



Academic Senate: Executive Committee

Agenda

TUESDAY, FEBRUARY 11, 2025

10:00 A.M. – 11:30 A.M.

Location: BDC 134- BPA Conference Room

Zoom link: <https://csub.zoom.us/j/84413121414?pwd=bGl6cVtVHjZcDQyaWVzYjQvVU04dz09>

Members: M. Danforth (Chair), D. Solano (Vice-Chair), J. Rodriguez (Interim Provost), A. Hegde, C. Lam, N. Michieka, J. Deal, T. Tsantsoulas, D. Wu, Z. Zenko and K. Van-Grinsven (Senate Analyst).

1. Call to Order
2. Announcements and Information
3. Approval of Agenda (Time Certain: 10:05 AM)
4. Approval of EC Minutes
 - a. January 28, 2025 (handout)
 - b. February 4, 2025 (handout)
5. Continued Items
 - a. AS Referral Log ([handout](#))
 - i. AAC (J. Deal)
 - ii. AS&SS (T. Tsantsoulas)
 - iii. BPC (D. Wu)
 - iv. FAC (Z. Zenko)
 - b. Interim Provost Update (J. Rodriguez) (**Time Certain: 10:20 AM**)
 - i. Schedule Build and Academic Calendar
6. New Discussion Items (Time Certain: 10:45 AM)
 - a. General Faculty Meeting Debrief
 - b. Canvas course end date (handout)
 - c. CSU Generative AI report and professional ethics ([handout](#)) – AS&SS? and FAC?
 - d. Work group for CSUB Communications Standards ([handout](#))
 - e. Data Governance Committee ([handout](#))
 - f. Elections and Appointments (D. Solano)

- i. Calls in Progress: College Senators
 - ii. Review of committees' activity (HOLD; Senate Office compiling list)
- g. Handbook and Bylaws Project; create taskforce or consent agenda resolutions?
 - i. Updating Schools to Colleges
 - ii. Updating all references to quarters
 - iii. Standing Committees Composition:
 - 1. Clarify Handbook language about staff positions being non-MPP staff
 - 2. AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS.
 - iv. Director of Assessment: Review position (Handbook 105.2 and 305.6.)
 - v. Council of Academic Deans: Review Composition and name (Handbook 105.2)
 - vi. Public Affairs Committee: Committee in handbook but not bylaws (Handbook 107.1. Standing Committees of the Academic Senate). Discussion on if we want to create the committee or not.
 - vii. Review committees listed (Handbook 107)
 - viii. Update TEAC Description: Currently lists old college names (H&SS, SOE, and NSM) (Handbook 201.5)
 - ix. Update reference to Associate Vice President for Academic Affairs- association with Academic Advising and review other duties (Handbook 104.2.1)
- h. RTP – FAC
 - i. Unit Review Committee Procedures ([handout](#))
 - ii. PAF Insertion/deletion
 - 1. Handbook Section 301.6.4 "Correction of Materials in the PAF" has current procedures
- i. Academic Degree Policies– AAC
 - i. Double-Major Policy: Timeline for Declaring ([handout](#))
 - ii. Minor Policy: Double counting courses between the major and the minor ([handout](#))
- j. Faculty concerns about SSD Testing – AS&SS
- k. ASCSU Interruption Practice Policy (AS-3551; [handout](#))
- l. Additional SOCI Concerns discussed at Senate; see minutes from December 5, 2024 (handout)
 - i. SOCI Waivers for combined sections
 - ii. SOCI Administration when instructor goes on leave during the semester
 - iii. SOCI Task Force on preamble and content of SOCI instrument
 - iv. RTP committee training with respects to SOCIs ([handout](#))
- m. Discuss adding Statements of the Senate Process
- n. Department Formation follow-up (HOLD follow up w/ Academic Programs)
- o. Resolution on CCC baccalaureate degrees [AB 927, SB 895] – EC (HOLD)
- p. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)

7. Agenda Items for Senate Meeting (Time Certain: 11:15 AM)

Academic Senate Meeting – Spring 2025

Thursday, February 13, 2025

Agenda

10:00 AM – 11:30 AM

Location: Dezember Leadership and Development Center, Room 409-411

Zoom Link: <https://csub.zoom.us/j/89047995676?pwd=VEdFQVJkZTk5UUVzblQyNDR4UkZrUT09>

Senate Members: Chair M. Danforth, Vice-Chair D. Solano, Senator A. Hegde, 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, Senator E. Correa, Senator J. Deal, Senator R. Dugan, Senator T. Salisbury, Senator J. Cornelison, Senator E. Pruitt, Interim Provost J. Rodriguez, Senator J. Dong and Senate Analyst K. Van Grinsven.

Guests: President V. Harper

- I. Call to Order and Tejon Tribal Land Acknowledgement
- II. Approval of Minutes
 - a. January 30, 2025 (handout)
- III. Announcements and Information
 - a. President's Report – V. Harper **(Time Certain: 10:10 AM)**
 - b. Elections and Appointments – D. Solano (handout)
 - c. Events:
 - i. Monday, February 17 at 1:30 PM – President's Open Forum; Student Union MPR and Zoom
 - ii. Monday, March 17 – Spring Budget Forum; time and location TBD
 - iii. Commencement Dates Finalized:
 1. Friday, May 16 at 7:45 AM – Graduate Hooding Ceremony
 2. Saturday, May 17 at 8:00 AM – SSE Undergraduate Ceremony
 3. Saturday, May 17 at 6:00 PM – A&H, BPA and NSME Undergraduate Ceremony
- IV. Approval of Agenda **(Time Certain: 10:05 AM)**
- V. Reports
 - a. Interim Provost's Report – J. Rodriguez
 - b. ASCSU Report – Senators Lam and Michieka (handout)

- c. ASI Report – Senator Pruitt
- d. Staff Report – Senator Cornelison
- e. Committee Reports:
 - i. Executive Committee – Vice-Chair Solano (handout)
 - ii. Standing Committees:
 - 1. Academic Affairs Committee (AAC)– Senator Deal (handout)
 - 2. Academic Support and Student Services Committee (AS&SS)– Senator Tsantsoulas (handout)
 - 3. Budget and Planning Committee (BPC) – Senator Wu (handout)
 - 4. Faculty Affairs Committee (FAC) – Senator Zenko (handout)
- f. CFA Report – Senator Salisbury (handout?)

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

- a. Consent Agenda: No items.
- b. Old Business:
 - i. RES 242509 – Search and Screening Procedures for Administrators – FAC and BPC (handout)
 - ii. RES 242515 – Bylaws and Handbook Changes in Response to ASCSU Constitution Ratification – FAC (handout)
 - iii. RES 242510 – Process and Timeline of SOCI Administration – FAC and AAC (handout)
- c. New Business:
 - i. RES 242516 – New PG-NEC Certification Program – BPC and AAC (handout)
 - ii. RES 242517 – Proposal for Elevation of a Concentration to Degree- BA in Ethnic Studies – BPC and AAC (handout)
 - iii. RES 242518 – Academic Advising Structure Is an Academic Endeavor – AS&SS (handout)
 - iv. RES 242519 – Interim Director of Academic Advising Report Extension – AS&SS (handout)

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

VIII. Adjournment

8. Adjournment

2024-2025 Academic Senate: Referral and Resolution Log

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
9/16/2024	2024-2025 #14 SOCI Process	RES IP	AAC and FAC	Review the statewide report on the status of student evaluations in the CSU system. Carry over referral: 2023-2024 #35 Administering SOCIs	RES 242510 Process and Timeline of SOCI Administration <i>(2nd reading IP 02/13/2025)</i>	Possible Handbook Change			
10/11/2024	2024-2025 #18 Revision of RES 232431 Search and Screening Procedures for Administrators	RES IP	FAC and BPC	Revision of RES 232431 Search and Screening Procedures for Administrators addressing whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat. RES 232431 Passed in Senate; not approved by President. EC discussed with President Harper in EC on October 8, 2024.	RES 242509 Search and Screening Procedures for Administrators <i>(2nd reading 2/13/2025)</i>	Handbook 309			
11/14/2024	2024-2025 #20 New Certificate Proposal: Nursing PG-NEC Certificate	RES IP	AAC and BPC	Review the proposed new certificate, Post Graduate Nurse Educator Certificate submitted by the Department of Nursing.	RES 242516 Nursing PG-NEC Certification Program <i>(1st reading IP 02/13/2025)</i>				
1/15/2025	2024-2025 #22 Proposal for Elevation of a Concentration to Degree- BA in Ethnic Studies	RES IP	AAC and BPC	Review the proposal for the elevation of a concentration to a degree in the Bachelor of Arts in Ethnic Studies	RES 242517 Proposal for Elevation of a Concentration to Degree_BA in Ethnic Studies <i>(1st reading IP 02/13/2025)</i>				
1/15/2025	2024-2025 #23 Bylaws and Handbook Changes in Response to ASCSU Constitution Ratification	RES IP	FAC	Propose changes to the bylaws, constitution and appendix to identify a process for the selection of the lecturer electorate representative, including identifying if that individual is elected, to have seat on the CSUB Senate.	RES 242515 Bylaws and Handbook Changes in Response to ASCSU Constitution Ratification <i>(2nd reading IP 02/13/2025)</i>	Handbook/Bylaws Change			
1/22/2025	2024-2025 #25 Academic Advising Structure and Report	RES IP	AS&SS	Consider drafting a resolution stating that Advising remains an academic endeavor under the purview of the Academic Senate, even though it has been reorganized under the Division of Strategic Enrollment Management and Student Support and determine a feasible extension for the due date for the report from the Interim Director of Advising as required by Resolution 222316.	RES 242518 Academic Advising Structure Is an Academic Endeavor RES 242519 Interim Director of Academic Advising Report Extension <i>(1st reading IP 02/13/2025)</i>				
9/3/2024	2024-2025 #06 Sixth-year Lecturer Review – Handbook Change	Taskforce has been formed; IP	FAC	Purpose and outcome(s) of the Sixth-year Lecturer Review, etc. Carry over referral 2021-2022 #41 Sixth-year Lecturer Review – Handbook Change Carry over referral: 2023-2024 #03 Sixth-year Lecturer Review – Handbook Change Update: FAC Drafted memo and recommendations - included in Senate Agenda packet 9/26/2024. Task Force for Periodic Evaluation created- EC appointed members 11/12/2024; first meeting 12/2/2024		Handbook Change			
9/3/2024	2024-2025 #08 Faculty Hiring Prioritization- Position Control		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). Carry over referral: 2023-2024 #36 Faculty Hiring Prioritization- Position Control					
9/3/2024	2024-2025 #09 Need for an Academic Testing Center		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. Carry over referral: 2023-2024 #31 Need for an Academic Testing Center					
9/13/2024	2024-2025 #10 Time Blocks		BPC	The need to reconsider Time Blocks for classes. During discussion, consider how to address meeting patterns that are not visualized in RES 1314059, whether the 50 minutes M/W/F time blocks are sufficient for pedagogical reasons, overlap between current time blocks of different types, effects of time blocks on space utilization. Carry over referral: 2023-2024 #04 Time Blocks and Space Utilization					
9/13/2024	2024-2025 #11 Space Utilization		BPC	The need to reconsider space utilization tactics; consider Assessment of space utilization such as highly used time blocks, poorly used time blocks, classes scheduled outside of time blocks, classes scheduled in non-classroom spaces, etc. Impact of space utilization on approval of future buildings, policies regarding classes scheduled outside of time blocks, and policies to encourage broad use of time blocks and higher space utilization. Carry over referral: 2023-2024 #04 Time Blocks and Space Utilization					
9/16/2024	2024-2025 #13 Reconsideration of the Role and Structure for the Committee on Professional Responsibility (CPR)		FAC	Reconsideration of the role and committee structure for the Committee on Professional Responsibility (CPR) including the role CPR plays in the new Faculty Affairs Discrimination, Harassment and Retaliation (DHR). The composition of CPR given the new Faculty Ombudsperson.		Handbook Change 303.8			
9/16/2024	2024-2025 #15 Timeframe of SOCI Administration		AAC and FAC	Discuss the differences between paper and online SOCI administration considering: timelines and changes to the Academic Calendar. Carry over referral: 2023-2024 #35 Administering SOCIs. Update: FAC memorandum included in Senate packet 9/26/24 and sent to Brian Chen and Chris Diniz, ITS.		Possible Handbook Change			
1/15/2025	2024-2025 #24 Administrator Search Committee Composition – Handbook Change		FAC	Review and address the issues in the University Handbook section 309.5 Composition of the Search and Screening Committee for Administrators. During discussion, consider clarification of the language to determine which of the search and screening committee compositions is associated with each administrator position, specifics of the the composition of the search and screening committees including the addition of a department chair to the provost search committee, specification of a dean as one of the administrator appointments for the provost and dean search committees and that the staff and administrator appointments be someone from within Academic Affairs, or related area.		Handbook 309.5			
2/3/2025	2024-2025 #26 Class Cancellation Guidelines		AAC and BPC	Address concerns regarding class cancellations: inconsistencies in class section cancellations between colleges, effects of class section cancellations on student graduation progress and retention, developing guidelines for class section cancellation that take in to account exceptions for smaller programs, availability of lab/studio stations and equipment, accreditation requirements, etc.					
2/3/2025	2024-2025 #27 Program Discontinuation/Moratorium Policy		AAC and FAC	Review and address the concerns regarding the current program discontinuation/ moratorium policy. Consider: whether lecturers in the program should be added to the list of faculty members notified in writing at the beginning of the process; updating the notification to Senate to be a formal discontinuation proposal instead of "written notification"; clarifying Senate's role in both the notification and approval processes; and updating the timeline for all proposals to align with Senate procedures and timelines.					

[illegible]

From: [Melissa Danforth](#)
To: [Katherine Van Grinsven](#)
Subject: New EC agenda item
Date: Thursday, February 6, 2025 4:16:59 PM

Hi Katie,

Here's a new item that came up when I was working on Canvas for the course my department just assigned to me. Please add this at the top of New Items as "Canvas course end date" and attach this email as backup.

I noticed that the course end date in Canvas is set as 12am May 20th, which is the end of the final exam period, but before the grades due date (May 21st). I reached out to FTLC and found out that ITS intentionally made that change to prevent students from submitting work after final exams. Previously, the default course end date was one week after grades due. Additionally, faculty can manually set availability dates on assignments to prevent late submissions.

Unfortunately, they did not consult Senate, so they did not foresee one big issue with this change. If a faculty member selects the option to restrict course access after the end date and does NOT change the default course end date, students won't be able to see any feedback posted on May 20th and May 21st.

In response to my inquiry, they've asked for feedback on what they should set as the course end date in Canvas. I said that this should have gone to Senate to begin with, and that I would consult EC to get feedback.

Thanks,
Melissa

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Dr. Melissa Danforth
Pronouns: she/they
Chair, CSUB Academic Senate
PI, CSUB's S-STEM Scholarship Program
Professor of Computer Science
Department of Computer & Electrical Engineering/Computer Science
California State University, Bakersfield
Website: <https://www.cs.csub.edu/~melissa/>

Topic: CSU Generative AI report and professional ethics

From: [Melissa Danforth](#)
To: [Katherine Van Grinsven](#)
Subject: Generative AI request for EC
Date: Friday, October 4, 2024 2:25:05 PM

Hi Katie,

I received a request by a faculty member who wishes to remain anonymous. They'd like EC to discuss whether the campus should develop a policy for faculty use of generative AI for grading student work.

This somewhat aligns to the systemwide generative AI committee report at <https://genai.calstate.edu/csu-generative-ai-committee> although they were more focused on compliance (e.g., not violating FERPA) instead of professional ethics.

That report was part of the motivation for ITS wanting to form governance structures, and it might inform the faculty survey, so it does add more dimensions to the referrals to AS&SS, but this concern doesn't directly fall under the existing AS&SS referrals.

Can you add this to the new items in the EC agenda as "CSU Generative AI report and professional ethics"?

Thanks,
Melissa

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Dr. Melissa Danforth
Pronouns: she/they
Chair, CSUB Academic Senate
PI, CSUB's S-STEM Scholarship Program
Professor of Computer Science
Department of Computer & Electrical Engineering/Computer Science
California State University, Bakersfield
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From: [Melissa Danforth](#)
To: [Richard Nelson](#); [Deborah Cours](#); [Jane Dong](#); [Alicia Rodriguez](#); [Luis Vega](#); [Sandra Bozarth](#); [Elizabeth Adams](#)
Cc: [Katherine Van Grinsven](#)
Subject: Re: Request - Work group for CSUB communications standards
Date: Thursday, October 24, 2024 12:27:41 PM

Hi Richard,

Similar to how the adoption of Canvas went through the Academic Senate in 2019/20, this discussion should also involve Senate. We'll add it to the Executive Committee agenda to see which standing committee(s) should be involved.

Thanks,
Melissa

From: Richard Nelson <rnelson16@csub.edu>
Date: Thursday, October 24, 2024 at 11:10 AM
To: Deborah Cours <dcours@csub.edu>, Jane Dong <jdong2@csub.edu>, Alicia Rodriguez <arodriquez@csub.edu>, Luis Vega <lvega@csub.edu>, Melissa Danforth <mdanforth@csub.edu>, Sandra Bozarth <sbozarth2@csub.edu>, Elizabeth Adams <eadams6@csub.edu>
Subject: Request - Work group for CSUB communications standards

Colleagues,

I'm writing to ask if you would like to be part of, or would like to designate someone to participate on your behalf, in a group that will ultimately recommend standards for communication across the campus.

Currently the campus uses multiple forms of communication which can become costly and distracting when trying to manage so many different forms of communication. For example, there are Zoom Video/Phone/Chat, Teams Video/Chat, Slack Chat, standard email, and Canvas. Many of the aforementioned products also integrate with Canvas.

I've attached a "draft charter" for this group hereto. All of this is open and up for discussion/changes.

If you believe I've missed anyone who should be included, please feel free to forward or reply with names and I'll be sure to include them.

Thank you in advance,

Working Group Charter for Communication Standards

Purpose:

The purpose of this working group is to evaluate and recommend communication standards for the CSUB campus. The focus will be on usage, best practices, cost efficiency, and integration into the campus learning management system, Canvas.

Objectives:

1. Assess the current communication tools used on campus, including Zoom, Teams, Slack, MS Outlook, and Canvas.
2. Identify best practices for communication in an academic setting.
3. Evaluate the cost efficiency of each communication tool.
4. Recommend a standardized set of communication tools that integrate seamlessly with Canvas as well as provide for exceptions based on unique needs.
5. Develop guidelines for the effective use of the recommended communication tools.

Scope:

The working group will focus on:

1. Evaluating the usage and effectiveness of current communication tools.
2. Identifying and recommending best practices for communication.
3. Analyzing the cost efficiency of communication tools.
4. Ensuring integration with Canvas.
5. Providing a comprehensive report with recommendations to the campus leadership.

Membership:

The working group will consist of representatives from various departments, including IT, academic staff, administrative staff, and student representatives. The committee will be chaired by a committee member appointed by vote of the charter membership.

Responsibilities:

1. Conduct surveys and gather data on the current usage of communication tools.
2. Research best practices in communication within academic institutions.
3. Analyze the cost implications of each communication tool.
4. Develop a set of recommendations for communication standards.
5. Present the recommendations to the campus administration for approval.

Meetings:

The committee will meet monthly to discuss progress and findings. Additional meetings may be scheduled as needed.

Topic: Data Governance Committee Structure

From: [Melissa Danforth](#)
To: [Christopher Diniz](#)
Cc: [Katherine Van Grinsven](#)
Subject: Re: Data governance committee
Date: Monday, December 9, 2024 9:49:34 AM

Hi Chris,

Temporarily, until Senate Exec can discuss this, I'll serve as the faculty representative.

I'm CCing Katie so she can add this to the Senate EC agenda for Spring.

Thanks,
Melissa

From: Christopher Diniz <cdiniz@csub.edu>
Date: Monday, December 9, 2024 at 9:41 AM
To: Melissa Danforth <mdanforth@csub.edu>
Subject: Data governance committee

Hi, Melissa,

One of the things that I was tasked with towards the beginning of taking on the role as interim AVP/CIO was establishing a charter for a data governance committee. The data governance committee is in response to a WASC finding, originally identified a few years ago. I got the charter approved by the cabinet, and initially, we would ask each college for a representative. However, the other CSUs usually add a faculty representative from the academic senate. I know that the Academic Senate is now on break, but I would like to see what your thoughts are on bringing in a faculty representative from the Academic Senate or if I should go to each college.

Charter:
<https://csub.box.com/s/oy6ftr3v2w3ggg6jv1bnaayxocfsby5u>

Thank you,

Christopher Diniz, MBA
Associate Vice President &
Chief Information Officer
Information Technology Services
(661) 654-3431

California State University, Bakersfield

Data Governance Committee (DGC)

Adopted TBD

Intent

The intent of the Data Governance Committee (DGC) is to be a cross-functional group as chartered by and reporting to the Data Governance Advisory Council (DGAC). Committee members shall be actively engaged in contributing knowledgeable perspectives regarding data governance, data quality management, metadata management, data access and privacy, data standards, and data literacy. The primary focus is to establish and sustain data standards and procedures and make recommendations to the DGAC consistent thereto.

Purpose

The purpose of the DGC is to support the Associate Vice President/Chief Information Officer, Associate Vice President, IRPA/Chief Assessment Officer, and key functional committees in creating and sustaining a best-in-class data environment that: is secure, accurate, valid, accessible, and that people are properly trained on its use in support of the mission, vision, values and strategic plan of California State University, Bakersfield.

Objectives

The objectives of the DGC are to make data governance recommendations to the DGAC that:

1. Establish and communicate a best-in-class vision for data management that supports the University's mission and goals.
2. Define data standards and architecture for university data.
3. Define roles and responsibilities for specific aspects of data management.
4. Address security, risk and compliance related to such needs/opportunities.
5. Establish/reaffirm needs/opportunities policies and procedures as appropriate.
6. Define needs/opportunities implementation timelines.
7. Determine needs/opportunities resource costs required to fulfill the recommendation(s)

Membership

The membership of DGC shall consist of the following or their respective designee:

1. Associate Vice President and Chief Information Officer (Co-Chair) – Chris Diniz
2. Associate Vice President and Chief Assessment Officer (Co-Chair) – Monica Malhotra
3. Information Security Officer – Doug Cornell
4. University Controller – Finance (CFS) Heather Macaulay
5. Director of Accounting and Reporting, Student Financial Services – Student Financial – Christina Orozco
6. Assistant Vice President of Enrollment Services – Admissions and Student Records – Jennifer Mabry
7. Assistant Director of Enrollment Systems & Academic Operations – Admissions – Sonya Gaitan
8. Director of Enrollment Management Systems– Academic Advising – Tommy Holiwell
9. Associate Vice President for Grants, Research and Sponsored Programs – Isabel Sumaya
10. Associate Vice President for Human Resources and Administrative Services – HR and LCD – Lori Blodorn
11. Director of Financial Aid and Scholarships – Financial Aid – Chad Morris
12. UA representative – Alumni CRM – TBD
13. EEGO representative – CRM - TBD
14. Faculty representative – Academic Senate Chair – Melissa Danforth
15. Student representative - TBD
16. Liaisons (non-voting)
 - o Deputy Chief Information Officer – Brian Chen

Meeting Schedules

The meetings of the DGC shall be at least monthly during the academic year with additional meetings scheduled as requested by the DGC Chairs.

From: [Melissa Danforth](#)
To: [Tiffany Tsantsoulas](#)
Cc: [Katherine Van Grinsven](#)
Subject: Re: Dean of Academic Programs section of University Handbook
Date: Thursday, February 6, 2025 12:15:13 PM

Hi Tiffany,

We'll add this to the growing list of Handbook / Bylaws issues.

And let Steve know that Dr. Elizabeth Adams is the Interim AVP of Academic Affairs.

Thanks,
Melissa

From: Tiffany Tsantsoulas <ttsantsoulas@csb.edu>
Date: Thursday, February 6, 2025 at 11:58 AM
To: Melissa Danforth <mdanforth@csb.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csb.edu>
Subject: FW: Dean of Academic Programs section of University Handbook

Hi Melissa,

Steve Walsh, member of the AS&SS committee, brought to my attention a section of the handbook that needs revision (see email exchange below). It is especially interesting to note the provision that academic advising is a responsibility of the AVP for Academic Affairs.

Could you look into adding this to the EC agenda?

Thank you.
Sincerely,
Tiffany

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DR. TIFFANY TSANTSOULAS

She/Her/Hers
Director of Interdisciplinary Studies
Assistant Professor of Philosophy
Department of Philosophy & Religious Studies
661-654-2408

California State University, Bakersfield
9001 Stockdale Hwy

Bakersfield, CA 93311

From: Tiffany Tsantsoulas <ttsantsoulas@csb.edu>

Date: Thursday, February 6, 2025 at 11:57 AM

To: Steve Walsh <swalsh@csb.edu>

Subject: Re: Dean of Academic Programs section of University Handbook

Hi Steve,

Thank you for bringing this to my attention! I certainly see the need for a handbook revision, and closer consideration of this specific policy as it pertains to advising.

I will bring this item to EC for further discussion.

Sincerely,

Tiffany

--

DR. TIFFANY TSANTSOULAS

She/Her/Hers

Director of Interdisciplinary Studies

Assistant Professor of Philosophy

Department of Philosophy & Religious Studies

661-654-2408

California State University, Bakersfield

9001 Stockdale Hwy

Bakersfield, CA 93311

From: Steve Walsh <swalsh@csb.edu>

Date: Thursday, February 6, 2025 at 11:45 AM

To: Tiffany Tsantsoulas <ttsantsoulas@csb.edu>

Subject: Dean of Academic Programs section of University Handbook

Dr. Tsantsoulas,

Please find attached an extracted pdf copy of the page in the University Handbook (Section 104.2.1) which describes the Associate Vice President for Academic Affairs and Dean of Academic Programs. As you know, this position was once held by President Harper, then by Debra Jackson. I couldn't find anyone in the campus directory, on the Provost's org chart, or on the Academic Affairs webpage who currently holds that title.

The particular section that requires revision (to be in the same zip code as reality) is below:

“The Dean Academic Programs is responsible for general education, new baccalaureate degree programs, new minor and certificate programs, community service learning, student retention, **advising of students**, and orientation of new students.”

I highlighted the advising piece, but you could argue for a majority of these to be struck out. And it’s not a typo on my part that it reads ‘The Dean Academic Programs’ and not “Dean of...” that typo exists in the source file.

I hope this helps!

Take care,

--Steve

STEVE WALSH

Director, Educational Opportunity Program

Pronouns: he/his/him/himself

Educational Opportunity Program

Division of Strategic Enrollment Management and Student Support
(661) 654-3218

California State University, Bakersfield

9001 Stockdale Hwy, Mail Stop: 23 AE
Bakersfield, CA 93311

www.csub.edu/eop



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Katherine Van Grinsven

From: Melissa Danforth
Sent: Monday, September 23, 2024 3:34 PM
To: Zachary Zenko; Danielle Solano
Cc: Katherine Van Grinsven
Subject: RE: FAC Referral Request

Hi Zack,

Katie will add this to the agenda, although I'll note that at our current rate of tackling EC business and length of the EC agenda, it'll likely be the end of the semester before we get to this.

And my unit elects different committees to distribute the load across the tenured faculty, so that each tenured individual doesn't have to review as many files. As a younger department, we have had a lot of people to review in recent years, so that helps manage the workload.

We're also really two departments in one administrative unit, so we tend to have an "engineering" committee for the ECE faculty and a "computing" committee for the CMPS faculty. I imagine other blended departments with sufficient tenured faculty in each discipline might take a similar approach. And if the budget situation gets truly dire, we might have more blended departments in the future.

Melissa

From: Zachary Zenko <zzenko@csub.edu>
Sent: Monday, September 23, 2024 3:25 PM
To: Melissa Danforth <mdanforth@csub.edu>; Danielle Solano <dsolano@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: FAC Referral Request

Dear Melissa and Dani,

I'd like to request that the FAC takes up a referral to clarify the procedures of electing a Unit RTP Committee. It has come to my attention that different units handle this very differently, and the handbook is not clear on this.

Specifically, I believe the FAC should consider:

1. Whether all interested tenured faculty should be automatically considered for the election, or whether the size of the committee should be determined first.
2. Clarifying whether one Unit RTP Committee should be formed per unit, and then consistent for all faculty in that Unit (unless there are unique considerations, such as the additional member requested by the faculty member under review).

This is not an urgent priority, but I wanted to put it on your radar as I know that different faculty have approached me asking about these processes.

Thank you,
Zack

ZACHARY ZENKO, PH.D., FACSM, PAPHS

He/Him/His
Associate Professor
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Fall 2024 Office Hours

Mondays and Wednesdays: 2:20 pm to 3:50 pm
Thursdays: 1:45 pm to 3:45 pm
By appointment

California State University, Bakersfield

Mail Stop: 22 EDUC
9001 Stockdale Hwy
Bakersfield, CA 93311

Essentials of Exercise and Sport Psychology: An Open Access Textbook



CALIFORNIA STATE
BAKERSFIELD

I am a proud member of the California Faculty Association; if you are not already a proud member of CFA, [join here](#).

From: [Melissa Danforth](#)
To: [Yize Li](#); [Danielle Solano](#)
Cc: [Tracey Salisbury](#); [Sarana Roberts](#); [Zachary Zenko](#); [Katherine Van Grinsven](#)
Subject: RE: Resolution regarding Removing Memo in Faculty's PAF
Date: Sunday, August 25, 2024 11:07:06 AM

Hi Yize,

An email to the Senate chair is sufficient for referring a concern to the Executive Committee. I'm Ccing Katie so she can add this to the EC agenda.

Thanks,
Melissa

From: Yize Li <yli11@csb.edu>
Sent: Sunday, August 25, 2024 9:11 AM
To: Melissa Danforth <mdanforth@csb.edu>; Danielle Solano <dsolano@csb.edu>
Cc: Tracey Salisbury <tsalisbury1@csb.edu>; Sarana Roberts <sroberts21@csb.edu>; Zachary Zenko <zzenko@csb.edu>
Subject: Resolution regarding Removing Memo in Faculty's PAF
Importance: High

Dear Melissa and Danielle,

It was nice seeing both of you at the General Faculty Meeting on Friday. Thank you very much for organizing the meeting, especially the Q&A session with President and Provost and the open forum.

After asking my question regarding memo in Faculty's PAF, a number of colleagues chatting with me. Some of them thought that a most straightforward solution would be talking with the Academic Senate to see whether a resolution regarding removing memo in Faculty's PAF after 3 years could be developed and passed.

As shared during the Q&A session, the rationales are:

- (1) A reprimand letter is removed from Faculty's PAF after 3 years. A memo is an informal letter which could be a result of retaliation or arbitrary action, so it does not make any sense if a memo stays in Faculty's PAF for more than 3 years.
- (2) A memo in Faculty's PAF could have serious impact to faculty's career and professional reputation, especially for faculty being reviewed for tenure and/or promotion (including range elevation for lecturers).

I am Ccing this email to CFA President Tracey Salisbury, Vice President Sarana Roberts, and Faculty Rights Chair Zachary Zenko. Sarana and Zachary attended and presented in

the General Faculty Meeting, and Tracey participated in earlier discussions regarding administrators' placing memo in Faculty's PAF. They can probably provide more relevant information, including genders and races of faculty members whose PAF include memos that were placed by administrators.

This is my first time bringing up an issue officially to the Academic Senate, so I am not quite sure about the exact procedure. If I need to complete any paperwork or send this email to all members of the Academic Senate, please advise. Please also feel free to forward this email to other senators.

Best Regards,
Yize

Yize Stephanie Li, PhD
Professor of Physics
Department of Physics and Engineering
California State University, Bakersfield

From: [Janine Cornelison](#)
To: [Melissa Danforth](#)
Cc: [Katherine Van Grinsven](#)
Subject: Re: Senate Recommendation
Date: Monday, September 23, 2024 10:52:35 AM
Attachments: [Outlook-California.png](#)

Thank you, Melissa.

We want a specific policy like Long Beach. We are seeing so many students who have completed one major, they are ready to graduate, decide to add a second major. In those conversations, a majority of the time, students tell us they are not ready to leave. Since there is no policy indicating when a student is allowed to declare, we submit the declaration of major. We need a policy that indicates a timeline for declaring.

Advisors have had countless conversations with Dr. Harper regarding this, especially when he asks us why we aren't "getting the students graduated?"

JANINE CORNELISON, M.S.

Academic Advisor
College of Arts and Humanities
(661) 654-2221

www.csub.edu/ah/studentcenter



From: Melissa Danforth <mdanforth@csub.edu>
Sent: Monday, September 23, 2024 10:26 AM
To: Janine Cornelison <jcornelison1@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: RE: Senate Recommendation

Hi Janine,

We will add this to the Exec agenda once we get further information from Dr. Adams about systemwide policy. Do note that the Exec agenda is already packed, and we might not get to this specific item until closer to the end of the term.

A point of clarification though. We do have a Double Major policy in the catalog (<https://catalog.csub.edu/policies-procedures/academic-policies/undergraduate/academic-affairs-academic-programs/>):

"Double Majors

Students graduating with a double major are required to complete all components of each major, including the Senior Seminars. Although double-counting of courses from one major to the other is possible, the student must accumulate a minimum number of unduplicated units in each major. For the BA major, the minimum is 24 semester units; for the BS major, the minimum is 36 semester units.”

How specifically are the advisors wishing this policy to be updated?

Thanks,
Melissa

From: Janine Cornelison <jcornelison1@csub.edu>
Sent: Monday, September 23, 2024 10:11 AM
To: Melissa Danforth <mdanforth@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: Senate Recommendation

Dear Senate Chair,

I hope this message finds you well. On behalf of the professional academic advisors, I am writing to formally request the development of a comprehensive double major policy for our campus.

Currently, our campus is one of only six within the system that does not have a specific policy regarding double majors. As a result, we have observed a growing number of students opting to pursue multiple majors, which has, in many cases, led to extended periods of enrollment and the postponement of their graduation. While we encourage academic exploration, the absence of clear guidelines can lead to challenges in advising and an overall delay in students' progress toward degree completion.

To assist with this effort, I have attached examples of the current double major policies from other campuses within our system. These can serve as a useful reference and starting point for developing our own policy. A well-defined double major policy would help to ensure that students are making informed decisions about their academic paths, while also promoting timely graduation. Such a policy could outline criteria such as credit requirements, eligibility, and time-to-degree limits, providing clarity and consistency for both students and advisors. We believe it will enhance the academic experience for our students and contribute to the overall efficiency of our institution.

Please let me know if you have any questions or need anything else from me.

Thank you.

JANINE CORNELISON, M.S.
Academic Advisor
College of Arts and Humanities

From: [Elizabeth Adams](#)
To: [Melissa Danforth](#)
Cc: [Katherine Van Grinsven](#)
Subject: Re: Double majors
Date: Monday, September 23, 2024 3:48:35 PM

Hi Melissa,

There isn't a systemwide policy on double majors, but the general guidance in the past has been that double majors should not cause a student to extend their time to degree by very much. That guidance was issued during a time (and has not been updated since) when many campuses were over-enrolled and they were enforcing the "forbidden four" policy including exclusion of lower division transfer and second bacc admits. Now we're in a very different landscape.

All that said, the feds do limit the number of units a student can exceed the basic degree requirements to 20% of the total in awarding aid. In other words, they'll usually cut off aid at 150 units for a 120 unit degree. That 150 unit upper limit is usually the guiding principal behind various campuses allowing up to 140ish units to complete the second major (Humboldt, LB, LA, MB, Northridge).

The only policies from the CO are the minimum units for majors (BA: 24, BS: 36) and the requirement that we award all the earned degrees at the same ceremony. (Same degree, two majors like B.A. in English and Psychology or different degrees different majors like B.A. English and B.S. Computer Science).

The double counting thing is up to the campus, especially vis a vis minors. There are campuses that allow overlap with minors, but won't allow majors and minors in the same field. That tends to help students in interdisciplinary majors get a minor.

I think the 24/36 unit thing does make sense for double majors to ensure the quality and integrity of the degree (a WASC thing).

Always happy to discuss this kind of thing at length.

Elizabeth

From: Melissa Danforth <mdanforth@csup.edu>
Date: Monday, September 23, 2024 at 10:28 AM
To: Elizabeth Adams <eadams6@csup.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csup.edu>

Subject: Double majors

Hi Elizabeth,

The Senate Office received a request to consider updating the double-major policy for CSUB. The requestor included the attached document with policies around the system, but I think that information was gathered from the campus catalogs, rather than looking at systemwide policies. For example, impacted campuses may have more restrictive policies than unimpacted ones.

Is there a systemwide policy on double majors and/or maximum units attempted, perhaps as related to the campus's impactation status?

Relatedly, another complaint Senate frequently hears is the CSUB policy on double-counting courses between two majors or between the major and the minor.

Specifically for double-majors, the catalog says: "Although double-counting of courses from one major to the other is possible, the student must accumulate a minimum number of unduplicated units in each major. For the BA major, the minimum is 24 semester units; for the BS major, the minimum is 36 semester units."

And for minors, the catalog says: "The 12 units (normally four 3-unit courses) used in a minor cannot be drawn from those used to satisfy the major requirements. However, in the case of majors requiring extensive lower division cognates (e.g., Business Administration), students may count one of the cognate courses as one of the four required in the minor."

Is there a systemwide policy on double-counting courses between two majors and/or between the major and minor?

Thanks,
Melissa

--

Dr. Melissa Danforth
Pronouns: she/they
Chair, CSUB Academic Senate
PI, CSUB's S-STEM Scholarship Program
Professor of Computer Science
Department of Computer & Electrical Engineering/Computer Science
California State University, Bakersfield
Website: <https://www.cs.csub.edu/~melissa/>

CSU Campuses with No Double Major Policy

- Bakersfield
- Chico
- East Bay
- Sacramento
- San Bernardino
- San Marcos – No double major policy, but does have an excess unit policy

Channel Islands

Multiple Majors

- Students may declare more than one major. If all majors completed lead to the same degree, BA or BS, they will all appear on the diploma. If the majors lead to different degrees, the policy on double degrees applies. Double counting of courses shall conform to the policy in Senate Resolution 34-01.

Dominguez Hills

Double Major or Minor

- A student may complete an additional minor or second major. Units used to satisfy the requirements for an additional major or minor cannot have been used in the first major or minor. The student shall declare the second major or minor at the time the Application for Graduation is filed and have the appropriate advisement form submitted. Whenever a double major is used to satisfy graduation requirements, the upper division courses must not overlap. The completion of an additional major or minor will be noted on the official transcript. A student who completes requirements for two majors under a single degree, BA or BS, may have both majors recorded on the diploma. A student who completes two majors leading to different degrees, for example, philosophy (BA) and public administration (BS), must declare one major as the degree major, in order to determine the appropriate degree to be awarded and notation for the diploma. A student will not be granted two diplomas and two degrees, as distinguished from two majors, at the same time. Note: The residency requirement for a second major is the same as for the primary major: 12 upper division units at CSU Dominguez Hills.

Fresno

Double (Concurrent) Major Requirements

- Undergraduate students may desire to complete the requirements for more than one major at the time of completion of the baccalaureate degree (i.e., graduate with a double major). All requirements for each degree must be met. When students apply for graduation, they must designate which is the primary degree major. Minimum requirements and exceptions for double majors are as follows:
 - Double B.A. majors must include a minimum of 24 units exclusive of the other major, 12 of which must be upper-division.
 - Double B.S. majors must include a minimum of 36 units exclusive of the other major, 18 of which must be upper-division.
- Units may be double-counted for both majors above 24 mutually exclusive units (12 upper-division) in B.A. programs and 36 units (18 upper-division) in B.S. programs.
- Courses in General Education may be used to fulfill major or minor requirements.
- Students may not earn a special major as a double major.
- One Degree with More than One Major and/or Minor: Two majors leading to the same baccalaureate degree (such as a B.A. or B.S.) do not constitute separate baccalaureate degrees. Only one degree and one diploma will be awarded. Only one application fee is required for one degree, regardless of the number of majors and minors. A student may earn a maximum of two majors and two minors so long as all work can be completed within 144 units.
- Graduating with Two Degrees: A student may be awarded more than one baccalaureate degree (such as a B.A. & B.S., B.S. & B.F.A., etc.) at the same time provided that requirements of all degree programs have been completed. Students who complete two different baccalaureate degrees must apply for all degrees in a single degree period by submitting separate applications simultaneously. A fee is required for each application submitted. Students who concurrently complete the requirements for two baccalaureate degrees will be acknowledged on separate diplomas for each degree earned.
- Note: Students may not pursue a baccalaureate and master's degree concurrently.

Fullerton

Multiple Majors and Second Baccalaureate Degrees

- Within the units required for the baccalaureate, it is possible for a student to complete the requirements for more than one major within one degree (for example, a B.A.) when the additional major is within the same degree (in this case, another B.A.). At least 24 units, including 12 at the upper-division level, in each Bachelor of Arts major, or 36 units, including 18 at the upper-division level, in each Bachelor of Science major, must be applied exclusively to the respective major and may not be used to meet requirements in other majors. The student shall declare the additional major with the appropriate department no later than the beginning of the student's final year of study.
- The completion of additional majors will be noted at the time of graduation by appropriate entries on the academic record and in the commencement program.
- Students seeking two bachelor's degrees concurrently (i.e., in two different degree programs such as B.S. and B.A.) may qualify for graduation with the approval and recommendation of the faculty upon completion of the following:
 - minimum of 60 units in residence (30 units for each degree);
 - minimum of 48 upper-division units among the 60 residence units mentioned above;
 - a minimum of 12 upper-division units in residence in courses offered by each of the major departments in which the two degrees are being sought; and
 - all requirements in major fields of study, general education, scholarship (minimum grade-point average), and all other minimum unit requirements.

Humboldt

Second Major (Double Major)

- Students may earn a bachelor's degree with two majors by completing the requirements for both programs. Although both majors appear on the permanent record, the student receives one degree.
- Students may declare and complete a second major only if they meet the following criteria:
 - Declare second major before earning 90 units; and
 - Demonstrate that they can graduate with both majors completed in fewer than 140 total units.
 - Students who choose to complete a second major and cannot complete the required courses in less than 140 units may submit a request for an exception to the department chair and college dean.

Long Beach

Declaring a Second Major

- Students may be allowed to complete the requirements for two baccalaureate programs concurrently in accordance with the Timely Graduation Policy. Students wishing to add a second major must meet the major-specific criteria for the new major as defined in Major Specific Declaration Requirements for CSULB Students.
- While students are encouraged to pursue their academic interests, all degree objectives (e.g., majors, minors, certificates) must be completed within 120% of the units allowed for the primary degree as stipulated in CSULB's Timely Graduation for Undergraduate Students policy. Students must declare all degree objectives before reaching 90 units.
- Also note that CSULB's Academic Progress Rules for Undergraduate Programs policy stipulates that if any one of a student's three GPAs is below 2.5, the student must have the approval of their primary major advisor to add any additional degree objectives. Please note that students whose major GPA is near or below a 2.0 are unlikely to be allowed to pursue additional degree objectives until they have improved their major GPA.
- Before the student satisfies the specified criteria, the student should meet with the department academic advisor to discuss the possibility of adding the additional major. If the major advisor supports the request, the advisor will electronically submit the request to Enrollment Services. Be aware that additional information may be requested to ensure compliance with the policies mentioned above prior to processing the request. One diploma will be issued reflecting both majors. A course, or courses, may be used to satisfy the individual requirements of both majors, without limit, as long as the required pattern of course work is completed for each major.

Los Angeles

Changing your Major or Declaring a Second Major

- Students may change their major or add a second major if they will be able to complete their baccalaureate degree in no more than 120% (144 units for a standard 120-unit program) of the units required by their primary degree program, including a second major or any minors. Undergraduates may declare up to (a) two majors without a minor (b) one major and two minors.
- If you are considering changing your major or declaring a second major, be aware that you must meet any major-specific criteria in the new major. To determine whether your desired major has major specific criteria, see the list of Major Specific Declaration Requirements. You can check how your academic course work applies to the proposed new major's admission requirements or degree requirements by creating a 'What-if Report' available in the 'Academics Section' of the GET Student Center. If you want to see your progress towards meeting the admission requirements, select the 'pre-major' code under the Area of Study drop down, such as Pre-Criminal Justice. If you want to see all of the degree requirements for the major, select the actual major in the Area of Study drop down such as Criminal Justice.
- Once you have satisfied the specified criteria, meet an advisor from the College Advising and Student Success Center to explore the possibility of changing your major. If the advisor supports your request, the advisor will electronically submit your request to Enrollment Services. Be aware that additional information may be requested to insure compliance with the policies mentioned above prior to the processing of the request.
- Note: Due to special requirements, PaGE and Second Baccalaureate students are not allowed to change their degree objective nor are they eligible to declare additional bachelor-level majors or minors.

Maritime Academy

Declaring Double Major Procedures

- Students interested in completing double majors must follow the procedures detailed on the "Application for Double Major" form and meet the minimum standards provided therein. Application for a double major will take into consideration numerous factors including, but not limited to, student academic progress, space restrictions, competitive standards, and time to degree completion.
- Requirements of double majors include:
 1. Each of the two majors must consist of a minimum of 36 non-overlapping major units.
 2. A student who began at Cal Maritime as a freshman must complete coursework for both degrees within five academic years.
 3. A student who began at Cal Maritime as a transfer or second baccalaureate student must complete coursework for both degrees in no more than four years.
 4. The second major of a double major may not be an impacted major.
 5. Approval of double majors is not guaranteed.
 6. Double majors, if granted, are considered conditional and subject to change if: a student fails to meet academic requirements in the first or second major; a student has a change of academic and/or disciplinary status; or, a student fails to enroll in the approved courses as outlined by academic advisors each term for each major.
- In accordance with CSU Executive Order 971, if a student has completed the requirements for two or more majors leading to the same baccalaureate degree, those majors shall be acknowledged on the diploma. If a student has completed the requirements for two or more majors leading to different baccalaureate degrees, those degrees and the completed major or majors leading to each degree shall be acknowledged on the diploma. If more than one major or degree is to appear on the diploma, the student shall be consulted regarding the order in which the student prefers the degree(s) and major(s) to appear.

Monterey Bay

Declaring a Second Major

- Students may declare a second major (i.e., double major) only if they can complete both the requirements for both majors within 144 units. Students must have a minimum cumulative GPA of 2.5 to add additional degree objectives, unless approved by the advisor for their current primary academic program. Students may not declare a second major after completing the requirements of their first major.
- Student requests to declare a second major must be approved by the advisors of both majors. If the student seeking to declare a second major has 90 or more earned units, the request must also be approved by the AVP for Academic Programs. All requests to declare a second major must be accompanied by an advisor-approved educational plan demonstrating that the additional major requirements can be completed within 144 units. When a student completes two majors, both majors will be documented on the transcript, and appropriate diploma(s) will be issued.
- For majors leading to a Bachelor of Arts, 24 units (of which at least 12 units are upper-division and taken in residence at CSUMB) shall only be used for fulfillment of the requirements of one major. Units completed in addition to the 24 units may be used for fulfillment of the requirements of the second major (i.e., double counted).
- For majors leading to a Bachelor of Science, 36 units (of which at least 18 units are upper-division and taken in residence at CSUMB) shall only be used for fulfillment of the requirements of one major. Units completed in addition to the 36 units may be used for fulfillment of the requirements of the second major (i.e., double counted).

Northridge

Adding a Second Major

- Students may add a second major (double major) only if they can complete both majors within 140 units. Students may not add a second major after completing the requirements for their first major. Student requests to add a second major must be approved by the department chairs of the existing major and the second major. If the student seeking to add a major has 90 or more earned units, the request also must be approved by the associate dean (or college designee) of the new major. All requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units. When a student completes two majors, both majors will be recorded on the diploma. Courses taken to satisfy the requirements for one major may be double counted if they satisfy requirements in the second major.
- Double majors in the same department are permitted unless specifically excluded in the University Catalog.

Changing Major or Option

- Students seeking to change majors/options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the department chair of the new major/option. If the student has 90 or more earned units, the request also must be approved by the associate dean (or college designee) of the new major/option. Requests to change majors/options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

Pomona

Declaration of Minors and Additional Majors

- Students may declare up to two minors in addition to their primary major if all academic programs can be completed within 36 units above the number of units required for their primary major. Students must receive the approval of the chair of the department offering the proposed academic program.
- Students may declare one major in addition to their primary major if all academic programs can be completed within 48 units above the number of units required for their primary major. Students must receive the approval of the chair of the department offering the proposed academic program.
- Minors or double majors may be declared at any time in a students' career but students are strongly encourage to declare minors and double majors early in their career. After earning 135 totals units, students may declare a minor or additional major only if they are in good academic standing and have the approval of the chair of the department offering the proposed academic program.
- Credits from transfer units, non-traditional college-level work (including AP, IB, and CLEP examinations, and credit by challenge examinations), and military service in excess of 90 quarter units shall be excluded from the unit count for the purposes of the minor and double major policies.*
- Students may request exceptions to the minor and double major policy by filing a general academic petition.
- *Students often have credits from these sources that are not applicable to their Cal Poly Pomona degree program for a variety of reasons, including unfamiliarity with how tertiary education works (especially first generation college students), poor advising at Community College, exploration/change of career direction, credits for sports, etc. The intention of this policy is to count up to 90 quarter units that likely fulfill GE and academic program requirements at Cal Poly Pomona without prohibiting transfer students from minoring or double majoring if they have a large number of units that do not further their Cal Poly Pomona degree.

San Diego

Multiple Majors

- Some students may wish to complete up to three majors. In such a case, each major must be declared with the Office of the Registrar, and all requirements for each major must be fulfilled.
- In the case where the same class is required for each major, the class can only be counted towards one of the major requirements. Therefore, you must substitute another class for one of your majors, as approved by your major advisor.

San Marcos

Excess-Units Seniors

- Students seeking a first baccalaureate degree who have earned 150 or more units and who have not yet graduated are considered to be “excess-units seniors” (exception: Nursing majors and Integrated Credential Program students are not subject to this policy). The records of such students will be reviewed and advising will be provided in order to facilitate their graduation. This may include such actions as
 - Automatic graduation of students who have met all graduation requirements;
 - Identification of possible course substitutions that would make it possible for students to graduate;
 - Early priority registration for the purpose of being able to register in courses needed for graduation; and
 - Additional advising and the development of a graduation plan that the student would be expected to follow.
- Students choosing to appeal their automatic graduation must submit a Degree Conferral Appeal. The appeal must include a narrative statement elaborating how excess units were accumulated, their educational intent, and completion timelines. The appeal will be reviewed by a committee consisting of Dean or Designee from the College of the student’s major, a designated academic advisor from the student’s major, and an appropriate faculty representative from the student’s academic department/program.
- Students with more than 130 attempted units may only change their majors if the change of major allows for graduation at a date no later than the earliest date possible with the current major. Similarly, students with more than 130 attempted units may only declare additional majors or minors if the additional majors or minors allow for graduation at a date no later than the earliest date possible with the first major. In these cases, approval from a staff advisor in Advising Services will be needed. Exceptions can be granted by an appropriate faculty advisor such as the department chair or designee.

San Francisco

Double Major

- With careful academic planning, it may be possible for students to complete two majors. When possible, students are encouraged to complete both degrees without exceeding 120 units. Students who are significantly over 120 units may be monitored and required to meet with an academic advisor to track their degree progress. Students who complete two majors may apply for both degrees in a single commencement by submitting one degree application with approval from both major departments. No additional fee is required for the second application.

San Jose

Double Major

- If a student has completed the requirements for two or more majors leading to the same baccalaureate degree (e.g., two B.A. degrees or two B.S. degrees) for the same graduation application period, those majors shall be acknowledged on a single diploma and on the student’s transcripts. Each major, not including courses in preparation for the major, must consist of at least 36 units for Bachelor of Science degree majors, or at least 24 units for Bachelor of Arts degree majors, units that are completely separate and distinct from the other degree. The University has the right to restrict students from pursuing double majors, particularly when resources must be equitably distributed among all students.

Deliverables:

1. **Assessment Report:** A detailed report on the current communication tools, their usage, and effectiveness.
2. **Best Practices Guide:** A guide outlining best practices for communication in educational institutions.
3. **Cost Efficiency Analysis:** A report analyzing the cost efficiency of current communication tools and potential alternatives.
4. **Integration Plan:** A plan for integrating recommended communication tools with Canvas.
5. **Final Recommendations:** A comprehensive report with recommendations for communication standards.

Timeline:

The working group will aim to complete its work within six months, with the following milestones:

- **Month 1-2:** Assess current communication tools and identify best practices.
- **Month 3-4:** Conduct cost efficiency analysis and explore integration with Canvas.
- **Month 5:** Develop draft recommendations and seek feedback.
- **Month 6:** Finalize recommendations and submit the report to campus leadership.

Approval:

This charter will be reviewed and approved by the campus administration.

Katherine Van Grinsven

From: Carl Kloock
Sent: Friday, January 31, 2025 4:15 PM
To: ORG-AcademicSenateOffice
Subject: Policy change suggestion: Minors
Attachments: Minors & double-counting.docx

Please see attached for a suggested change to the Minor policy at CSUB, with rationale. Thank you very much,
Carl

Dr. Carl Kloock
Professor, Department of Biology
California State University, Bakersfield.

We need to change the rule that says only one course can double-count for a minor. (Catalog: Academic Affairs and Academic Programs; my emphasis)

Minors

CSUB offers four different types of minors: a traditional minor from a single discipline, a thematic minor, an interdisciplinary minor, and a special minor. Regardless of type, minors require a minimum of 12 semester units, at least 6 of which must be upper division units. The 12 units (normally four 3-unit courses) used in a minor cannot be drawn from those used to satisfy the major requirements. However, in the case of majors requiring extensive lower division cognates (e.g., Business Administration), **students may count one of the cognate courses** as one of the four required in the minor.

This rule penalizes students in majors with a high cognate load.

For example, Biology students currently have eight units of Chemistry as cognates. The Chemistry minor requires 16 units, 8 of which must be upper division. With the current minor policy, students can double-count one three-unit course and therefore, need to complete 21 total units of chemistry to get a chemistry minor, while students from non-science areas need only 16. What is the logic that says that some students can get a chem minor with ~76% of the units a Biology major needs?

Beginning in Fall 25 Biology will require an additional four Chemistry units to get us up to the minimum of 18 of the 20 other CSU campuses with biology programs (we currently require 8, most CSU Biology require 12-15 units of Chemistry). With this change and under the current policy, Biology majors will need 25 units in Chemistry to earn a Chemistry minor. So biology students will need 156% more chemistry units than most other students to earn a Chemistry minor. This is unfair to Biology students, and I suspect other majors have similar issues.

The bar on overlap between the major and the minor is a CSUB policy and not a CSU-wide policy, and in fact, contradicts CSU policy, which explicitly states that additional requirements (i.e. cognates) may normally be applied to the minor. (see EO 1071, next page).

I propose a change to the overlap requirement to allow all lower division cognate units to also count for the minor. Then with 8 units of upper division chemistry on top of what we require, a Biology major could get a Chemistry minor. If we make this change, a Biology major would currently need 16 units, just like any other student; in Fall 2025, this would increase to 20 units, which is still 125% of other majors, but far more equitable than the current situation.

Proposed change to Minor policy.

Minors

CSUB offers four different types of minors: a traditional minor from a single discipline, a thematic minor, an interdisciplinary minor, and a special minor. Regardless of type, minors require a minimum of 12 semester units, at least 6 of which must be upper division units. The 12 units (normally four 3-unit courses) used in a minor cannot all be drawn from those used to satisfy the major requirements. However, ~~in the case of majors requiring extensive lower division cognates (e.g., Business Administration),~~ students may count ~~one of the~~ lower division cognate courses ~~as one of the four required~~ intoward the minor.

The following is excerpted from EO 1071 (my emphasis):

(<https://calstate.policystat.com/policy/15032383/latest>)

Definition of Terms

1. Options, concentrations, emphases and similar subprograms are not defined at the system level, nor are unit minima for these "subprograms" established at the system level.
2. Minors are not defined at the system level, and campuses may set local policy regarding minors.

AND: Cognates do count toward minors at other CSU!! (at least one of them): From Fresno state catalog (where they call cognates "additional requirements": with my emphases):

(<https://catalog.fresnostate.edu/content.php?catoid=3&navoid=77&hl=%22Minor%22&returnto=search>)

Additional Requirements. Courses from one or more departments or programs that are required in support of the major. Such courses are not included in the minimum 2.0 grade point average required in the major for graduation and may be waived or substituted at the discretion of the major department or program. Additional requirements normally may be applied toward a minor. Additional requirements may also be applied toward General Education unless specifically prohibited by the major department.

...

Minor. In addition to academic majors, the university offers a number of minors. A minor is a formal set of courses in a designated subject area distinct from a student's major. The intent of a minor is to provide a condensed and cohesive academic experience, in addition to a major. Minors consist of a minimum of 12 semester units, at least 6 of which must be upper-division residence units. Minors must be completed with a minimum GPA of 2.0. Minors offered by academic departments and programs are listed in the minors section of the catalog. Detailed descriptions are found in the listings of the particular departments and programs. Courses in the minor may not also count toward a student's major except as Additional Requirements to that major. However, courses fulfilling requirements for a minor usually may be counted toward General Education. Refer to the description of the specific minor for exceptions.

From the CSUB Catalog:

Requirements for the Minor in Chemistry

Although no minor is required for the BS degree, a minor in chemistry is available, consisting of 16 units, 8 of which must be in upper division courses taken at CSUB.

Dr. Carl Kloock
Professor, CSUB Dept. of Biology

**ACADEMIC SENATE
OF
THE CALIFORNIA STATE UNIVERSITY**

AS-3551-21/FA/AEDI (Rev)
March 17-18, 2022

ESTABLISHING AN INTERRUPTION PRACTICE FOR THE ASCSU

- RESOLVED:** That the Academic Senate of the California State University (ASCSU) acknowledge that establishing an environment which values and prioritizes equity, diversity and inclusion requires attention to the impact of our discourse, regardless of intent; and be it further
- RESOLVED:** That the Academic Senate of the California State University (ASCSU) adopt a Standing Rule of Order – Interruption Statements (Attachment A); and be it further
- RESOLVED:** That the ASCSU adopt a Special Rule of Order -Point of Interruption (Attachment B); and be it further
- RESOLVED:** That the ASCSU urge campus Senates to consider adopting similar policies in pursuit of our joint goals of equity, diversity and inclusion; and be it further
- RESOLVED:** That the ASCSU distribute this resolution to the CSU Board of Trustees, CSU Chancellor, CSU campus Senate Executive Committees, California Faculty Association (CFA), California State Student Association (CSSA), and the CSU Emeritus and Retired Faculty & Staff Association (CSU-ERFSA).

***RATIONALE:** The impact of our words can sometimes be quite different from that intended by the person speaking. This is recognized in a wide variety of policies concerning hate speech (e.g. <https://items.ssrc.org/disinformation-democracy-and-conflict-prevention/classifying-and-identifying-the-intensity-of-hate-speech> and ALA publication <https://www.ala.org/advocacy/intfreedom/bate>). An integral part of anti-racism work involves acknowledging those impacts and seeking to minimize the number of occasions where our words reify racial or gender-based narratives. The process of thoughtfully and kindly interrupting the meeting to draw the issue to one another's attention is an effective mechanism for raising the issue without engaging in shaming or blaming – in the vernacular, Calling In rather than Calling Out.*

The intentionality of our efforts toward equity, diversity and inclusion and to address issues of racism and misogyny are reflected in the following formal statements of this body:

[AS-3404-19/EX \(Rev\): Creation Of An Ad Hoc Committee To Advance Equity, Diversity And Inclusion Within The Academic Senate Of The CSU](#)

This resolution urges the creation of a committee to examine ASCSU practices to provide recommendations to the Executive Committee about ways to increase equity, diversity and inclusiveness in the ASCSU. (Approved Unanimously January 23-23, 2020).

AS-3404-19/EX (Rev) Rationale: *in light of the anti-bias training in which the ASCSU participated during the previous academic year and the interrupting racism training during the first plenary of this academic year, a conversation arose among many senators encouraging a theme of inclusiveness and anti-bias be adopted for the current academic year. It was suggested that one way the ASCSU can advance this agenda is by moving beyond individual actions, interactions and attitudinal changes, but also striving for appropriate changes in institutional policies and procedures. Approved unanimously - January 23-24, 2020*

[AS-3370-19/FA/EX \(Rev\): Request That The ASCSU Schedule An Interrupting Racism Training Session In September 2019](#) - Approved Unanimously – May 16-17, 2019

The ASCSU encourages the 2019-2020 ASCSU executive committee to allocate sufficient time at the September 2019 plenary for a complete session of the interrupting racism training offered by the California faculty association (CFA), or equivalent training, to help provide an effective learning environment for our students, especially students from historically marginalized communities

[AS-3518/2022 EX \(Rev\): Increasing the Membership of the Ad Hoc Committee to Advance Equity, Diversity, and Inclusion \(AEDI\) Within the ASCSU](#) - Approved Unanimously January 20-21, 2022

That the Academic Senate of the California State University (ASCSU) increase the membership of the ad hoc committee to Advance Equity, Diversity, and Inclusion (AEDI). The Committee will consist of at least seven (7) Senators appointed by the Executive Committee, with at least one member from the Executive Committee.

Approved – May 19-20, 2022

Attachment A

Standing Rule of Order – Interruption Statements

All agendas of the ASCSU and its committees shall include the following:

Interruption Practice Statement

As part of our continuing commitment to an environment where equity, diversity and racial/social justice may thrive, when we experience examples of racial narratives, racism, whiteness or misogyny in our meetings, or as we conduct our business, we will speak up. This means we can interrupt the meeting and draw the issue to one another's attention. We will do this kindly, with care and in good faith. Further, as we engage interruptions we will take an intersectional approach, reflecting the fact that white supremacy, racism and misogyny operate in tandem with interlocking systems of oppression of colonialism, class, cisheteropatriarchy, and ableism, among others.

Attachment B

Special Rule of Order – Point of Interruption

When any communication by any speaker during a meeting involves invidious racial narratives, racism, misogyny, or other forms of bias, any member may raise a Point of Interruption to draw attention to the issue.

Usage

The concerned member calls out ‘Point of Interruption’. The speaker pauses. The chair recognizes the concerned member and asks them to state the issue. The concerned member gives a polite and brief explanation. The chair returns the floor to the speaker.

Technical details

This device is a form of Raise a Question of Privilege pertaining to the privileges of the assembly as a whole (§19).

Takes precedence over all other motions, including other Questions of Privilege, except the higher-ranked privileged motions to *Recess*, to *Adjourn*, and to *Fix the Time to Which to Adjourn*.

In order when another has the floor

A Point of Interruption cannot provide the basis for a Question of Privilege pertaining to the privileges of the interrupted speaker.

Katherine Van Grinsven

From: Melissa Danforth
Sent: Thursday, January 23, 2025 11:04 AM
To: Katherine Van Grinsven
Subject: FW: Addition to handbook?

Hi Katie,

Please add this to the EC agenda under the new item we added yesterday for SOCI issues not covered by the current resolution. Make this a new sub-bullet point labeled "RTP committee training with respects to SOCI".

Carol is okay with sharing this email with EC as backup to the item. It was also discussed at the December Senate meeting.

Thanks,
Melissa

From: Carol Dell'Amico <cdellamico@csb.edu>
Sent: Wednesday, January 22, 2025 1:25 PM
To: Melissa Danforth <mdanforth@csb.edu>
Subject: Addition to handbook?

Hi Melissa,

I was encouraged to contact you about this – I'm in the AAC right now and it came up as we were discussing SOCI last semester. I was thinking that a short section that might be added to the Handbook could cover **RTP Committee Members' Responsibilities**—*but I think dept chairs might have a responsibility, too*. Let me explain:

One thing we were talking about was bias in SOCI. A couple of the AAC members said that they were bowled over to hear about some of the comments that had appeared on SOCI and that had been shared with them – about a faculty member being pregnant was one. The couple of comments that struck faculty and that were shared were extremely obvious instances of bias, comments that any sensible committee member would ignore--comments that now would get the whole SOCI form along with its quantitative data thrown out. What was not mentioned until I brought it up was the routine, endemic, "unseen" bias that exists in evaluations of this sort: professors with accents (or rather certain accents), women professors, professors of color – etc. - that is, there are groups whose SOCI can show generally lower scores and less enthusiastic written responses. *Committee members need to be aware of this.* (Yes, certain professors are just stars, but the most of us are just as earnestly good as we can be and potentially subject to biased responses.) The scholarship on bias of this kind is everywhere and has been for a long time. My point? Every SOCI season, it should be the chair's responsibility to remind RTP committee members that these sorts of bias exist—and remind committee members of the Handbook responsibilities, if they come to exist – and chairs could even be expected to SEND out that section of the handbook. Other "responsibilities" that might be listed:

- Members should respond to the contents of the folder **strictly in relation to the departmental criteria** (to guard against the infiltration of agendas or personal hobby-horses).
- Commentary on SOCI should concern itself with relevant **patterns** in student response and never isolated or rare commentary. (We have all wondered at committee letters that managed to find the ONE negative comment and dilate on that, despite all the other gushing responses!).

I wish such a section weren't necessary, but I think it is. We all have or have heard horror stories.

That's my two cents, for now.

Thanks,

Carol

--

Carol Dell'Amico
English Department
CSU, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311

Academic Affairs Committee (AAC)

Report to the Academic Senate

Thursday, February 6, 2025

The AAC Committee reviewed a draft resolution from FAC on Resolution 242510 – Process and Timeline of SOCI Administration. After further discussion, the Committee made some edits and passed the resolution. Chair Deal sent the resolution to FAC Chair Zenko for FAC approval and submission to the Academic Senate for second reading. AAC passed a resolution for Referral 242520 - New Certificate Proposal: Nursing PG- NEC Certification. Since this was a joint resolution with BPC, Chair Deal sent the referral to Chair Wu for final BPC approval and submission to the Academic Senate for first reading. AAC passed a resolution for Referral 242522 - proposal for the elevation of a concentration to a degree in the Bachelor of Arts in Ethnic Studies. Since this was a joint resolution with BPC, Chair Deal sent the referral to Chair Wu for final BPC approval and submission to the Academic Senate for first reading.



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

AY2024-2025 Budget and Planning Committee Report

Thursday, February 6, 2025
10:00-11:30 AM
BDC 134A-Conference Room

BPC met on February 6 and discussed a few issues:

1. The Spring Budget Open Forum should remain on the original schedule despite the change in CFO. More details to follow
2. BPC discussed and approved the New Certificate Proposal for the Nursing PG-NEC Certificate. A joint resolution with AAC will be submitted for the next Senate meeting.
3. BPC discussed and conditionally approved the proposal to elevate the Ethnic Studies concentration to a Bachelor's degree (BA in Ethnic Studies). A joint resolution with AAC will be submitted for the next Senate meeting.
4. BPC invited Tommy Holiwell to the meeting, where he provided updates on scheduling and space utilization issues on campus. He also shared insights on improving time blocks and space management. BPC will work on these referrals soon.



Search and Screening Procedures for Administrators - Handbook Change

RES 242509

FAC and BPC

RESOLVED: The following changes be made to the University Handbook (additions in **bold underline**, deletions in ~~strikethrough~~).

309 Search and Screening Procedures for Administrators

309.1 General Policy

Although the President or his/her designee is the appointing officer for all administrative positions, the principles of shared governance dictate that faculty, staff, students and administrators shall also be involved in the selection process where appropriate. As the faculty have primary responsibility for the educational mission and functions of the University, faculty members shall play a major role in search and screening for academic administrators.

A major responsibility of the University in recruitment and retention of administrators is to secure the most qualified individuals. Therefore, appointments to administrative positions shall be based on ability and fitness for the position as set out in the criteria for selection and the stated roles and responsibilities of the office. Appointments shall conform to policies of the CSU Board of Trustees.

In cases involving the selection of academic administrators who have the potential for exercising retreat rights to a faculty position, faculty will play a central role in establishing qualifications for the position, in the screening of candidates for appointment, and in formulating the recommendations submitted to the appropriate administrator. Committees established for the purpose of screening candidates for academic administrative appointments shall have a majority of faculty members. In other cases, where the function of the administrator is mainly advisory to the President or does not include academic policy decisions, the faculty's role in the search shall reflect the extent of legitimate faculty interest in the position.

In recognition of the principles of shared governance as well as their importance to the university, both staff and students shall participate in the selection of all administrators where appropriate. Representation on Search and Screening Committees shall be determined by the relationship of the office or position to staff and student activities.

In case a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.

309.2 Policies on Diversity

The hiring practices of the University shall be in compliance with the policies of the CSU Board of Trustees and all applicable EEO/AA/ADA legislation. University policy dictates that the search and screening process shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability or veteran's status. The University recognizes its moral and legal obligations to strive for a composition of personnel that accurately reflects the profile of ethnic minorities and gender in the labor force from which it draws. To meet these obligations, the University will aggressively seek applications from ethnic minorities and women where their representation is below the standards of the labor force. The Diversity Officer of the University provides basic information, advice and counsel for all Search and Screening Committees.

309.3 Responsibilities of the Search and Screening Committee

The responsibilities of each Search and Screening Committee, in cooperation with the appointing officer, include formulating criteria for selection appropriate to the stated roles and responsibilities of the position, developing a position announcement, recruiting and screening candidates, and recommending to the appointing officer only qualified and acceptable candidates. The committee, in cooperation with the appointing officer, establishes a calendar, with milestones, for accomplishing its responsibilities.

It is also the responsibility of the committee to keep complete and accurate records of the selection and recommendation process. **This may include requesting documentation and records from the search**

firm. Upon the discharge of the committee, the chair shall forward these records to the appropriate administrative officer for retention pursuant to university policy.

In all cases the chair shall act in consultation with the search and screening committee.

In case a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.

309.4 Confidentiality of Search and Screening Committee Activities

Each Search and Screening Committee, in cooperation with the appointing officer, has the responsibility to protect the integrity of the search and screening process. All committee deliberations and consultations shall remain confidential. Violations of this confidentiality shall be considered a breach of professional ethics. Except for matters of direct consultation, attendance at all meetings of the committee shall be restricted to official members of the committee. No persons outside the formal membership of the committee shall be present when deliberations are in progress. Appropriate safeguards shall be taken to ensure the confidentiality of all committee records.

The chair of the committee may invite the appointing officer or a member of the search firm to their deliberations at their discretion.

In any search, after consulting with the search committee, the appointing officer may also:

- A. **promote the position to potential candidates or/and answer questions raised by the potential candidates before a time when the search committee starts to review candidates.**
- B. **speak with the recommended candidates before scheduled campus visits take place.**

If a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.

309.5 Composition of the Search and Screening Committees Administrators

Search and screening committees for positions concerning faculty and academic matters shall consist of the membership outlined below. Faculty shall make up a majority of the total membership of the search committee for the following positions: Provost and Vice President for Academic Affairs, Associate/Assistant Vice President for Faculty Affairs, Associate Vice President for Academic Programs/Dean of Undergraduate and Graduate Studies, all Academic Deans, and Associate/Assistant Academic Vice Presidents. *(Revised 7-02-20)*

The appointing officer shall assure the selection of the Search and Screening Committees as follows:

- A. For university-wide positions: five full-time tenured faculty members one from each ~~school~~ College and one at-large (drawn from the General Faculty including librarians, counselors, and coaches). For individual ~~school~~ **College**, Library or Antelope Valley Dean positions: four full-time tenured faculty members drawn from and elected by the affected constituency. *(Revised 7-02-20)*
- B. One **academic** administrator appointed by the appointing officer in consultation with the Cabinet.
- C. One student selected by the Executive Committee of Associated Students, Inc.
- D. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.
- E. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate maintaining the majority faculty membership. The appointments shall be made to assure representation of the entire university.
- F. The search committee shall elect its chair. In the case of cabinet level positions, the President in consultation with the search committee will appoint the chair.

The search and screening committees for other administrative positions (excluding assistant or associated deans) shall be as follows: *(Revised 7-02-20)*

- a. One full-time tenured faculty member, representative of and elected by the affected constituency. *(Revised 7-02-20)*
- b. One administrator appointed by the appointing officer in consultation with the Cabinet.
- c. One student selected by the Executive Committee of Associated Students, Inc.
- d. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.

- e. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate. The appointments shall be made to assure representation of the entire university.

309.6 Roles and Procedures of the Search and Screening Committees

- a. **The appointing officer or their designee shall call for the necessary elections and appointments to form the Search and Screening Committee as soon as possible following the announcement of a vacancy. The appointing officer may, at their discretion, hire a search firm to assist in the recruitment process.**
- b. The appointing officer or his/her ~~their~~ designee shall convene the first session of the Search and Screening Committee to discuss the agreed upon roles and responsibilities of the position, the qualifications needed in a nominee/applicant for the position, and the criteria for selection. The committee, in consultation with the appointing officer, shall establish a calendar, with milestones, for the completion of its work.
- c. At the beginning of the process, the **Chief Diversity Officer** of the University or designee shall meet with the committee to discuss issues, strategies, and procedures to be implemented during the search and screening process that will help meet the moral and legal obligations of the University in achieving diversity among its administrators.
- d. The committee shall elect its chair.
- e. A majority of the committee members shall constitute a quorum; **no meeting shall take place unless a quorum is achieved.** ~~, although~~ Every effort shall be made to have attendance of all committee members at each meeting. **Faculty availability shall be prioritized.**
- f. Except for matters of direct consultation, attendance at meetings of the committee shall be restricted to members of the committee. No one outside the committee shall be present when deliberations are in progress. **The chair of the committee may invite the appointing officer or a member of the search firm to their deliberations after consultation with the search and screening committee.**
- g. The Search and Screening Committee, in consultation with the appointing officer, shall prepare a vacancy announcement and position descriptions that are widely distributed. The committee shall determine and prioritize the qualifications required for the position commensurate with the roles and responsibilities of the position.
- h. The Search and Screening Committee shall establish appropriate procedures for receiving applications/nominations, acknowledging receipt of all materials, **and** reviewing all materials received. ~~and performing background checks.~~ **In any case, all application materials provided by the candidate will be made available to the Search and Screening Committee.**

- i. Upon completion of the review of the applicants, the committee shall recommend those candidates who should be brought to campus for interviews. **The appointing officers and representatives of a search firm may contact candidates after consulting with the search committee.**
- j. For retreat rights and potential tenure purposes, candidates shall be interviewed by the academic department in which they are seeking retreat rights, at which time the department will forward to the Search and Screening Committee a recommendation assessing the candidate's potential for the reward of tenure. A negative recommendation from the department regarding a particular applicant is to be considered a right of refusal to accept the candidate in that department.
- k. Any recommendation for tenure upon appointment would normally be restricted to those applicants who have been, or are currently, tenured by an accredited academic institution of higher education. Applicants without such a record shall be evaluated for tenure according to criteria jointly established by the appropriate department, the dean, and the P&VPAA.
- l. Opportunity shall be provided for all members of the university community (including, but not limited to, faculty, staff, students, alumni, and other "friends" of the university) to meet candidates during interviews.
- m. After completion of interviews, the Search and Screening Committee shall seek out and consider the observations and opinions of all those individuals who had an opportunity to meet with the candidates before making its final recommendations.
- n. The committee shall forward to the appointing officer and President a list of all acceptable candidates. The committee shall provide in writing a detailed rationale for its recommendations. Under normal circumstances at least three candidates shall be recommended to the appointing officer and President. The appointing officer and President shall meet with the members of the committee to discuss their evaluations of the recommended candidates.
- o. If none of the candidates recommended by the committee accepts the position offer, the appointing officer and President shall meet with the committee to determine whether any acceptable candidates remain in the applicant pool. If the committee, in consultation with the appointing officer and President, determine there are no further acceptable candidates, the search process shall begin anew.
- p. All records, deliberations, and consultations throughout the search and screening process shall remain strictly confidential.

309.7 Appointment of Interim Non-Academic University-Wide Officers

- a. This policy shall apply to the interim appointments of the VPBAS, VPASA, and VPUA. New positions that are similar in nature shall also be subject to this policy.

- b. When a vacancy in one of these positions occurs, the President shall confer with the Executive Committee of the Academic Senate, to determine if there is sufficient time for recruitment, the appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- c. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.8 Appointment of Interim Provost and Vice-President for Academic Affairs

- a. When a vacancy occurs, the President shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.9 Appointment of other Interim University-Wide Academic Administrators

- A. This policy shall apply to the interim appointments of other academic administrators whose responsibilities include making academic policy decisions that affect the entire university which includes the Assistant Vice President for GRASP, the Associate Vice President for Academic Programs, the Associate Vice President for CSU Bakersfield Antelope Valley (*Revised 06-28-18 Name Change*), the Associate Vice President for Faculty Affairs, the Dean of Academic Programs, and the Dean of the Division of Extended Education and Global Outreach (*Revised 07-10-17 Name Change*). New positions that are similar in nature shall also be subject to this policy.
- B. When a vacancy occurs, the P&VPAA shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- C. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.10 Appointment of Interim ~~School~~ College Deans

- a. When a vacancy occurs in a ~~school~~ college dean's position, the Provost and Vice President for Academic Affairs shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim dean will be made by the Provost & Vice President for Academic Affairs. Such appointments will be made after consultation with the Executive Committee of the Senate, Department Chairs, members of the ~~school~~ college, and appropriate advising committees.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.11 Appointment of Interim ~~School~~ College Associate Deans

- a. When a vacancy occurs in an associate ~~school~~ college dean's position, the Dean shall confer with Department Chair to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim Associate Dean will be made by the Provost upon recommendation of the Dean. Such appointments will be made only after the Dean has consulted with the Department Chairs, members of the ~~school~~ college, and appropriate advising committees.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.12 Additional Guidance When a Search Firm is Hired to Assist in the Search and Screening Process for Administrators

When a search firm is hired to assist in the search and hiring process:

- a. this search firm shall be distributed a copy of University Handbook Section 309 prior to being hired.
- b. the search and screening committee is given a copy of the contract detailing the responsibilities of the search firm.
- c. the search and screening committee may also assist in recruiting applicants.
- d. after obtaining approval from the committee, members of this search firm may be present in search committee meetings, as outlined in 309.6ef.

RATIONALE:

The requested changes address faculty concerns with the use of search firms during the search and screening of administration positions. These changes outline the roles and responsibilities of different entities involved within this process and protect faculty rights and the role of campus committees and representatives.

Distribution List:

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

Approved by the Academic Senate: XXX

Sent to the President: XXX

President Approved:



ACADEMIC SENATE CSU BAKERSFIELD

Bylaws and Handbook Changes in Response to ASCSU Constitution Ratification

RES 2425~~15XX~~

FAC

- RESOLVED:** That the Academic Senate establishes a practice of electing a Lecturer Senator to serve as a representative of the lecturer electorate to the Academic Senate of the California State University (ASCSU).
- RESOLVED:** Lecturer faculty shall be eligible to serve as a lecturer representative to the ASCSU if they are full-time or part-time with a time base entitlement of at least 0.6 (e.g., 18 WTUs for the academic year).
- RESOLVED:** The Elections Committee of the Academic Senate shall ensure that lecturer representatives are eligible and elected by lecturer faculty. All full- and part-time lecturers are eligible to participate in the voting and election process.
- RESOLVED:** That the Academic Senate recommend revisions to the University Handbook language regarding the lecturer electorate representative to the ASCSU role and inclusion of the lecturer electorate representative as a member of the CSUB Academic Senate. (Deletions in ~~strikethrough~~, additions in **bold underline**.)
- RATIONALE:** This resolution is responsive to the ASCSU's recently ratified constitutional amendments regarding the inclusion of lecturer senators as part of a lecturer electorate. Specifically, Article 2, Section 6 of the Constitution of the Academic Senate of the California State University indicates that "The lecturer senator electorate shall consist of one lecturer faculty member elected *by* and *from* the lecturer faculty on each campus, according to rules established on each campus." (emphasis added).

Amend the Constitution of the Academic Senate (University Handbook Appendix C) as follows:

Article 1 Membership

The Academic Senate shall be composed of the following members:

- A. the General Faculty Chair and Vice Chair elected by the General Faculty;
- B. two representatives to the CSU (statewide) Academic Senate elected by the General Faculty;
- C. **one lecturer representative to the CSU (statewide) Academic Senate Lecturer Senate Electorate elected by the lecturer faculty:**
 - A. The Lecturer representative may be full-time or part-time with a time base entitlement of at least 0.6 (e.g., 18 WTUs for the academic year).**
 - B. The lecturer representative may be elected to the CSU (statewide) Academic Senate**
 - A.C. If the Lecturer representative is elected to the CSU (statewide) Academic Senate, then they will serve on the Executive Committee as a representative to the Academic Senate CSU (see Section 2)**
- D. two representatives from each ~~School~~ **College**, and
- E. one representative from the CSU Bakersfield Antelope Valley **campus**, elected by the respective faculty members of the ~~Schools or Center~~; **Antelope Valley Campus**
- F. six at-large representatives elected from and by the General Faculty;
- G. the ASI President or designee;
- H. one representative of the Council of Academic Deans selected by the council;
- I. a staff member elected by Staff Forum;
- J. the immediate previous Senate Chair, will serve for a period of one term, *ex officio*; and
- K. the Provost (and Vice-President for Academic Affairs) serves *ex officio* and nonvoting.

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Section 2 Executive Committee

A. Membership: The Executive Committee shall consist of:

- ~~6)~~ **B.** the current Chair;
- ~~6)~~ **C.** the Vice Chair;
- ~~6)~~ **D.** the Standing Committee Chairs;
- ~~6)~~ **E.** the ~~two~~ representatives to the Academic Senate CSU
- ~~6)~~ **F.** the immediate previous Senate Chair, will serve for a period of one year, *ex officio*; and

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6) G. the Provost (and Vice President for Academic Affairs) serves ex officio and non-voting.

Distribution List: (update as needed)

~~President~~
~~Provost and VP for Academic Affairs~~
~~College Deans~~
~~Dean of Libraries~~
~~Dean of Antelope Valley Campus~~
~~Dean of EEGO~~
~~Department Chairs~~
~~General Faculty~~ All CSUB Students, Faculty, Staff, and Administrators

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Approved by the Academic Senate:
Sent to the President:
President Approved:



ACADEMIC SENATE
CSU BAKERSFIELD

Nursing PG-NEC Certificate

RES 242516

AAC and BPC

RESOLVED: That the Academic Senate approve the proposal for New Certificate Program of Post Graduate Nurse Educator.

RATIONALE: The Nursing Department currently offers nursing degrees in both undergraduate and graduate levels. The Nursing Department is proposing a new certificate program of Post Graduate Nurse Educator that prepares nurses with graduate degrees to deliver outstanding, evidence-based nursing education as well as sit for the NLN Certified Nurse Educator (CNE) examination. This certificate program will meet a need to train nursing educators to address the shortage of nurses in the region and nation. The proposed certificate program will be supported by sufficient and dedicated resources to ensure its successful future operations.

Attachments:

(1) 2024-2025 20 NEC Program Proposal_Final.

Distribution List:

President
Provost and VP for Academic Affairs
VP Student Affairs
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
College Deans
College Associate Deans
College Advising Centers
Dean of Libraries
Department Chairs

Academic Senate

California State University, Bakersfield
9001 Stockdale Hwy. • 22 EDUC • Bakersfield, CA 93311

Approved by the Academic Senate:

Sent to the President:

President Approved:



Elevation of a Concentration to Degree- BA in Ethnic Studies

RES 242517

AAC and BPC

RESOLVED: That the Academic Senate approve the proposal for elevation of a concentration to degree- BA in Ethnic Studies.

RATIONALE: . The Department of Ethnic Studies is proposing to elevate the Ethnic Studies Concentration in Interdisciplinary Studies to the status of a Bachelor of Arts degree in Ethnic Studies. The BA in Ethnic Studies will engage students in the study of the histories, experiences, cultures, and issues of racial ethnic groups in the United States. The proposed BA degree in Ethnic Studies will be supported by sufficient and dedicated resources to ensure its successful future operations.

Attachments:

- (1) 2024-2025 22 Proposal for Elevation of a Concentration to Degree- BA in Ethnic Studies.

Distribution List:

President
Provost and VP for Academic Affairs
VP Student Affairs
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
College Deans
College Associate Deans
College Advising Centers
Dean of Libraries
Department Chairs

Approved by the Academic Senate:
Sent to the President:
President Approved: