



## Academic Senate Meeting – Spring 2025

Thursday, February 27, 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=VEdFOVJkZTk5UUVzblQyNDR4UkZrUT09>

**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 and E. Adams.

- I. Call to Order and Tejon Tribal Land Acknowledgement
- II. Approval of Minutes
  - a. February 13, 2025 (deferred)
- III. Announcements and Information
  - a. President's Report – V. Harper **(Time Certain: 10:10 AM)**
  - b. Interim WASC Report – E. Adams **(Time Certain: 10:20 AM)** (handout TBA)
  - c. Elections and Appointments – D. Solano (handout)
  - d. Events:
    - i. Monday, March 17 – Spring Budget Forum; 11:00 AM – 12:00 P, Student Union MPR
- 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 (deferred)
  - 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 (deferred)

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

a. Consent Agenda: No items.

b. Old Business:

i. RES 242510 – Process and Timeline of SOCI Administration – FAC and AAC (handout)

ii. RES 242516 – New PG-NEC Certification Program – BPC and AAC (handout)

iii. RES 242517 – Proposal for Elevation of a Concentration to Degree- BA in Ethnic Studies – BPC and AAC (handout)

iv. RES 242518 – Academic Advising Structure Is an Academic Endeavor – AS&SS (handout)

v. RES 242519 – Interim Director of Academic Advising Report Extension – AS&SS (handout)

c. New Business:

i. RES 242522 – Changes to Spring 2025 Academic Calendar – BPC (handout)

ii. RES 242521 – Composition of the Search and Screening Committees for Academic Administrators – FAC (handout)

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

VIII. Adjournment



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# Academic Senate: Elections & Appointments

February 27, 2025

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## Spring 2025 Call Cycle

1. Statewide Senator – *completed*
2. Senators for Colleges – *completed*
3. Senators At-Large – *completed*
4. Lecturer Electorate Representative – *pending approval of RES 242515*
5. College Elected Positions on Committees – *run by colleges*
6. At-Large Elected Positions on Committees – *and unfilled college positions*
7. College appointed positions on committees – *run by colleges*
8. At-Large and unfilled college appointed positions – *including unfilled college positions and elected positions with no nominations after second calls*

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## Senator Elections

**Statewide Senator** (for a three-year term, May 2025 – May 2028)

- **Elected:** *Nyakundi Michieka – Economics*

**College Senators** (for a two-year term, May 2025 – May 2027)

- A&H: **Elected:** *Tiffany Tsantsoulas- Philosophy and Religious Studies*
- BPA: **Elected:** *Sumita Sarma – Management/Marketing*
- NSME: **Elected:** *Amber Stokes – Biology*
- SSE: **Elected:** *Zachary Zenko – Kinesiology*

**At-Large Senators** (for a two-year term, May 2025 – May 2027)

- **Elected:** *Rhonda Dugan – Sociology*
- **Elected:** *Alice Hays – Teacher Education*
- **Elected:** *Antje Lauer – Biology*



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## Results of Appointments to Special Review Committee

### **Special Review Committee for the Proposed Discontinuance of the MA and BA in Anthropology**

*One (1) faculty member who teaches in the affected program*

- *Hager El Hadidi – Anthropology*

*Three (3) faculty from different units within the same college (i.e., SSE) as the program*

- *Kent Henderson – Sociology*
- *Kyle Susa – Psychology*
- *Adam Sawyer – Teacher Education*

*One (1) from each of the other three colleges (i.e., AH, NSME, BPA)*

- *AH: Carol Dell'Amico – English*
- *BPA: Dan Zhou – Finance/Accounting*
- *NSME: Antje Lauer – Biology*



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# 2024-25 College Election Committees

## Arts and Humanities

- **Douglas Dodd (Chair)**
- Joel Haney
- Lena Taub
- *Admin Support: Adrianna Hook*

## Business and Public Administration

- **Richard Gearhart (Chair)**
- Di Wu
- Atieh Poushneh
- Jinping Sun
- *Admin Support: Maria Diaz*

## Natural Sciences, Mathematics, and Engineering

- **Prosper Torsu (Chair)**
- Alberto Cruz
- Sophia Raczkowski
- *Admin Support: Maria Chavez*

## Social Science and Education

- **Dirk Horn (Chair)**
- Patrick O'Neill
- Dahna Stowe
- *Admin Support: Alex Alva*



# Report to the Academic Senate

## Senate Executive Meetings January 21<sup>st</sup> and 28<sup>th</sup> , 2025

In addition to the regular business of setting the agenda for the Senate meeting and standing committee reports, the following items were discussed:

- **General Faculty Meeting (GFM):** We reviewed the agenda and brainstormed items that we would like the President and Provost to address at the GFM. We also expressed concerns about the increasing cost of the ITS services for GFM (\$3500), and the last-minute notification of this cost. Discussion ensued regarding the modality of future GFMs considering this increase in cost.
- **WSCUC Update:** Interim AVPAA Adams joined us briefly to discuss the interim WSCUC report which is due March 1<sup>st</sup>. Topics to be address on the report include advising (including staff/faculty roles in advising), the staff/faculty diversity plan, and IRPA data (for data informed decision making). Small teams will be formed to write up each section of the report, which will be a max of 5 pages. We recommended some faculty/committees that would be appropriate to ask to serve on these teams.
- **Provost's Update:** The provost shared that the Interim Director for Advising now reports to Jennifer Mabry; he will follow up on the return date for the Interim Director for Advising so we can get an idea of when we might be able to receive a report.
- **Referrals:** EC made several referrals including the following:
  - Advising: Referral to AS&SS; draft a resolution clarifying that advising is still under the purview of the senate (both structure and policies), highlight concerns that restructuring occurred without senate consultation.
  - Interim Director of Advising: Referral to AS&SS; follow up on the report from the Interim Director of Advising.
  - Class Cancellations: We discussed issues with classes being cancelled last minute, particularly smaller upper division courses that students need to graduate and the inconsistencies across colleges. A set of guidelines and/or philosophy on how course cancellations are handled should be developed. Referral to AAC and BPC.
  - Program Discontinuation/Moratorium – We need to specifically add wording that lecturers are also consulted as part of the process. Additionally, clarity needs to be added to the document in regarding the role of the Senate and allowing enough time for Senate action. Referral to AAC and FAC.
- **RES 242514 – Interim Time Place Manner:** The CSU revised the Interim TPM a few weeks ago to rewrite the section on masks. We updated the resolution based on this, made another minor edit, and approved for a second reading.

