be forwarded directly to the President.

**H.** In all cases the final review level will be the President. The President ~~or~~ **and** the administrator under review **shall** ~~may elect to have a meeting about the report. In this case,~~ **The** President, P&VPAA, and ~~the~~ **any** administrator under review will meet before releasing a comprehensive, explanatory report to the campus by May 1<sup>st</sup> **of that year.**

In the event the administrator under review **does** not agree with any aspect of the evaluation, a written commentary may be submitted, and it shall accompany the report. The administrator under review shall have ten working days after receiving a copy of the final evaluation to prepare ~~his/her~~ **their** reaction and commentary. The administrator under review shall have complete access to all evaluation materials, with confidentiality of all reviewers **and respondents** being preserved. In the event of a protested personnel action, the coded comments may be assessed as required by current state law. In this event, ~~persons who had submitted written comments~~ **all constituents and potential respondents** will be notified of the action. Such individuals are protected from any form of reprisal, not only by the expectation of high ethical behavior from all University personnel, but by Executive Order No. 929 and California Government Code Section 8547.12.

~~H.I.~~ Provisions governing campus personnel files such as confidentiality, disclosure, and rebuttal shall apply to the evaluation process. The consolidated report and all data collected for this report will become a part of the personnel file and will reside in the office of the P&VPAA.

**Distribution List:** (update as needed)

- President
- Provost and VP for Academic Affairs
- VP Student Affairs
- AVP Academic Affairs and Dean of Academic Programs
- AVP Enrollment Management
- AVP Faculty Affairs
- AVP GRaSP
- AVP IRPA
- School Deans
- Dean of Libraries
- Dean of Antelope Valley
- Dean of EEGO
- Department Chairs
- General Faculty

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Approved by the Academic Senate:



**Discontinuation of Agricultural Business Concentration in BS in Business Administration Degree**

**RES 242502**

AAC

**RESOLVED:** That the Agricultural Business Concentration in the BS in Business Administration (BSBA) Degree be discontinued.

**RESOLVED:** That all policies for program discontinuation be observed including providing a means for all currently active students to finish their plan of study.

**RATIONALE:** The Agricultural Business (AGBS) Concentration in the BSBA degree is no longer needed since students can now receive a degree in the AGBS major. Students in the BSBA program still have eleven other concentrations from which to choose. In addition, the AGBS Concentration has had low student demand since the AGBS major was introduced.

**Attachments:**

Proposal to discontinue AGBS Concentration in BSBA\_24-25 AY Referral  
Changes-To-Degree-Form-remove concentration AGBS-signed

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP Student Affairs  
AVP Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
Director of Academic Operations  
College Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended University and Global Outreach  
Department Chairs  
General Faculty

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Approved by the Academic Senate:

Sent to the President:





**ACADEMIC SENATE**  
CSU BAKERSFIELD

**2024-2025 REFERRAL #02**  
**Proposal to Discontinue AGBS Concentration in BSBA**

**From:** Melissa Danforth, Academic Senate Chair   
**To:** John Deal, Academic Affairs Committee (AAC) Chair  
**Date:** September 3, 2024  
**cc:** Katherine Van Grinsven, Academic Senate Administrative Analyst

At their meeting on August 27, 2024, the Academic Senate Executive Committee requested that the Academic Affairs Committee (AAC) review and address the proposal submitted by the Department of Economics to discontinue the Agricultural Business Concentration in the BS in Business Administration Program.

During your discussion, please consider:

- rationale as presented in the attached proposal
- impact on any students in the program.

Please take up this matter with your committee and get back to me with your recommendation. If your recommendation requires Senate action, please prepare a resolution and the rationale for the resolution.

Thank you.

Attachments:

- (1) RE\_Proposal to discontinue AGBS Concentration in BSBA\_24-25 AY Referral
- (2) Changes-To-Degree-Form-remove concentration AGBS-signed

**DR. MELISSA DANFORTH, CHAIR, ACADEMIC SENATE**

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THE CALIFORNIA STATE UNIVERSITY

## CHANGES TO PROGRAM FORM

Form Number

**Reset Form**

### PROPOSAL ACTION (Select One)

**EFFECTIVE CATALOG YEAR: FALL**

- PROGRAM REVISION     PROGRAM CANCELLATION  
 PROGRAM PLACED IN MORATORIUM     ADD CONCENTRATION     ADD EMPHASIS  
 ADD OPTION     ADD MINOR

### PROGRAM OR SCHOOL & DEPARTMENT (Required)

School/Program: BPA  
Department: Economics  
Proposed by: John Deal

### RATIONALE FOR DEGREE PROPOSAL (Required):

**Provide Rationale for Degree Proposal:**  
Request is to remove the AGBS concentration within the BSBA degree. There already exists a BS degree in AGBS. This move will remove that redundancy. The AGBS concentration in BSBA was offered in 2012, before the BS in AGBS was developed, hence there is no longer a need for it.

### DEGREE INFORMATION (MAJOR, CONCENTRATION/EMPHASIS/OPTION/MINOR)

**Degree Title:**  
BS Business Administration with a concentration in Agricultural Business

### REVISIONS TO CURRENT DEGREE DESCRIPTION AND REQUIREMENTS

**Degree Description** (Attach catalog copy; Use Strikethrough and Underline MS Word Actions To Delete Text Or Add/Revise Details OR attach catalog copy with revisions):

Attached

**ADDING AN OPTION, CONCENTRATION OR SPECIAL EMPHASIS (ATTACH APPROPRIATE DOCUMENTS):**

Per [EO 1071](#), before any option, concentration, or special emphasis (or similar subprogram) approved under this delegation, can be implemented, the campus shall obtain a Chancellor’s Office confirmation of compliance with CSU policy and applicable law. Campus notifications shall be submitted to the Department of Academic Programs and Faculty Development ([degrees@calstate.edu](mailto:degrees@calstate.edu)). The following information must be submitted:

- The exact title of the new subprogram and the complete degree designation and title of the major degree program housing the new subprogram (e.g., Bachelor of Science in Biology with a Concentration in Biochemistry);
- A list of courses and required units constituting that new subprogram;
- Total units required to complete the entire degree, including the combination of subprogram and major program;
- The complete list of courses and required units constituting the major degree program as approved by the Chancellor’s Office;
- A 4-year major-and-subprogram roadmap for freshmen and a 2-year major-and-subprogram roadmap for transfer students;
- The CSU degree program code (formerly called “HEGIS”) that students use to apply to the major degree program;
- The campus-proposed CSU degree program code to be used to report enrollments in the concentration (may be the same as the degree code);
- A detailed cost-recovery budget for self-support subprograms to be offered within state-support major degree programs; and
- Documentation of all campus-required curricular approvals.

**ADDING A MINOR**

**Provide the Program Description and Minor Requirements:**

**IMPACT OF DEGREE PROPOSAL ON OTHER PROGRAMS OR DEPARTMENTS**

**What Is the Impact of This Degree Proposal on Course Offerings from Other Department(S) Or Programs?**

**Please Include Supporting Emails with This Proposal:**

No impact.

**IMPACT OF DEGREE PROPOSAL ON COURSE(S)**

**List All the New and Revised Courses Required for This Degree Proposal (If Applicable):**

**[Attach/Submit All the Course Proposal Forms and Catalog Copy Together with This Form for Curricular Review and Approval](#)**

N/A

**NEXT STEPS**

- Attach Course Proposal Form(s) to This Proposal (If Applicable)
- Attach Catalog Copy w/ revisions (using track changes) to This Proposal
- Attach Appropriate Documents if Adding an Option, Concentration or Special Emphasis
- Attach Revised Academic Roadmap
- Submit to Department/Program Curriculum Committee for Review & Approval
- Department Submits to School/Program Curriculum Committee for Review & Approval
- School/Program Curriculum Committee Submits Related Forms to GECCo (If Applicable)
- Chancellor’s Office (CO) Notification for Implementation of Option, Concentration or Special Emphasis
- If No Additional Approvals Are Required, School/Program Curriculum Committee Submits to Academic Operations After Final Approvals Have Been Recorded. [See Annual Catalog & Curriculum Deadlines Dates](#)

**SCHOOL/PROGRAM COMMITTEE & OTHER APPROVALS:**

Department Chair/Program Director: <u>John Deal</u> <small>Richard Gearhart (Mar 21, 2024 16:49 PDT)</small> Mar 21, 2024	Date: 2/13/24
School/Program Curriculum Committee Chair: <u>Joanne Choi</u> <small>Joanne Choi (Mar 22, 2024 11:03 PDT)</small> <u>Jing Wang</u> <small>Jing Wang (Mar 22, 2024 11:03 PDT)</small> BSBA Committee Chair ARCC Committee Chair	Date: Apr 9, 2024
Dean of School: <u>Deborah Cours</u> <small>Deborah Cours (Apr 9, 2024 11:05 PDT)</small>	Date: Apr 9, 2024
Director of GE:	Date:
CO Notification for Implementation of Option, Concentration or Special Emphasis:	Date:
CO Confirmation of Compliance for Options, Concentration or Special Emphasis:	Date:
President’s Approval for Minor:	Date:
WSCUC Approval:	Date:
Director of Academic Operations:	Date:

**ACADEMIC OPERATIONS USE ONLY:**

Effective Term:	Catalog Year:
CIP Code:	HEGIS Code:
Program Code:	Plan Code:
SubPlan Code:	



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

# Academic Senate: Elections & Appointments

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September 12, 2024

# Election and Appointment Process

Senate office receives faculty information from Provost's Office, HR, and Academic Operations

Senate office processes and determines eligibility

- Generates voting rosters
- Finds vacated committee positions

Currently  
at this step

Voting rosters sent to college election committee chairs and administrative support staff

# Fall 2024 Election & Appointment Updates

- ❖ Senate Office is almost done updating voting rosters
- ❖ Currently verifying which committees/taskforces have vacancies that need replacements
- ❖ Let us know if you are aware of any vacancies that need to be filled
- ❖ Calls for appointed positions will be coming out soon



# Fall 2024 Appointments

*The following calls for appointed positions coming out soon*

- ❖ Committees/taskforces with open/unfilled positions
  - Student-centered Enterprises, Inc. (SEI) Board
  - Web Governance Committee
  - High Impact Practice (HIP) Taskforce? → *Checking to see if still active*
- ❖ New Committees/Taskforces for AY 2024-25
  - Exceptional Service Award Committee
  - Taskforce: Criteria for Proposing New Schools → *Coming out from colleges*
  - Taskforce: Support for Scholarship and Creative Activities



# Fall 2024 Order of Calls for Vacant Positions

1. Urgent calls for the term
  - ❖ Open At-Large Senator Position
2. Call for university-wide college positions
  - ❖ College Election Committees
  - ❖ Administrator Review Committees
3. Elections for college positions
4. Call for university-wide at-large positions (Senate Office)
5. If needed, elections for at-large positions