- **CFA is gathering consultant data for Nyakundi to convey to ASCSU.**
- **FAC will be bringing the lecturer resolution to first reading.**
- **Advising: Program faculty have authority over all curricular matters.**

## **Academic Affairs Committee (AAC)**

### **Report to the Academic Senate**

Thursday, February 20, 2025

The AAC Committee reviewed Resolution 242510 – Process and Timeline of SOCI Administration, which was returned to AAC and FAC after the second reading in the Academic Senate. A draft resolution from Chair Deal and Chair Zenko, taking into account feedback from the Senate, was presented to both committees. After small edits, the joint resolution was approved by the members of AAC. Given lack of feedback from the Academic Senate in first reading, AAC reaffirmed support for Resolution 242516 - New Certificate Proposal: Nursing PG- NEC Certification. Making small changes in the resolution and rationale, AAC approved Resolution 242517 - 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 second reading. Finally AAC began a discussion on Referral 2425 # 26 – Class Cancellation Deadlines and Referral 2425 # 27 – Program Discontinuation\_Moratorium Policy.



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

## **Report to the Academic Senate**

Thursday, February 20, 2025

The AS&SS committee revised RES 242518: Academic Advising Is an Academic Endeavor and RES242519: Interim Director of Academic Advising Report Extension, in response to feedback from the first reading at Academic Senate.

Regarding Referral #29 – Canvas Course End Date, we discussed the benefits and drawbacks for changing the course end date for faculty and students. Committee members raised several questions about the functionality of end dates in the Canvas LMS. We concluded that there is a need for clearer communication with faculty and students about changes to Canvas functionality. We did not have enough information to recommend specific policy on this issue. So, we have invited Alex Slabey (FTLC) and Don David (ITS) to our next meeting to gain more clarity before proceeding.



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

Thursday, February 20, 2025

10:00-11:30 AM

BDC 134A-Conference Room

BPC met on February 20 and discussed a few issues:

- BPC began by reviewing changes to the Spring 2025 academic calendar. Several concerns were raised, including the reduced time for students to register for classes before the semester ends. Additionally, with fewer sections being offered, there is a risk that classes may fill quickly, and students who wait to register may miss out on their preferred courses.
- Given the numerous recent budget and planning adjustments, BPC may need to prioritize space utilization referral over time blocks referral.
- BPC did not receive any further feedback or comments regarding the Nursing PG-NEC or the proposal for elevating a concentration to a degree (BA in Ethnic Studies).

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

At the February 20<sup>th</sup> meeting of the FAC, we discussed several issues.

1. We considered the feedback from Academic Senate regarding RES 242510 (Process and Timeline of SOCI administration). The FAC discussed proposed edits following a discussion with FAC Chair and AAC Chair. The revisions emphasized the importance of professionalism in the RTP process, including how SOCI are considered. The FAC approved this resolution and sent it to AAC.
2. The FAC heavily discussed the existing Program Discontinuation and Moratorium policy, using recent Senate actions as context to inform the discussion. The FAC drafted an updated version to streamline the process, place more of a role on the Academic Senate to participate in the review process (including the University Program Review Committee), and improve clarity. A draft was sent to AAC for further consideration.
3. The FAC drafted and discussed RES 242521 in response to referral 2024-2025 24. This is designed to improve the composition of search and screening committees for academic administrators. This was voted on to be sent to first reading.
4. The FAC discussed the Committee on Professional Responsibility, noting its current lack of visibility and potential for enhanced retention efforts and proactive development. The FAC extended an invitation to the Director of FTLC to attend a future meeting and discuss whether the CPR can be reimagined to proactively engage in faculty development efforts.
5. The FAC discussed referral 2024-2025 30 and took a lead on the third bullet point of that referral. **The FAC drafted language to emphasize that faculty should be human beings.**
  - a. The FAC feels strongly that faculty should be human beings.
  - b. We also noted that certifications for online instructions do not follow the same processes that they used to, and suggested striking this language from the handbook. The DLC has not met in a while, to our knowledge. The FAC sent these comments to AS&SS for consideration.

**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
9/3/2024	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. <i>Carry over referral 2021-2022 #41 Sixth-year Lecturer Review – Handbook Change</i> <b>Carry over referral:</b> 2023-2024 #03 Sixth-year Lecturer Review – Handbook Change <i>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</i>		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).					
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. <b>Carry over referral:</b> 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. <b>Carry over referral:</b> 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. <b>Carry over referral:</b> 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 #14 SOCI Process	RES IP	AAC and FAC	Review the statewide report on the status of student evaluations in the CSU system. <b>Carry over referral:</b> 2023-2024 #35 Administering SOCIs	<b>RES 242510</b> Process and Timeline of SOCI Administration <i>(2nd reading IP 02/13/2025; Tabled)</i>	Possible Handbook Change			
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. <b>Carry over referral:</b> 2023-2024 #35 Administering SOCIs. <i>Update: FAC memorandum included in Senate packet 9/26/24 and sent to Brian Chen and Chris Diniz, ITS.</i>					Possible Handbook Change
10/11/2024	2024-2025 #18 Revision of RES 232431 Search and Screening Procedures for Administrators	Complete	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.	<b>RES 242509</b> Search and Screening Procedures for Administrators	Handbook 309	2/13/2025	2/24/2025	
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.	<b>RES 242516</b> Nursing PG-NEC Certification Program <i>(2nd reading scheduled 02/27/2025)</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	<b>RES 242517</b> Proposal for Elevation of a Concentration to Degree-BA in Ethnic Studies <i>(2nd reading scheduled 02/27/2025)</i>				
1/15/2025	2024-2025 #23 Bylaws and Handbook Changes in Response to ASCSU Constitution Ratification	Complete	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.	<b>RES 242515</b> Bylaws and Handbook Changes in Response to ASCSU Constitution Ratification	Handbook/Bylaws Change	2/13/2025	2/24/2025	
1/15/2025	2024-2025 #24 Administrator Search Committee Composition – Handbook Change	RES IP	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.	<b>RES 242521</b> Composition of the Search and Screening Committees for Academic Administrators <i>(1st reading scheduled 02/27/2025)</i>	Handbook 309.5			
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.	<b>RES 242518</b> Academic Advising Structure Is an Academic Endeavor <b>RES 242519</b> Interim Director of Academic Advising Report Extension <i>(2nd reading scheduled 02/27/2025)</i>				
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.					

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
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.					
2/14/2025	2024-2025 #28 Changes to Spring 2025 Academic Calendar	RES IP	BPC	Review the proposed revisions to the Spring 2025 Academic Calendar from the Division of Strategic Enrollment Management and Student Support. Proposed revisions: Move Fall 2025 Advising for Continuing Students from March 17 to April 1. Move Fall 2025 Registration for Continuing Students from April 7 to April 28. Please note this is a time sensitive matter. Resolution must be presented to Senate on February 27, 2025.	RES 242522 Changes to Spring 2025 Academic Calendar <i>(1st reading scheduled for 2/27/2025)</i>				
2/14/2025	2024-2025 #29 Canvas Course End Date		AS&SS	AS&SS to meet with Information Technology Services (ITS) to discuss the Canvas course end date. During your discussion, please consider: The impact of the course end date in Canvas on students' ability to submit work, read feedback, and access their grades, including when faculty restrict access after the course end date. A methodology for setting the course end date in Canvas relative to the Academic Calendar.					
2/14/2025	2024-2025 #30 CSU Generative AI and Professional Ethics		AS&SS and FAC	Discuss the following matters pertaining to Generative AI. During your discussion, please consider whether the Senate should: Create guidelines for the professional and ethical use of Generative AI by faculty members. Develop a CSUB response to the CSU Chancellor's Office AI initiative and generative AI report. Create a policy similar to the 2023-2024 Assembly Bill 2370 (AB-2370) for California Community Colleges.					



## Process and Timeline of SOCI Administration

RES 242510

FAC, AAC

**RESOLVED:** That the Academic Senate recommend revisions to the University Handbook language regarding the timeline and process of collecting student opinions on curriculum and instruction (SOCIs). (Deletions in ~~striketrough~~, additions in **bold underline**.)

**RATIONALE:** This resolution is responsive to the Report on Student Ratings of Instruction in the California State University System (Dyer, 2024), which includes recommendations for addressing bias in student opinions. This resolution clarifies the role of SOCIs in evaluation of teaching performance, specifies the process for the collection of SOCIs when a faculty member on leave is replaced during a semester, and creates policies and procedures for dealing with biases in student responses. This handbook change requires the linking of quantitative and qualitative data for SOCIs regardless of method of delivery. In addition, this resolution sets timelines for SOCIs distributed in person or online.

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### 305.4.2.6 Evaluation of Teaching **EffectivenessPerformance**

~~Although this handbook currently identifies the Student Opinion on Curriculum and Instruction (SOCI) as the primary instrument used to collect student evaluations of teaching, this tool is not intended to be the only tool to evaluate teaching, and the SOCI shall not be weighted more than 50% in the evaluation of teaching.~~

The evaluation of teaching effectiveness

Since teaching is a primary function of all CSUB faculty, a candidate for retention is expected to demonstrate ~~his/her~~ **their** ability to **provide a high-quality learning experience to all students.** ~~teach effectively.~~ The evaluation of teaching **effectiveness-performance** shall involve multiple measures of a faculty member's performance. In addition to the systematic review of the Student Opinion on Curriculum

and Instruction (SOCl), course syllabi, and course materials (exams, handouts, etc.), reviewers are expected to consider other appropriate measures of teaching ~~effectiveness~~ performance submitted by the faculty member, such as:

- a. Introspective self-assessments for formative assessment of teaching and learning in courses during the terms of the review cycle.
- b. Faculty-developed instruments for formative assessment of teaching and learning in courses during the terms of the review cycle.
- c. Peer assessments based upon a mutually-agreed schedule of classroom visits during the review cycle.
- d. Formal assessments performed by the Faculty Teaching & Learning Center at the request of the faculty member during the review cycle.
- e. Self-reflection of grades awarded for courses taught during the review cycle.
- f. Evidence of currency in one's discipline and the integration of that currency into the classroom.

#### **305.4.4 Student Role in the Performance Review Process**

Student ~~evaluation~~ opinion of teaching by faculty is a required component of the performance review process. The Student Opinion on Curriculum and Instruction (SOCl) shall be the primary instrument used to collect student opinions of teaching.

Although this handbook currently identifies the Student Opinion on Curriculum and Instruction (SOCl) as the primary instrument used to collect student opinions of teaching, this tool is to be considered as only one of many measures used to evaluate teaching; SOCl's should not be given more consideration than the other measures of teaching performance outlined in section 305.4.2.6 (Evaluation of Teaching Performance). Further, tThe trends in student responses should be the focus of the evaluation of SOCl's as a measure of teaching performance.

**The quantitative and qualitative (i.e., open-ended) items included on the instruments to gather student opinions shall be reviewed and open for potential revision every five-10 years, or more frequently. More frequent reviews and revisions are at the discretion of the Executive Committee of the Academic Senate. Any revision process shall include broad consultation from faculty.**

Except as limited below, faculty members will administer SOCl's in all sections and place the results of all SOCl's in the RTP (WPAF) File for use by all levels of review.

The requirement for collection of SOCl's may be waived in the following cases.

A. The requirement for collection of SOCIs may be waived for sections with enrollments of fewer than 6 students or similar situations in which the anonymity of respondents would be compromised and sections in which the primary mode of instruction or the SOCI would not reasonably correlate with instructional methods.

B. The requirement for collection of SOCIs may be waived for sections in which a faculty member went on leave and was replaced by another faculty member.

a. This request shall be honored at the discretion of the replacement faculty member.

b. The faculty member on leave shall not be subject to student opinions.

Within these guidelines, department chairs in consultation with their department shall determine which sections are eligible for waiver. Documentation of the department decision to grant a waiver shall be included in each section of the file for which SOCIs are waived.

The SOCI shall be anonymous and identified only by course and/or section. The format of the SOCI provides both quantitative information (ratings of course and instructor attributes) and qualitative information (comments about the course and instructor).

**Faculty shall be provided course and/or section summaries of quantitative data. Means and standard deviations shall be provided for individual questions as well as the overall SOCI. Quantitative and qualitative data shall be linked in both online and physical SOCIs. SOCI reports shall be clear such that faculty can associate individual-student comments with individual-student quantitative responses.**

**Some bias in student opinions may be present. Since SOCIs are used in conjunction with other measures to evaluate teaching, the College Dean (or designee) should arrange for training for Unit RTP Committee members to be undertaken before the start of a faculty review. The training should include the following: (1) the purpose of the RTP review process and the responsibilities of Unit Committee members, (2) the identification of possible biases in student responses, and (3) the process to remove biased SOCIs from an evaluation of teaching.**

**Faculty under review may request that the AVP for Faculty Affairs (or their designee) reviews and removes the SOCI(s) with discriminatory comments and quantitative responses. SOCI(s) that are received within the prior academic calendar year are eligible for consideration for removal. Requests to remove SOCI(s) must be made 21 days prior to the deadline to submit the Working Personnel Action File (WPAF, commonly called the RTP File) for the next review cycle.**



The AVP for Faculty Affairs (or their designee) shall consider the merit of such requests based on many factors, including (but not limited to) the human dignity of the faculty member, the student's role in the performance review process, and the added pedagogical value and relevance of the comments. Regardless of the decision of the AVP for Faculty Affairs (or their designee), the faculty member is encouraged to reflect upon feedback and may submit rebuttals to SOCI comments as part of the performance review process.

In all cases, the Unit Review Committee, Department Chair (if applicable), College Dean, University Review Committee, Provost and Vice President for Academic Affairs, and President (or their designee) are expected to approach the evaluation of faculty and interpretation of SOCIs with care and professionalism. Ultimately, SOCIs are one component of a broad assessment of teaching performance.

#### **305.4.5 SOCI Distribution Period**

The SOCI Distribution Period shall be designated on the Academic Calendar, not to include the examination period. The timeframe for SOCI distribution shall be the same regardless of course modality (e.g., face-to-face, hybrid, online).

In the Fall and Spring semesters, SOCIs distributed online shall be available for 10 weekdays. SOCIs distributed in person shall be distributed during one class meeting in the two-week SOCI Distribution Period; SOCIs shall be distributed between 14 and 21 days prior to the Last Day of Classes.

In the Summer and Winter sessions, SOCIs distributed online shall be available for 5 weekdays. SOCIs distributed in person shall be distributed during one class meeting in the penultimate week of classes. SOCIs distributed online shall be distributed during the penultimate week of classes.

The AVP for Faculty Affairs shall ensure that faculty receive directions on how to access online SOCIs via the Learning Management System so that faculty can encourage student participation. Faculty may encourage their students to complete SOCIs.

Faculty members shall administer SOCIs in Accordance with the Collective Bargaining Agreement.

**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

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



## **Process and Timeline of SOCI Administration**

### **RES 242510**

FAC, AAC

**RESOLVED:** That the Academic Senate recommend revisions to the University Handbook language regarding the timeline and process of collecting student opinions on curriculum and instruction (SOCIs).

**RATIONALE:** This resolution is responsive to the Report on Student Ratings of Instruction in the California State University System (Dyer, 2024), which includes recommendations for addressing bias in student opinions. This resolution clarifies the role of SOCIs in evaluation of teaching performance, specifies the process for the collection of SOCIs when a faculty member on leave is replaced during a semester, and creates policies and procedures for dealing with biases in student responses. This handbook change requires the linking of quantitative and qualitative data for SOCIs regardless of method of delivery. In addition, this resolution sets timelines for SOCIs distributed in person or online.

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### **305.4.2.6 Evaluation of Teaching Performance**

Since teaching is a primary function of all CSUB faculty, a candidate for retention is expected to demonstrate their ability to provide a high-quality learning experience to all students. The evaluation of teaching performance shall involve multiple measures of a faculty member's performance. In addition to the systematic review of the Student Opinion on Curriculum and Instruction (SOCI), course syllabi, and course materials (exams, handouts, etc.), reviewers are expected to consider other appropriate measures of teaching performance submitted by the faculty member, such as:

- a. Introspective self-assessments for formative assessment of teaching and learning in courses during the terms of the review cycle.
- b. Faculty-developed instruments for formative assessment of teaching and learning in courses during the terms of the review cycle.

- c. Peer assessments based upon a mutually-agreed schedule of classroom visits during the review cycle.
- d. Formal assessments performed by the Faculty Teaching & Learning Center at the request of the faculty member during the review cycle.
- e. Self-reflection of grades awarded for courses taught during the review cycle.
- f. Evidence of currency in one's discipline and the integration of that currency into the classroom.

#### **305.4.4 Student Role in the Performance Review Process**

Student opinion of teaching by faculty is a required component of the performance review process. The Student Opinion on Curriculum and Instruction (SOCl) shall be the primary instrument used to collect student opinions of teaching.

Although this handbook currently identifies the Student Opinion on Curriculum and Instruction (SOCl) as the primary instrument used to collect student opinions of teaching, this tool is to be considered as only one of many measures used to evaluate teaching; SOCl's should not be given more consideration than the other measures of teaching performance outlined in section 305.4.2.6 (Evaluation of Teaching Performance). Further, the trends in student responses should be the focus of the evaluation of SOCl's as a measure of teaching performance.

The quantitative and qualitative (i.e., open-ended) items included on the instruments to gather student opinions shall be reviewed and open for potential revision every 10 years, or more frequently. More frequent reviews and revisions are at the discretion of the Executive Committee of the Academic Senate. Any revision process shall include broad consultation from faculty.

Except as limited below, faculty members will administer SOCl's in all sections and place the results of all SOCl's in the RTP (WPAF) File for use by all levels of review.

The requirement for collection of SOCl's may be waived in the following cases.

- A. The requirement for collection of SOCl's may be waived for sections with enrollments of fewer than 6 students or similar situations in which the anonymity of respondents would be compromised and sections in which the primary mode of instruction or the SOCl would not reasonably correlate with instructional methods.
- B. The requirement for collection of SOCl's may be waived for sections in which a faculty member went on leave and was replaced by another faculty member.
  - a. This request shall be honored at the discretion of the replacement faculty member.

b. The faculty member on leave shall not be subject to student opinions.

Within these guidelines, department chairs in consultation with their department shall determine which sections are eligible for waiver. Documentation of the department decision to grant a waiver shall be included in each section of the file for which SOCI are waived.

The SOCI shall be anonymous and identified only by course and/or section. The format of the SOCI provides both quantitative information (ratings of course and instructor attributes) and qualitative information (comments about the course and instructor).

Faculty shall be provided course and/or section summaries of quantitative data. Means and standard deviations shall be provided for individual questions as well as the overall SOCI. Quantitative and qualitative data shall be linked in both online and physical SOCI. SOCI reports shall be clear such that faculty can associate individual-student comments with individual-student quantitative responses.

Some bias in student opinions may be present. Since SOCI are used in conjunction with other measures to evaluate teaching, the College Dean (or designee) should arrange for training for Unit RTP Committee members to be undertaken before the start of a faculty review. The training should include the following: (1) the purpose of the RTP review process and the responsibilities of Unit Committee members, (2) the identification of possible biases in student responses, and (3) the process to remove biased SOCI from an evaluation of teaching.

Faculty under review may request that the AVP for Faculty Affairs (or their designee) reviews and removes the SOCI(s) with discriminatory comments and quantitative responses. SOCI(s) that are received within the prior academic calendar year are eligible for consideration for removal. Requests to remove SOCI(s) must be made 21 days prior to the deadline to submit the Working Personnel Action File (WPAF, commonly called the RTP File) for the next review cycle.

The AVP for Faculty Affairs (or their designee) shall consider the merit of such requests based on many factors, including (but not limited to) the human dignity of the faculty member, the student's role in the performance review process, and the added pedagogical value and relevance of the comments. Regardless of the decision of the AVP for Faculty Affairs (or their designee), the faculty member is encouraged to reflect upon feedback and may submit rebuttals to SOCI comments as part of the performance review process. In all cases, the Unit Review Committee, Department Chair (if applicable), College Dean, University Review Committee, Provost and Vice President for Academic Affairs, and President (or their designee) are expected to approach the evaluation of faculty and interpretation of

SOCIs with care and professionalism. Ultimately, SOCIs are one component of a broad assessment of teaching performance.

#### **305.4.5 SOCI Distribution Period**

The SOCI Distribution Period shall be designated on the Academic Calendar, not to include the examination period. The timeframe for SOCI distribution shall be the same regardless of course modality (e.g., face-to-face, hybrid, online).

In the Fall and Spring semesters, SOCIs distributed online shall be available for 10 weekdays. SOCIs distributed in person shall be distributed during one class meeting in the two-week SOCI Distribution Period; SOCIs shall be distributed between 14 and 21 days prior to the Last Day of Classes.

In the Summer and Winter sessions, SOCIs distributed online shall be available for 5 weekdays. SOCIs distributed in person shall be distributed during one class meeting in the penultimate week of classes. SOCIs distributed online shall be distributed during the penultimate week of classes.

The AVP for Faculty Affairs shall ensure that faculty receive directions on how to access online SOCIs via the Learning Management System so that faculty can encourage student participation. Faculty may encourage their students to complete SOCIs. Faculty members shall administer SOCIs in Accordance with the Collective Bargaining Agreement.

#### **Distribution List:**

- President
- Provost and VP for Academic Affairs
- College Deans
- Dean of Libraries
- Dean of Antelope Valley Campus
- Dean of EEGO
- Department Chairs
- General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved:



## **Nursing PG-NEC Certificate**

### **Resolution 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



**2024-2025 REFERRAL #20**

**New Certificate Proposal: Nursing PG-NEC Certificate**

**From:** Melissa Danforth, Academic Senate Chair 

**To:** Di Wu, Budget and Planning Committee (BPC) Chair  
John Deal, Academic Affairs Committee (AAC) Chair

**Date:** November 14, 2024

**cc:** Katherine Van Grinsven, Academic Senate Administrative Analyst

The Academic Senate Executive Committee requests that the Academic Affairs Committee (AAC) and the Budget and Planning Committee (BPC) review the proposed new certificate, Post Graduate Nurse Educator Certificate.

Your committees should address any concerns as needed. Please take up this matter with your committee and get back to me with your recommendation. If your recommendation requires Senate action, please prepare a resolution and the rationale for the resolution. Thank you.

Attachments:

- (1) NSME Nurse Educator Program Proposalx
- (2) NEC Program Proposal\_Final
- (3) Appendix A- Faculty Costs
- (4) Appendix B\_PG NEC Curriculum Map
- (5) N6840 SIGNED
- (6) N6830 SIGNED
- (7) N6820 SIGNED
- (8) N6810 SIGNED
- (9) Topic\_Nursing PG-NEC Certification Program.pdf

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

California State University, Bakersfield  
9001 Stockdale Hwy. • Mail Stop: 20 BDC • Bakersfield, CA 93311





## Elevation of a Concentration to Degree- BA in Ethnic Studies

### Resolution 242517

AAC and BPC

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

**RATIONALE:** ~~The Ethnic Studies Department currently offers Bachelor of Arts (BA) in Interdisciplinary Studies, Ethnic and Area Studies Concentration.~~ The Department of Ethnic Studies is proposing ~~to~~ he elevate the Ethnic Studies Concentration in Interdisciplinary Studies to the status of a Bachelor of Arts degree in Ethnic Studies. ~~ion of a concentration to degree-BA in-~~ The BA in Ethnic Studies ~~that~~ will engage students in the study of the histories, experiences, cultures, and issues of racial ethnic groups in the United States. Since the state is currently providing restricted funding to support the promotion of ethnic studies, ~~t~~ The proposed BA degree-~~BA~~ 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



**2024-2025 REFERRAL #22**

**Proposal for Elevation of a Concentration to Degree- BA in Ethnic Studies**

**From:** Melissa Danforth, Academic Senate Chair 

**To:** John Deal, Academic Affairs Committee (AAC) Chair  
Di Wu, Budget and Planning Committee (BPC) Chair

**Date:** January 15, 2024

**cc:** Katherine Van Grinsven, Academic Senate Administrative Analyst

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At their meeting on December 3, 2024, the Academic Senate Executive Committee requested that the Academic Affairs Committee (AAC) and Budget and Planning Committee (BPC) review and address the Proposal for the Elevation of a Concentration to Degree for the Bachelor of Arts in Ethnic Studies.

During your discussion, please consider:

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

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

Thank you.

Attachments:

- (1) Proposal Documents Box Folder: <https://csub.box.com/s/a5z1qyidqbu4e6n15uxb8h4f6p8o4e0m>
- (2) Email\_Proposal for Elevation to Concentration\_BA in Ethnic Studies\_2024-11-26.pdf

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

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9001 Stockdale Hwy. • Mail Stop: 20 BDC • Bakersfield, CA 93311



## **Academic Advising Structure Is an Academic Endeavor**

**RES 242518**

AS&SS

**RESOLVED:** That the Academic Senate recognizes that the structure of academic advising is primarily an academic endeavor, and thus it is under the purview of the Academic Senate.

**RESOLVED:** That the Director of Advising has a responsibility to provide reports to the Academic Senate and keep the Senate up to date on the state of academic advising.

**RATIONALE:** With the reorganization of academic advising under the Division of Strategic Enrollment Management and Student Support, there is a need to reaffirm the vital connection between advising and the Academic Senate. As University Handbook sect.103.2.2 states, CSUB's Academic Senate is a body through which the faculty exercises its members' collective knowledge, experience, and judgement to develop and recommend to the President policies and procedures that ensure the realization of the University's mission. Academic advising of students is fundamental to this mission. Thus, the Academic Senate must continue its practice of developing and recommending policies and procedures pertaining to academic advising, including its structure and supports.

### **Distribution List:**

President  
Provost and VP for Academic Affairs  
VP Student Affairs  
AVP & CIO Information Technology Services  
AVP Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended University and Global Outreach

### **Academic Senate**

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## Interim Director of Academic Advising Report Extension

RES 242519

AS&SS

- RESOLVED:** That the Interim Director of Advising submit their [brief](#) report to the Academic Senate no later than [Monday, May 12<sup>th</sup>, 2025](#). ~~30 calendar days upon return to campus duties.~~
- RESOLVED:** [That this brief report will provide an executive summary of the Interim Director's insights into academic advising at CSUB. That this report be used to inform and support best practices for academic advising at CSUB.](#)
- RESOLVED:** That this [brief](#) report will [provide suggestions](#) ~~detail recommendations~~ for the involvement of the Academic Senate in academic advising, highlighting the Senate's role in informing policies for advising practices.
- RATIONALE:** Resolution 222316 requires that the Interim Director of Advising, after a period of consultation with the relevant stakeholders, develop a proposal for advising that represents the interests of the entire academic community at CSUB. This proposed plan was to be delivered to the Academic Senate no later than November 1<sup>st</sup>, 2023. An extension is required to accommodate the Interim Director's leave.

### Distribution List:

President  
Provost and VP for Academic Affairs  
VP Student Affairs  
AVP & CIO Information Technology Services  
AVP Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended University and Global Outreach  
Department Chairs  
General Faculty

### Academic Senate

California State University, Bakersfield  
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## Changes to Spring 2025 Academic Calendar

**RES 242522**

BPC

**RESOLVED:** That Fall 2025 Advising for Continuing Students are moved from March 17 to April 1 and that Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Summer 2025 and Fall 2025) are moved from March 14 to March 28 accordingly. That Fall 2025 Registration for Continuing Students are moved from April 7 to April 28 and that Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Summer 2025 & Fall 2025) are moved from April 7 to April 28 accordingly.

**RATIONATE:** Colleges and Departments need as much time as possible as they need to work on schedules given the gravity of the task at hand. Original dates for Advising and Registration for Continuing Students need to be adjusted. The textbook ordering dates are tied to these dates by RES 232408, and thus also need to be changed. Given that Spring Break this year is the week of April 13-20, this change will allow advisors to have at least three full weeks to meet with students prior to registration opening.

**Attachment:**

Revised Academic Calendar 2025-2026

**Distribution List:**

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

**Academic Senate**

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# California State University, Bakersfield

## Academic Calendar

### 2024/2025

#### Fall Semester, 2024

Feb 20	.....	Last Day to Register to Vote for Primary Election
March 11	.....	<b>Academic Advising</b> for Continuing Students Begins (for Summer 2024 & Fall 2024)
March 23	.....	CA Statewide Primary Election
April 08	.....	<b>Registration</b> for Continuing Students Begins (for Summer 2024 & Fall 2024)
May 01	.....	Orientation for Fall 2024 New Undergraduate Students Begins
May 01	.....	Deadline to Apply for <b>Fall 2024</b> Graduation
June 03	.....	Academic Advising for New Transfer Students Begins (for Fall 2024)
June 03	.....	<b>Registration</b> for New Transfer Students Begins (for Fall 2024)
June 03	.....	<b>Registration</b> for New Postbaccalaureate Students (for Fall 2024)
June 19	.....	<b>HOLIDAY</b> – Juneteenth
June 24	.....	Academic Advising for First-Time First-Year Students Begins (for Fall 2024)
June 24	.....	<b>Registration</b> for New First-Time First-Year Students Begins (for Fall 2024)
August 19	.....	<b>ALL FACULTY DUE ON CAMPUS</b>
August 26	.....	<b>First Day of Classes</b>
September 02	.....	<b>HOLIDAY</b> – Labor Day – Campus Closed
September 04	.....	Last Day to Add Classes
September 04	.....	Last Day to Change between Audit and Letter Grading
September 23	.....	Census Day
September 23	.....	Last Day to Change between Credit/No-credit and Letter Grading
September 23	.....	Last Day to Withdraw from Classes without a "W" being recorded
September 27	.....	Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Spring 2025)
September 30	.....	<b>Academic Advising</b> for Continuing Students Begins (for Spring 2025)
October 09	.....	Campus-wide Emergency Evacuation Day
October 21	.....	Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Spring 2025)
October 21	.....	<b>Registration</b> for Continuing Students Begins (for Spring 2025)
October 21	.....	Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 05	.....	CA Statewide General Election
November 11	.....	<b>HOLIDAY</b> - Veterans Day – Campus Closed
November 12	.....	Academic Advising for New Students Begins (for Spring 2025)
November 12	.....	<b>Registration</b> for New Students Begin (for Spring 2025)
November 15	.....	Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 18 - 22	.....	SOCI Week (for both Online and Paper SOCs)
November 27	.....	<b>No Classes</b> - Campus Open
November 28 - 29	.....	<b>HOLIDAY</b> - Thanksgiving - Campus Closed
November 30	.....	Deadline to Apply for <b>Spring 2025</b> Graduation
November 30	.....	Deadline to apply for <b>Summer 2025</b> Graduation
December 09	.....	Last Day to Submit Completed Thesis / Dissertation
December 09	.....	<b>Last Day of Classes</b>
December 10 - 16	.....	Examination Period
December 14	.....	Commencement
December 17	.....	Evaluation Day
December 18	.....	Grades Due

#### **Winter Break: December 19, 2024 - January 15, 2025**

*In addition to our Fall Semester listed above, CSUB's **Extended Education** offers classes during **Winter Session**. The Session begins January 2, 2025 and ends January 15, 2025. **Call the Extended Education at (661) 654-2441** for detailed information regarding their course offerings and schedules.*

# California State University, Bakersfield

## Academic Calendar

### 2024/2025

#### Spring Semester, 2025

September 30	.....	Academic Advising for Continuing Students Begins (for Spring 2025)
October 21	.....	<b>Registration</b> for Continuing Students Begins (for Spring 2025)
November 12	.....	Academic Advising for New Students Begins (for Spring 2025)
November 12	.....	<b>Registration</b> for New Students Begins (for Spring 2025)
November 30	.....	Deadline to Apply for <b>Spring 2025</b> Graduation
November 30	.....	Deadline to Apply for <b>Summer 2025</b> Graduation
January 15	.....	<b>ALL FACULTY DUE ON CAMPUS</b>
January 20	.....	<b>HOLIDAY</b> – Martin Luther King, Jr. Day – Campus Closed
January 21	.....	<b>First Day of Classes</b>
January 30	.....	Last Day to Add Classes
January 30	.....	Last Day to Change between Audit and Letter Grading
February 17	.....	Census Day
February 17	.....	Last Day to Change between Credit/No-credit and Letter Grading
February 17	.....	Last Day to Withdraw from Classes without a "W" being recorded
March <del>4</del> <u>28</u>	.....	Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Summer 2025 and Fall 2025)

<del>March 31</del>	<del>.....</del>	<del><b>HOLIDAY - Cesar Chavez Day- Campus Closed</b></del>
<del>April 1</del>	<del>.....</del>	<del>Academic Advising for Continuing Students Begins (for Summer 2025 &amp; Fall 2025)</del>
<del>April 08</del>	<del>.....</del>	<del>Campus-wide Emergency Evacuation Day</del>
<del>March 17</del>	<del>.....</del>	<del>Academic Advising for Continuing Students Begins (for Summer 2025 &amp; Fall 2025)</del>
<del>April 11</del>	<del>.....</del>	<del>Last Day to Withdraw from Classes for a Serious and Compelling Reason</del>

#### **Spring Semester Break: April 13, 2025 – April 20, 2025 (Easter is April 20, 2025)**

<del>March 31</del>	<del>.....</del>	<del><b>HOLIDAY</b>—Cesar Chavez Day—Campus Closed</del>
<del>April 07</del>	<del>.....</del>	<del><b>Registration</b> for Continuing Students Begins (for Summer 2025 &amp; Fall 2025)</del>
<del>April 07</del>	<del>.....</del>	<del>Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Summer 2025 &amp; Fall 2025)</del>
<del>April 08</del>	<del>.....</del>	<del>Campus-wide Emergency Evacuation Day</del>
<del>April 11</del>	<del>.....</del>	<del>Last Day to Withdraw from Classes for a Serious and Compelling Reason</del>
April 21-25	.....	SOCI Week (for both Online and Paper SOCIs)
<del>April 28</del>	<del>.....</del>	<del><b>Registration</b> for Continuing Students Begins (for Summer 2025 &amp; Fall 2025)</del>
<del>April 28</del>	<del>.....</del>	<del>Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Summer 2025 &amp; Fall 2025)</del>
May 01	.....	<b>Orientation</b> for Fall 2025 New Undergraduate Students Begins (for Fall 2025)
May 12	.....	Last Day to Submit Completed Thesis / Dissertation
May 12	.....	<b>Last Day of Classes</b>
May 13 – 19	.....	Examination Period
May 16 – 17	.....	Commencement— <del>Tentative</del>
May 20	.....	Evaluation Day
May 21	.....	Grades Due
May 26	.....	<b>HOLIDAY</b> - Memorial Day – Campus Closed
June 30	.....	Deadline to Apply for Fall 2025 Graduation

Updated: 2/20/2025~~11/18/24~~





## **Composition of the Search and Screening Committees for Academic Administrators**

**RES 242521**

FAC

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

**Rationale:** This update to the Handbook is designed to achieve the following objectives:

1. Adds a newly created cabinet position to be subject to these search and screening procedures; this position was formerly the AVP for Enrollment Management, which is currently subject to the Academic Administrator Review Process and, arguably, considered an academic administrator
2. Specifies that the academic administrator for University-Wide positions shall be a college dean
3. Specifies that the staff member for academic administrator search committees shall have an appointment within academic affairs and be an area related to the administrator position
4. Adds a department chair elected by the General Faculty to the search committee for University-Wide academic administrator positions
5. Specifies that the chair of these search committees shall be a tenured faculty member
6. Enhances clarity by separating the composition of the search committees for (a) University-Wide positions and (b) individual college, library, or antelope valley campus dean positions
  - a. This was previously merged into one section
7. Improves grammar

**309.5 Composition of the Search and Screening Committees for Academic 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 **all academic** the following positions, **including**: Provost and Vice President for Academic Affairs, **Vice President for Enrollment Management and Student Support**, Associate/Assistant Vice President for Faculty Affairs, **Associate Vice President for Academic Affairs and Dean of Academic Programs**, Associate Vice President for Academic Programs/Dean of Undergraduate and Graduate Studies, all Academic Deans, and Associate/Assistant Academic Vice Presidents.

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 College and one at-large (drawn from the General Faculty including librarians, counselors, and coaches). For individual College, Library or Antelope Valley Dean positions: four full-time tenured faculty members drawn from and elected by the affected constituency.~~
- ~~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.~~

**309.5.1. Composition of the Search and Screening Committees for University-Wide positions**

**The appointing officer shall ensure that the selection of the Search and Screening Committee includes:**

- 1. Five full-time tenured faculty members**
  - a. One from each College, elected by the faculty of each College**
  - b. One at-large (drawn from the General Faculty, including librarians, counselors, and coaches)**
- 2. One department chair elected by the General faculty**

3. One college dean appointed by the appointing officer in consultation with the Executive Committee of the Academic Senate
4. One student selected by the Executive Committee of Associated Students, Inc.
5. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate
  - a. This staff member must have an appointment within academic affairs and in an area related to the administrator position
6. Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate while maintaining the majority faculty membership. The appointment(s) shall be made to ensure representation of the entire university.
7. The chair of the search committee shall be a tenured faculty member.
  - a. The search committee shall elect its chair.
  - b. In the case of cabinet level positions, the President—in consultation with the search committee—will appoint the chair.

**309.5.2. Composition of Search and Screening Committees for individual College, Library, or Antelope Valley Campus Dean positions**

**The appointing officer shall ensure that the selection of the Search and Screening Committee includes:**

1. Four full-time tenured faculty members drawn from and elected by the affected constituency
2. One academic administrator appointed by the appointing officer, in consultation with the Executive Committee of the Academic Senate
3. One student selected by the Executive Committee of Associated Students, Inc.
4. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate
  - a. This staff member must have an appointment within academic affairs and in an area related to the administrator position
5. Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate while maintaining the majority faculty membership. The appointment(s) shall be made to ensure representation of the entire college, library, or Antelope Valley campus.
6. The chair of the search committee shall be a tenured faculty member.
  - a. The search committee shall elect its chair.

The search and screening committees for other administrative positions (excluding assistant or associated deans) shall be as follows:

- ~~a. One full-time tenured faculty member, representative of and elected by the affected constituency.~~
- ~~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.~~

**309.5.3. Composition of Search and Screening Committees for Other Academic Administrative Positions (excluding assistant or associate deans)**

**The appointing officer shall ensure that the selection of the Search and Screening Committee includes:**

- a. One full-time tenured faculty member, representative of and elected by the affected constituency.**
- 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**
  - a. This staff member must have an appointment within academic affairs and in an area related to the administrator position**
- 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 ensure representation of the entire university.**

### **310.2 Composition of Search Committees**

- a. For assistant or associate school deans and Assistant or Associate Dean of University Library:
  - 1. Three full-time tenured faculty members elected by the faculty of the school in the case of assistant/associate school deans or three tenured librarians elected by the librarians in the case of assistant/associate dean of university library;
  - 2. One or two additional members jointly selected, when appropriate, by the administrator and the Executive Committee of the Academic Senate.
- b. For assistant or associate university-wide administrators:
  - 1. Four full-time tenured faculty, one from each school, elected by the faculty of each school;
  - 2. One or two additional members jointly selected, when appropriate, by the administrator and the Executive Committee of the Academic Senate.

### **310.2 Composition of Search Committees for Assistant or Associate College and Library Deans**

**The appointing officer shall ensure that the selection of the Search and Screening Committee includes:**

- a. **For assistant or associate college deans and Assistant or Associate Dean of University Library:**
  - 1. **Three full-time tenured faculty members elected by the faculty of the college in the case of assistant/associate college deans, or three tenured librarians elected by the librarians in the case of assistant/associate dean of university library;**
  - 2. **One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate**
    - a. **This staff member must have an appointment within academic affairs and in an area related to the administrator position**
  - 3. **Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate while maintaining the majority faculty membership. The appointment(s) shall be made to ensure representation of the college or library.**
- b. **For assistant or associate university-wide academic administrators not listed elsewhere:**
  - 1. **Four full-time tenured faculty**
    - a. **one from each college, elected by the faculty of each college;**
  - 2. **One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate**
    - a. **This staff member must have an appointment within academic affairs and in an area related to the administrator position**

**3. Additional members may be added, when appropriate, by the Appointing Officer and the Executive Committee of the Academic Senate while maintaining the majority faculty membership. The appointment(s) shall be made to ensure representation of the entire university**

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP for Enrollment Management and Student Support  
AVP for Faculty Affairs  
AVP for Academic Programs  
College Deans  
Associate Deans  
Dean of Libraries  
Dean of Antelope Valley  
Department Chairs  
General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved: