ACADEMIC SENATE
CSU BAKERSFIELD

Academic Senate: Executive Committee

Agenda
TUESDAY, MARCH 25, 2025
10:00 A.M. – 11:30 A.M.

Location: BDC 134- BPA Conference Room
Zoom link: https://csub.zoom.us/j/84413121414?pwd=bGl6cVVtVHJZcDQyaWVzYjQvVU04dz09

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).

I.   Call to Order

II.   Announcements and Information
   a. Spring 2025 Budget Forum Debrief
   b. President Harper to attend EC on May 6, 2025
   c. Provost and VP for Academic Affairs Search
      i.   Link to Search website: https://www.csub.edu/mpp-search/provost/
      ii. Friday, March 28 - EC to meet in President's Office at 3:30 PM
   d. Special Review Committee for the Discontinuation of Anthropology
      i.   Campus Open Forum – Wednesday, April 9, 2025, from 10:00 AM – 11:00 AM, BDC 154B (handout)
      ii. Report Deadline: Friday, May 2, 2025
      iii. 30-day report review will extend in to Fall 2025 (approximately September 12, 2025)

III. Approval of Agenda **(Time Certain: 10:05 AM)**

IV.   Approval of EC Minutes
   a. February 25, 2025 (handout)
   b. March 11, 2025 (handout)

V.   Continued Items
   a. AS Referral Log (handout)
      i.   AAC (J. Deal)
      ii. AS&SS (T. Tsantsoulas)
         1. Memo regarding Referral 2024-2025 #29 Canvas Course End Date (handout)
      iii. BPC (D. Wu)

        iv. FAC (Z. Zenko)
- b. Interim Provost Update (J. Rodriguez)
  - i. Academic Administrator Review Committees (AARC)
    1. Isabel Sumaya, AVP GRaSP (was interim until July 2024)
  - ii. Administrator Searches:
    1. Dean for the College of Arts and Humanities
    2. Associate Dean for the College of Arts and Humanities
- c. Budget and Schedule Build **(Time Certain: 11:00 AM)**
- d. Rumor control
- e. Spring 2026 Academic Calendar- Changes to Faculty Due back date – EC [(handout)](#)
- f. Add "Statements of the Senate" Process to governing documents – EC
- g. Expected Spring Reports to Senate/Campus
  - i. Interim WASC Report – Academic Programs
  - ii. Strategic Plan Report – IRPA
  - iii. Advising Report- Interim Director of Academic Advising (Due: May 12, 2025)

VI.   New Discussion Items **(Time Certain: 10:35 AM)**
- a. Addendum: CidiLabs to Replace Ally – AS&SS (handout)
- b. Elections and Appointments (D. Solano)
  - i. Calls in Progress: Lecturer Electorate Representative and At-Large elected positions
  - ii. Review of committees' activity (HOLD: Senate Office compiling list)
- c. University Faculty Ombudsperson – Release time and call/application deadline [(handout)](#)
- d. ASCSU Lecturer Electorate – Clarify eligibility and term. Encode procedures in Bylaws or Handbook [(handout)](#) – FAC
- e. 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)](#)
  - iii. Research on other CSU double counting policies [(handout)](#)
- f. Faculty concerns about SSD Testing – AS&SS
- g. Handbook and Bylaws Project; Summer Project – funding?
  - 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).

      x.   Update position titles in 309.9 (Handbook 309.9).

     xi.   Update all references to the AVP of Enrollment Management- distinguish the VP of Strategic Enrollment Management from the new AVP of Enrollment Management

     xii.   Bylaws Section IV.A.4 Annual reports from committees- limit to specific committees?

   h. SOCI Task Force on preamble and content of SOCI instrument (HOLD 3/11/2025)

   i. Department Formation follow-up (HOLD follow up w/ Academic Programs)

   j. Resolution on CCC baccalaureate degrees [AB 927, SB 895] – EC (HOLD)

   k. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)

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

Academic Senate Meeting – Spring 2025

Thursday, March 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=VEdFQVJkZTk5UlVzblQyNDR4UkZrUT09

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. March 13, 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:

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)
             a. Memo regarding Referral 2024-2025 #29 Canvas Course End Date
          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:
      i. RES 242526 – Spring 2026 Academic Calendar Revision – EC (handout)
   b. Old Business:
      i. RES 242521 – Composition of the Search and Screening Committees for Academic Administrators– FAC (handout)
      ii. RES 242523 – Faculty are Humans (AS&SS and FAC) (handout)
   c. New Business:
      i. RES 242524 – Committee on Professional Responsibility, Revisited – FAC (handout)
      ii. RES 242525 – Evaluation of Academic Administrators, Part II – FAC (handout)

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

VIII. Adjournment

VIII. Adjournment

From:	Marta Ruiz
Sent:	Tuesday, March 25, 2025 10:46 AM
To:	Campus Faculty; Campus Staff; Campus Students
Cc:	Kent Henderson; Elizabeth Adams
Subject:	Community Forum on Discontinuing the Anthropology Programs

Distributed on behalf of Dr. Kent Hernderson, Associate Professor of Sociology.

Dear CSUB Community,

The Special Review Committee on the Discontinuance of the Anthropology Programs invites you to a community forum to gather feedback. Your voice is essential in understanding how this potential change will impact our campus and beyond.

Event: Community Forum on Discontinuing the Anthropology Programs
Date: April 9th, 2024
Time: 10:00 – 11:00 AM
Location: BDC B-154, CSUB Campus
Zoom link: https://csub.zoom.us/j/86963497896?pwd=KcKj7sn1PaSSP6bfyUtoPfbfHbSZ0Y.1
Meeting ID: 869 6349 7896
Passcode: 761013

We encourage all members of the CSUB community to attend and share their perspectives. Your input will help inform the committee's review process.
For questions or additional information, please contact Kent Henderson (khenderson14@csub.edu)
Thank you for your engagement in this important discussion.

Sincerely,

Kent Henderson, Ph.D.
Associate Professor of Sociology
Special Review Committee on Discontinuance of the Anthropology Program
California State University, Bakersfield

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
2/13/2025	n/a	Canceled; converted to Senate Vote	EC	Appointment of a Special Review Committee for the Discontinuation of the Anthropology MA and BA Programs. *Update: Converted to Senate Vote; Committee work has begu n (45 day deadline)*	**RES 242520** Appointment of a Special Review Committee for the Discontinuation of the Anthropology	-	-	-	-
9/3/2024	2024-2025 #01 Proposal for New Concentration_BS in Biochemistry- ACS Certified	Complete	AAC	Whether to approve the proposal for a new concentration in —BS in Biochemistry certified by the American Chemical Society. **Carry over referral:** 2023-2024 #20 Proposal for emphasis in Biochemistry B.S.	**RES 242506** New Concentration_Bachelor of Science in Biochemistry Certified by the American Chemical Society (ACS) Concentration	-	10/24/2024	11/1/2024	11/7/2024
9/3/2024	2024-2025 #02 Proposal to Discontinue AGBS Concentration in BSBA	Complete	AAC	Whether to approve the proposal to discontinue the Agricultural Business concentration in the BS in Business Administration program.	**RES 242502** Discontinuation of AGBS Concentration in BSBA	-	9/26/2024	10/4/2024	10/10/2024
9/3/2024	2024-2025 #03 Proposal for New Degree- Bachelor of Music	Complete	AAC and BPC	Review the proposal for the New Degree – Bachelor of Music, Music Teacher Preparation Concentration **Carry over referral:** 2023-2024 #23 New Degree Program Proposal- Bachelor of Music in Music Education; RES 232416 Drafted- not passed.	**RES 242504** Bachelor of Music Teacher Preparation Concentration	-	10/10/2024	10/21/2024	10/22/2024
9/3/2024	2024-2025 #04 Cal-GETC Changes	Complete	AAC	Consider changes to CSUB's lower division General Education (GE) program in relation to the new CSU GE policy, passed by the Board of Trustees in Spring 2024 to align with California General Education Transfer Curriculum (Cal-GETC).	**RES 242503** Cal-GETC Changes	-	10/10/2024	10/21/2024	10/22/2024
9/3/2024	2024-2025 #05 Faculty Director Performance Reviews	Complete	FAC	Review and address the Faculty Director performance review process; including which centers and positions need to be reviewed, review committee formation and composition, consideration of Faculty Board Committees to develop their own criteria. **Carry over referral:** 2023-2024 #08 GECCo Review and Appointment (2022-2023 #22) **Carry over referral:** 2023-2024 #27 Faculty Director Performance Reviews - Handbook Change	**RES 242505** Faculty Director Reviews	Handbook Change	10/24/2024	11/1/2024	11/7/2024
9/3/2024	2024-2025 #07 Evaluation of Academic Administrators- Handbook Change	Complete	FAC	Review and consider changes to the Handbook 311 Evaluation of Academic Administrators: include the Chief Diversity Officer, review Academic Administrator titles to ensure they are consistent with current title; Review procedures to clarify review process and consistency of the role of the review committees.	**RES 242501** - Evaluation of Academic Administrators	Handbook Change 311	11/7/2024	11/22/2024	12/2/2024
9/16/2024	2024-2025 #12 Proposal of New Minors- Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic	Complete	AAC and BPC	Whether to approve the proposal for new minors in Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies **Carry over referral:** 2023-2024 #29 Proposal of New Minors- Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies	**RES 242507** Proposal of New Minors - Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies	-	11/7/2024	11/22/2024	12/2/2024
9/16/2024	2024-2025 #14 SOCI Process	Complete	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	Handbook Change 304.4.2.6; 305.4.4; 305.4.5.	2/27/2025	3/11/2025	
9/30/2024	2024-2025 #16 ITS Surveys on Generative AI	Complete	AS&SS	Provide feedback on the two generative AI surveys proposed by ITS for students and faculty. Update: AS&SS Recommendations for student and faculty sent to ITS, Chris Diniz 10/11/2024 and 11/07/2024. No further action needed.	-	-	-	-	-
9/30/2024	2024-2025 #17 ITS Generative AI Governance Structure	Complete	AS&SS	To consider the implmentation of one of the two governenace structures proposed by ITS: the creation of three new stand-alone AI subcommittees, or combining current ITS governance structures, ITAC and ITC, with a generative AI committee.	**RES 242508** ITS AI Governance Structure	n/a	12/5/2024	12/17/2024	12/19/2024
10/11/2024	2024-2025 #18 Revision of RES 232431 Search and Screening Procedures for Administrators	Complete	FAC and BPC	Revison 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	Handbook Change 309	2/13/2025	2/24/2025	2/26/2025
11/8/2024	2024-2025 #19 Academic Master Plan- 2025-26 through 2034-35	Complete	AAC and BPC	Review and approval of the proposed Academic Master Plan (AMP) 2025-26 through 2034-35.	**RES 242512** AMP 2025-26 thru 2034-35	n/a	12/5/2024	12/17/2024	12/19/2024
11/14/2024	2024-2025 #20 New Certificate Proposal: Nursing PG-NEC Certificate	Complete	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	-	2/27/2025	3/11/2025	
11/21/2024	2024-2025 #21 Academic Calendar, Fall 2025 through Summer 2026	Complete	BPC	Review and approve the proposed Academic Calendars for Fall 2025 and Spring 2026 thorugh to Summer 2026 for submission to the Chancellor's Office in January 2025.	**RES 242513** Academic Calendar, Fall 2025 through Summer 2026	n/a	12/5/2024	12/17/2024	12/19/2024
1/15/2025	2024-2025 #22 Proposal for Elevation of a Concentration to Degree- BA in Ethnic Studies	Complete	AAC and BPC	Review the proposal for the elevation of a concentration to a degree in the Bachleor of Arts in Ethnic Studies	**RES 242517** Proposal for Elevation of a Concentration to Degree_BA in Ethnic Studies	-	2/27/2025	3/11/2025	
1/15/2025	2024-2025 #23 Bylaws and Handbook Changes in Response to ASCSU Constitution Ratification	Complete	FAC	Propose changes to the bylaws, consitution 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	Handbook/Bylaws Change	2/13/2025	2/24/2025	2/26/2025
2/14/2025	2024-2025 #28 Changes to Spring 2025 Academic Calendar	Complete	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	-	2/27/2025	3/11/2025	3/11/2025
12/2/2024	n/a	Complete	EC	Commencement - Fall 2024	**RES 242511** Commencement- Fall 2024	n/a	12/5/2024	12/17/2024	12/19/2024
12/3/2024	n/a	Complete	EC	Resolution on the Interim Time, Place and Manner Policy	**RES 242514** Resolution on TMP	n/a	1/30/2025	2/11/2025	n/a

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
2/14/2025	2024-2025 #29 Canvas Course End Date	Memo IP	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. Update: Waiting for memo from AS&SS to share with Senate 3/20/25		n/a			
9/16/2024	2024-2025 #13 Reconsideration of the Role and Structure for the Committee on Professional Responsibility (CPR)	RES IP	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, Harrasment and Retaliation (DHR). The compositon of CPR given the new Faculty Ombudsperson.	RES 242524 Committee on Professional Responsibility, Revisted (1st reading scheduled for 3/27/25)	Handbook Change 303.8			
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 iniluding the addition of a department chair to the provost search committee, specification of a dean as one of the administator appointments fo rthe provost and dean search committees and that the staff and administrator appointments be someone from within Academic Affairs. or related area.	RES 242521 Composition of the Search and Screening Committees for Academic Administrators (2nd reading scheduled 03/27/2025)	Handbook 309.5			
1/22/2025	2024-2025 #25 Academic Advising Structure and Report	Complete	AS&SS	Consider drafting a resolution stating that Advising remains an academic endeavor under the purview of the Academic Senate, even though it hasbeen 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	-	2/27/2025; 3/13/2025	3/11/2025; 3/21/2025	
2/14/2025	2024-2025 #30 CSU Generative AI and Professional Ethics	RES IP	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.	RES 242523 Faculty are Humans (2nd reading scheduled 03/27/2025)	Handbook 303.1.1			
3/13/2025	2024-2025 #32 Composition of the Academic Review Committees for Associate Deans	RES IP	FAC	For FAC to discuss formalizing their recommendations for the composition of the Academic Administrator Review Committee (AARC) for Associate Deans into a Handbook change	RES 242525 Evaluation of Academic Administrators – Part II (1st reading scheduled 3/27/25)	Handbook			
9/3/2024	2024-2025 #06 Sixth-year Lecturer Review – Handbook Change	Taskforce formed; Work 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 recomendations - 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 #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			
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 cancelation that take in to account ecepptions for smaller programs, availabililty of lab/studio statiions 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.					
3/13/2025	2024-2025 #31 Academic Policies Housed in the Registrar's Office		AAC	For AAC to discuss shared governance with respect to the academic policies listed under the Registrar's Office section of the campus catalog.					
3/13/2025	2024-2025 #33 Interruption Practice – Bylaws Change		FAC	For FAC to discuss adopting an Interruption Practice as recommended by ASCSU Resolution AS-3551-21/FA/AEDI.		Bylaws; Section 1			
3/13/2025	2024-2025 #34 Unit RTP Committees and PAF Content - Handbook Change		FAC	For FAC to review the University Handbook sections related to Unit RTP Committees and the content of the PAF maintained at each Dean's Office.		Handbook 305.6.1, 301.6.4			

From:	Melissa Danforth
Sent:	Wednesday, March 5, 2025 4:00 PM
To:	Di Wu
Cc:	Katherine Van Grinsven
Subject:	RE: Spring 2026 calendar

Hi Di,

EC hasn't met to formalize any referrals, but we'll discuss next Tuesday if this could be a consent agenda item, since it's mandated by the Chancellor's Office.

Melissa

From: Di Wu <dwu2@csub.edu>
Sent: Tuesday, March 4, 2025 11:44 PM
To: Melissa Danforth <mdanforth@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: RE: Spring 2026 calendar

I have not received any referral, so I will not address this this week in our BPC meeting? Thanks, Di

From: Melissa Danforth <mdanforth@csub.edu>
Sent: Friday, February 28, 2025 5:14 PM
To: Di Wu <dwu2@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: RE: Spring 2026 calendar

Hi Di,

We heard more from the Provost's Office, and it's essentially that the January part of the Spring calendar is considered part of February's pay period from an HR/Payroll perspective, so the earliest any Spring term can start is January 15th. That's the maximum number of January days that they can add to the February pay period (it's why Spring-only lecturers don't get paid until March 1st).

The Chancellor's Office also considers the Saturday Commencement days in both Fall and Spring to be academic workdays. That's something to add to our checklist for future academic workday calculations.

So, we'll still meet the Spring 2026 minimum workday requirement by moving the Faculty Due to Campus day from January 14th to January 15th, since our workday calculations didn't include the Saturday Commencement day in May. That'll still leave us with 86 academic days in Spring 2026 (and bring Fall 2025 up to 86 academic days, instead of the 85 minimum).

Here's the CO screenshot of the 2025/26 calendar after they moved the start date for Spring 2026 to January 15th (note: it looks like their system can't handle having the Wednesday before Thanksgiving be an academic workday [not a holiday] but not an instructional day, so they have 1 more instructional day for Fall 2025 than our calculations):

Payroll - Academic Calendar Calculation

College Year 2025-2026 ⬇ Campus Name Bakersfield ⬇ Campus Code 35 Term Type Sem

Term		Pay Period	Begin Date	End Date	Work days	Instruction Days	Academic Holidays	Instruction Begin Date	Instruction End Date
Spring	⬇	FEB ▾	01/15/2026	02/28/2026	31	29	01/19/26,	01/20/2026	
Spring	⬇	MAR ▾	03/01/2026	03/31/2026	20	20	03/30/26, 03/31/26,		
Fall	⬇	SEP ▾	08/18/2025	09/30/2025	31	26	09/01/25,	08/25/2025	
Fall	⬇	OCT ▾	10/01/2025	10/30/2025	22	22			
Fall	⬇	NOV ▾	10/31/2025	12/01/2025	19	19	11/11/25, 11/27/25, 11/28/25,		
Fall	⬇	DEC ▾	12/02/2025	12/18/2025	14	5			12/08/2025 12/13/25
Spring	⬇	APR ▾	04/01/2026	04/30/2026	19	19	04/01/26-04/03/26,		
Spring	⬇	MAY ▾	05/01/2026	05/21/2026	16	7			05/11/2026 05/16/26
	⬇	▾							
	⬇	▾							
	⬇	▾							
	⬇	▾							
	⬇	▾							

Total Number of Academic Work Days In:		Total Number of Instructional Days In:	
College Year	172	147	
Academic Year	172	147	
Summer Quarter/Term			
Fall Quarter/Semester	86	72	
Winter Quarter/Term			
Spring Quarter/Semester	86	75	

[Calculated]

[Download Payroll]

Thanks,
Melissa

Okay, thanks for the heads up!

Hi Di,

FYI, Dee at the Provost's Office said the Chancellor's Office is mandating that we change the Spring 2026 "faculty due on campus" date. She'll be sending us more information shortly, but it has something to do with HR and faculty payment schedules.

I'll let you know when we get more info.

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/

Katherine Van Grinsven

From:	Danielle Solano
Sent:	Tuesday, March 25, 2025 10:11 AM
To:	Tiffany Tsantsoulas
Cc:	Melissa Danforth; ORG-AcademicSenateOffice
Subject:	Fw: CidiLabs RFP
Attachments:	Cidi+Labs+Response+CALST-RFP-00000610-2024+Section+2-1.pdf

Hi Tiffany,

Here is the information on CidiLabs (proposed replacement for Ally).

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268
Phone: (661) 654-2785
Email: dsolano@csub.edu

***Schedule an appointment with me on Runner Connect or Acuity Scheduling

📅 Book time to meet with me

From: Jaimi Paschal <jpaschal@csub.edu>
Sent: Tuesday, March 18, 2025 9:58 AM
To: Danielle Solano <dsolano@csub.edu>
Subject: Re: CidiLabs RFP

Dani,

I would like a formal "support" or "do not support". The CO is giving us the option of keeping Ally or moving to CidiLabs (will save us money). Please let me know if you need additional information to provide the committee.

Jaimi

Jaimi Paschal, EdD

Director of Academic Technology Services & ITS Grants
(661) 654-3912

California State University, Bakersfield
9001 Stockdale Hwy, Mail Stop: 41LIB
Bakersfield, CA 93311

From: Danielle Solano <dsolano@csub.edu>
Sent: Thursday, March 13, 2025 5:06 PM
To: Jaimi Paschal <jpaschal@csub.edu>
Subject: Re: CidiLabs RFP

Hi Jaimi,

Thank you so much for the information! Is this something where you want a formal a "support" or "do not support" statement from ATI-IM? Or is it pretty much happening anyway?

Thanks again!

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268
Phone: (661) 654-2785
Email: dsolano@csub.edu

***Schedule an appointment with me on Runner Connect or Acuity Scheduling
📅 Book time to meet with me

From: Jaimi Paschal <jpaschal@csub.edu>
Sent: Thursday, March 13, 2025 4:18 PM
To: Danielle Solano <dsolano@csub.edu>
Subject: CidiLabs RFP

Dani,

I've learned that the CO's office procured an RFP from CidiLabs to replace Ally, the current software that checks Canvas for accessibility and generates alternative accessible formats. I notified the FTLC and they are supportive of the change, but I wanted to send it your way as you are faculty champion on the ATI committee. I haven't led the switch of software from start to finish so please let me know if I should be notifying any additional people or groups.

I've attached the CidiLabs RFP for your review. As I understand it, CidiLabs is less expensive and offers slightly better features than Ally. Please let me know if you have any questions.

Thank you,

Jaimi

Jaimi Paschal, EdD

Associate Director of Academic Technology Services
(661) 654-3912

California State University, Bakersfield
9001 Stockdale Hwy, Mail Stop: 41LIB
Bakersfield, CA 93311

ACADEMIC SENATE
CSU BAKERSFIELD

Date:	March 17, 2025
To:	General Faculty
From:	ORG- Academic Senate Office at academicsenateoffice@csub.edu
cc:	Danielle Solano, Academic Senate Vice Chair and Elections Committee Chair Katherine Van Grinsven, Academic Senate Analyst
Subject:	Call for Interest: University Faculty Ombudsperson

This is a Call for Interest to the position of University Faculty Ombudsperson.

Position: University Faculty Ombudsperson

Type: Coordinator   **Rank**: Full-time Tenured Faculty   **Available:** Two-year term, August 2025-2027

Renewable Available: August 2025

Description: California State University, Bakersfield seeks applications for the position of University Faculty Ombudsperson, a designated neutral and impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance for faculty. Serving in this role as a designated neutral impartial dispute resolution practitioner, the Ombudsperson is neither an advocate for any faculty member nor for the University. Rather, the Ombudsperson is an advocate for fairness, who acts as a source of information and referral. The Ombudsperson aids in listening to a faculty member's concerns and assists in the resolution of concerns in critical situations. In reviewing any given issue, the points of view of all parties that might be involved are considered. The Ombudsperson supplements (but does not replace) the University's existing resources for formal complaint procedures and conflict resolution.

Compensation: 6 WTUs reassigned time. The Ombudsperson is appointed on a part-time, 10-month basis and reports to the President or designee. The performance of the Ombudsperson is reviewed annually by the President and more extensively at intervals not to exceed two years, under a procedure determined by the Academic Senate.

Responsibilities:

- Consultation, Referral, and Dispute Resolution
- Reporting

- Policy Analysis and Feedback

Qualifications: The Ombudsperson must be a tenured faculty member with experience in, or knowledge of, the following:

- University policies, procedures and regulations
- Communication skills necessary to relate to a diverse faculty community
- Conflict resolution skills
- Academic governance
- University resources
- Unit administration

Applications: Complete applications must include:

- Original and personalized letter of application addressing the responsibilities and qualifications described above
- Current vita
- Contact Information for two professional references

<u>Application Information:</u>
Applications will be accepted until **XX, March XX, 2025, by 5:00 PM**. Submit your nominations directly to the Academic Senate Office at academicsenateoffice@csub.edu.

The Senate Analyst Katie Van Grinsven will confirm receipt of your application.

From:	Danielle Solano
Sent:	Wednesday, March 19, 2025 2:24 PM
To:	Katherine Van Grinsven
Subject:	Fw: CORRECTION end date - Call for Interest to University Faculty Ombudsperson - Monday April 24

I saw your note in the call and election log, so I dug this up. Yes, looks like we need to do it.

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268
Phone: (661) 654-2785
Email: dsolano@csub.edu

***Schedule an appointment with me on Runner Connect or Acuity Scheduling
📅 Book time to meet with me

From: Beth Bywaters <ebywaters@csub.edu>
Sent: Thursday, April 13, 2023 1:48 PM
To: Danielle Solano <dsolano@csub.edu>
Subject: CORRECTION end date - Call for Interest to University Faculty Ombudsperson - Monday April 24

TO: General Faculty
FROM: Melissa Danforth, Academic Senate Vice Chair and Elections Committee Chair
CC: Aaron Hegde, Academic Senate Chair

SUBJECT: **CALL FOR INTEREST TO THE POSITION OF UNIVERSITY FACULTY OMBUDSPERSON**

This is a Call for Interest to serve in the position of University Faculty Ombudsperson.
Position: University Faculty Ombudsperson
Type: Coordinator   **Rank**: Full Time Tenured Faculty   **Term:** Two-year term, August 2023-August 2025. Renewable **Available:** August 2023

Description: California State University, Bakersfield seeks applications for the position of University Faculty Ombudsperson, a designated neutral and impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance for faculty. Serving in this role as a designated neutral impartial dispute resolution practitioner, the Ombudsperson is neither an advocate for any faculty member nor for the University. Rather,   the Ombudsperson is an advocate for fairness, who acts as a source of information and

referral. The Ombudsperson aids in listening to a faculty member's concerns and assists in the resolution of concerns in critical situations. In reviewing any given issue, the points of view of all parties that might be involved are considered. The Ombudsperson supplements (but does not replace) the University's existing resources for formal complaint procedures and conflict resolution.

Compensation: 6 WTUs reassigned time. The Ombudsperson is appointed on a part-time, 10-month basis and reports to the President or designee. The performance of the Ombudsperson is reviewed annually by the President and more extensively at intervals not to exceed two years, under a procedure determined by the Academic Senate.

Responsibilities:
- Consultation, Referral, and Dispute Resolution
- Reporting
- Policy Analysis and Feedback

Qualifications: The Ombudsperson must be a tenured faculty member with experience in, or knowledge of, the following:
- University policies, procedures and regulations
- Communication skills necessary to relate to a diverse faculty community
- Conflict resolution skills
- Academic governance
- University resources
- Unit administration

Applications: Complete applications must include:
- Original and personalized letter of application addressing the responsibilities and qualifications described above
- Current vita
- Contact Information for two professional references

Applications should be sent electronically to academicsenateoffice@csub.edu by **Monday April 24, 2023 at 5:00 p.m.** Thank you.

Reference: University Handbook 303.8.5

Katherine Van Grinsven

From:	Melissa Danforth
Sent:	Thursday, March 20, 2025 5:24 PM
To:	Katherine Van Grinsven
Subject:	FW: Lecturer Senator Question

Hi Katie,

Please add this to the New Discussion items on the EC agenda labeled "ASCSU Lecturer Electorate – Clarify eligibility and term. Encode procedures in Bylaws or Handbook"

Thanks,
Melissa

From: Danielle Solano <dsolano@csub.edu>
Date: Wednesday, March 19, 2025 at 9:42 AM
To: Melissa Danforth <mdanforth@csub.edu>, Charles Lam <clam@csub.edu>, Nyakundi Michieka <nmichieka@csub.edu>, Zachary Zenko <zzenko@csub.edu>
Subject: Re: Lecturer Senator Question

Okay, sounds good. Thanks, Melissa!

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268
Phone: (661) 654-2785
Email: dsolano@csub.edu

***Schedule an appointment with me on Runner Connect or Acuity Scheduling
Book time to meet with me

From: Melissa Danforth <mdanforth@csub.edu>
Sent: Tuesday, March 18, 2025 6:23 PM
To: Charles Lam <clam@csub.edu>; Danielle Solano <dsolano@csub.edu>; Nyakundi Michieka <nmichieka@csub.edu>; Zachary Zenko <zzenko@csub.edu>
Subject: RE: Lecturer Senator Question

Folks, I think we're overthinking this. The ASCSU resolution rationale specifically states:

> "The first sentence of new Section 6 provides that elections for the lecturer senator electorate shall be according to rules established on each campus. This allows each campus to determine which lecturer faculty are eligible to serve as and vote for the campus member of the electorate, in line with Article II,

Sections 3 and 4 of the Constitution, which provide that campuses determine which faculty are eligible to serve as and vote for campus representatives."

In other words, this is not an ASCSU question, because they have delegated this question to each campus to answer.

Our resolution implies that they need to have a teaching contract and be considered a lecturer, although it doesn't use position codes, and specifically says lecturer faculty, not non-tenure-track faculty:

"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).

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."

We can clarify the language for future years, but we don't have time to pass any resolutions before the deadline. Our resolution, as currently written, limits nominations and voting to "lecturer faculty".

We should revisit this though, because the resolution also doesn't codify the nomination and elections process anywhere in our Bylaws, Constitution, or the Handbook.

We can discuss a new referral to FAC to clarify these issues and encode the process in our governing documents at the EC meeting next week, but for right now, I think we need to keep this to people with the Lecturer title to be consistent with our own resolution.

Melissa

From: Charles Lam <clam@csub.edu>
Sent: Tuesday, March 18, 2025 5:13 PM
To: Danielle Solano <dsolano@csub.edu>; Nyakundi Michieka <nmichieka@csub.edu>
Cc: Melissa Danforth <mdanforth@csub.edu>; Zachary Zenko <zzenko@csub.edu>
Subject: Re: Lecturer Senator Question

We likely will have to seek clarification from ASCSU ExCom on that.

The question should be initiated from CSUB Senate Chair Danforth.

Get Outlook for Android

From: Danielle Solano <dsolano@csub.edu>
Sent: Tuesday, March 18, 2025 4:45:59 PM
To: Charles Lam <clam@csub.edu>; Nyakundi Michieka <nmichieka@csub.edu>
Cc: Melissa Danforth <mdanforth@csub.edu>; Zachary Zenko <zzenko@csub.edu>
Subject: Fw: Lecturer Senator Question

Hi Charles & Nyakundi,

We have an eligibility question regarding the lecturer senator. We have a non-TT librarian interested in the position. Do either of you know if the intent of the ASCSU is to include librarians as eligible for this position? Or know who in the ASCSU that we could ask?

I've reached out to Debbie Boschini and, as you can see from her forwarded response, there does appear to be some ambiguity.

Thank you both,

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268
Phone: (661) 654-2785
Email: dsolano@csub.edu

***Schedule an appointment with me on Runner Connect or Acuity Scheduling

 Book time to meet with me

Dani,

I see the issue and the care that everyone is taking to try to get this right. TLDR: No, Elijah is not a Lecturer. However, the ASCSU has been unclear on their intent and eligibility for the role. You should consider asking the ASCSU if you need certainty.

Longer answer:

Elijah Enos is classified as a Librarian 12 month, which is the non-TT Librarian pathway. So, in one way, it is similar to the Lecturer role because it's a non-TT faculty role. However, a Lecturer is an instructional faculty position while a Librarian (of any type) is not.

However, rather than try to identify similarities and differences, I decided to go the definitions route. When in doubt, I re-read the contract (and/or Handbook) – and it has a section for definitions (Article 2).

Elijah has a job code of 2920. All of our librarians are 2919 or 2920.

Unit 3 CBA, Article 2: Definitions

> k. Lecturer Employee – The term "lecturer employee" as used in this Agreement refers to a bargaining unit employee serving in a temporary appointment for a specified period of time in the following classifications: 0357, 0360, 0361, 0364, 0365, 0393, 0557, 0560, 0564, 2158, 2308, 2358, 2359, 2369, and 2458.

> i. Librarian Faculty Unit Employee – The term "librarian faculty unit employee" or "librarian" as used in this Agreement refers to a bargaining unit employee in the following classifications: 2913, 2914, 2919, 2920, 2926 and 2927.

3

Also, the CSU has provided the following [definitions](#):

> **Lecturers** – A faculty member serving in an instructional non-tenure track temporary appointment, part-time or full-time.
>
> **Non-Instructional Faculty** – Refers to coaches, counselors and librarians.

That being said, I thought it would be best to refer you back to the ASCSU, because it is their definition that matters. However, in their [resolution](#), I found the following statement:

> The use of the term 'lecturer senator' in this article is for convenience and does <u>not</u> exclude non-lecturer non-tenure track faculty (p. 2). (emphasis added by me; I felt like I was clear until I read this sentence).

However, on a footnote of the same resolution, the following statement is included:

> The term 'lecturer faculty', as used in the Collective Bargaining Agreement, refers to instructional faculty holding non-tenure track appointments (p. 4).

Therefore, even the ASCSU resolution is somewhat unclear.

Much of the work of the ASCSU and the CSUB Academic Senate is related to instruction, and a Lecturer would be the best representative for that role (opinion). However, I wouldn't want to provide an answer that limits the rights of a temporary librarian to serve, if that is the true intent of the ASCSU.

I wish had a final answer, but this is what I can share.

Best,
Debbie

DEBORAH J. BOSCHINI, EdD, MSN, RN
she / her / hers
Associate Vice President, Faculty Affairs
Professor of Nursing
(661) 654-2155

From: Danielle Solano <dsolano@csub.edu>
Sent: Tuesday, March 18, 2025 1:59 PM
To: Deborah Boschini <dboschini@csub.edu>
Subject: Lecturer Senator Question

Hello Debbie,

I'm hoping you can assist with an eligibility question for our lecturer senator. One of our librarians (Elijah Enos) is interested in the position. He is listed as "Librarian 12-Month" but not as tenure track. I'm curious if this position would be considered equivalent to a lecturer.

Thank you,

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268
Phone: (661) 654-2785
Email: dsolano@csub.edu

***Schedule an appointment with me on Runner Connect or Acuity Scheduling

 Book time to meet with me

From: Zachary Zenko <zzenko@csub.edu>
Sent: Tuesday, March 18, 2025 12:43 PM
To: Danielle Solano <dsolano@csub.edu>; Melissa Danforth <mdanforth@csub.edu>
Cc: ORG-AcademicSenateOffice <academicsenateoffice@csub.edu>
Subject: Re: Call for Nominations: Lecturer Senator

Hello,

While I agree with the HR idea and the idea that ASCSU said "lecturer" and not "lecturer, librarian, counselor, or coach", I also wanted to suggest double checking with AVP Boschini or our ASCSU senators?

But ultimately I trust Chair Danforth's judgment.

Thank you,

ZACHARY ZENKO, PH.D., FACSM, PAPHS

He/Him/His

Associate Professor

Graduate Program Director, MS in Kinesiology

Department of Kinesiology
(661) 654-2799

Office: EDUC 149

Zoom Link

Spring 2025 Office Hours
Mondays and Wednesdays: 3:45 to 5:15 pm
Tuesdays: 2:30 to 4:30 pm

or 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

---

From: Danielle Solano <dsolano@csub.edu>
Sent: Tuesday, March 18, 2025 12:32:26 PM
To: Melissa Danforth <mdanforth@csub.edu>; Zachary Zenko <zzenko@csub.edu>
Cc: ORG-AcademicSenateOffice <academicsenateoffice@csub.edu>
Subject: Re: Call for Nominations: Lecturer Senator

Okay thanks to both of you! Yes, the title information is listed in the file and Librarian and Lecturer appear to be different, but some of the Librarian positions are not listed as T/TT which is why I was confused.

Thank you for the help! I'll let him know that he's not eligible.

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268
Phone: (661) 654-2785
Email: dsolano@csub.edu

***Schedule an appointment with me on Runner Connect or Acuity Scheduling
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From: Melissa Danforth <mdanforth@csub.edu>
Sent: Tuesday, March 18, 2025 12:25 PM
To: Danielle Solano <dsolano@csub.edu>; Zachary Zenko <zzenko@csub.edu>
Cc: ORG-AcademicSenateOffice <academicsenateoffice@csub.edu>
Subject: RE: Call for Nominations: Lecturer Senator

Hi Dani,

Lecturer is a specific title in the salary schedule, which is a different title than Librarian and Instructional Faculty (the technical title for T/TT).

I'm not sure if all Librarian titles are T/TT, but I think only people with the Lecturer title are eligible to be nominated and to vote, based on the ASCSU resolution and our resolution.

Katie should have that title information in the spreadsheets she gets from HR, so you can use that to check eligibility and to create the voting roster.

Melissa

From: Danielle Solano <dsolano@csub.edu>
Sent: Tuesday, March 18, 2025 10:00 AM
To: Melissa Danforth <mdanforth@csub.edu>; Zachary Zenko <zzenko@csub.edu>
Cc: ORG-AcademicSenateOffice <academicsenateoffice@csub.edu>
Subject: Fw: Call for Nominations: Lecturer Senator

Hi Melissa and Zack,

Do either of you know if librarians are considered eligible for the lecturer senator position? I admit I do not know. If not, assuming I should reach out to Dean Bozarth to ask how they are classified?

Thanks!

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268
Phone: (661) 654-2785
Email: dsolano@csub.edu

***Schedule an appointment with me on Runner Connect or Acuity Scheduling
[x] Book time to meet with me

From: Elijah Enos <eenos@csub.edu>
Sent: Monday, March 17, 2025 3:35 PM
To: ORG-AcademicSenateOffice <academicsenateoffice@csub.edu>
Subject: Re: Call for Nominations: Lecturer Senator

Hello,

I hereby nominate myself for the position of Lecturer Senator on the CSUB Academic Senate.

Thank you,

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

CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

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

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 as 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 as 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 Franscisco

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.

San Luis Obispo

Double Majors or Degrees
- If a student has completed the requirements for two or more majors leading to the same baccalaureate degree (e.g., two BS degrees), those majors are acknowledged on a single diploma. The major which the student requests as her/his primary major will appear first on the diploma. If a student has completed the requirements for two or more majors leading to different baccalaureate degrees (e.g., a BS and a BA), those degrees and the completed major or majors leading to each degree are acknowledged on two separate diplomas. If a student has completed concurrently the requirements for two or more degrees, at least one of which is a graduate degree, Cal Poly issues a separate diploma for each degree earned.
- A student who adds a second major to her/his degree objective is expected to fulfill all requirements for both majors, including General Education requirements. However, a student may be allowed to use one senior project to fulfill the requirements for two majors. The program in which the student seeks to replace the senior project must grant permission before the student begins the project. Permission must be obtained using a major/support substitution.
- Students who have declared two majors will be awarded both degrees for the term in which all requirements are completed for both majors.

Sonoma

Double Majors
- It is sometimes possible for a student to complete the requirements for more than one major within 120-140 units. If you complete requirements for two bachelor degrees, both will appear on your diploma and transcripts. Students who wish to complete requirements for a second major should consult with a faculty advisor early in their academic program.

Stanislaus

Multiple Majors and/or Minors
- Second majors, minors, and/or concentrations may not be comprised essentially of courses from the same discipline or requirements of the first major, minor, or concentration. In order to earn a second major, minor, or concentration a student must complete additional units greater than one-half of the upper-division unit requirement, in the second major, minor, or concentration.
- To qualify for the academic minor, students must complete the required number of units in the academic minor with a minimum GPA of 2.0 (C).

Requirements for an Additional Baccalaureate Degree
- A student may earn one degree and two majors with the second major posted to the student's academic record as an additional major.
- To qualify for an additional baccalaureate degree, students must:
  1. Complete a minimum of 30 semester units in residence at Stanislaus State after requirements for the last degree have been met. Specific requirements include completing: at least 24 upper-division units, and at least 12 units in the new major.
  2. Comply with all Stanislaus State graduation requirements, including: the General Education requirements of the student's current catalog year, satisfaction of the graduation mathematics and writing competency requirements, and other institutional and system requirements in effect at the time of acceptance for the second degree or at the date of completion.
  3. Obtain approval of the major department chair.
  4. Maintain at least a 2.0 (C) grade point average for all Stanislaus State residence coursework taken while pursuing the additional degree.
  5. Complete a major in a discipline other than that in which a previous degree was earned.
- Rather than complete requirements for an additional degree, a postbaccalaureate student may complete only requirements for an additional major. This program must be completed under the supervision of an academic department.

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@csub.edu>
Date: Monday, September 23, 2024 at 10:28 AM
To: Elizabeth Adams <eadams6@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.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 impaction 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/

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 in~~toward 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

From:	Charles Lam
Sent:	Thursday, February 13, 2025 4:01 PM
To:	Katherine Van Grinsven
Subject:	Fw: A note on double counting restrictions on minors and double majors

From: Charles Lam <clam@csub.edu>
Sent: Thursday, February 13, 2025 4:00 PM
To: ORG-AcademicSenateChair <academicsenatechair@csub.edu>
Subject: A note on double counting restrictions on minors and double majors

Currently, the minor requirement states that:
A minor of 12 semester designed by another discipline, at least 6 of which must be upper division, and taken outside the major.

A survey of CSU campuses states that

Campus	Minor	Double Major
San Diego	Courses in the minor(s) may not be used for the major(s).	No restriction
San Marcos	There is no restriction on double-counting units in the major(s) and the first minor that a student declares	Each major after the first major must consist of at least 24 semester units that are not counted toward any other major's requirements.
Long Beach	No restrictions	For students with catalog rights of Fall 2018 or later, there is no limit to the number of units that can be double-counted towards the major.
Fullerton	A minimum of 12 units, of which at least six must be upper-division, must be distinct and different from the units used to complete the requirements of the major. Any units above this minimum requirement that can be used to satisfy both the requirements for the minor and for the major may be double counted.	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.
Dominguez Hills	Units used to satisfy the requirements for an additional major or minor cannot have been used in the first major or minor.	Units used to satisfy the requirements for an additional major or minor cannot have been used in the first major or minor.
San Bernardino	No published restrictions	minimum of 9 semester units (12 quarter units) that are unique to the program
Pomona	No published restrictions	24/36/45/70 (major dependent) unique units
Los Angeles	A minimum of 12 units must be distinct from the core requirements in the student's major but may overlap with the electives in the major.	No published restrictions.

Northridge	No published restrictions	Courses taken to satisfy the requirements for one major may be double counted if they satisfy requirements in the second major.
Channel Islands	No published restrictions	A course may meet the requirements for two or more program areas (majors, minors, and other sub-programs) if the coordinators for those program areas agree; however, the units for the course are counted only once toward the total units for graduation. Double counting between a program and General Education requirements is also allowed. Only six of the nine units of upper -division, interdisciplinary General Education courses may be double counted between a major and General Education.
SLO	No published restrictions	No published restrictions
Fresno	No published restrictions	24/36 exclusive of the other majorminor
Monterey Bay	The minor will consist of, at a minimum, twelve assessable semester units. A minimum of six of these must be upper division. Twelve of the units taken to complete a minor may not be used in fulfillment of other minors, concentrations, or major requirements.	No published restrictions
Stanislaus	No published restrictions	Second majors, minors, and/or concentrations may not be comprised essentially of courses from the same discipline or requirements of the first major, minor, or concentration. In order to earn a second major, minor, or concentration a student must complete additional units greater than one-half of the upper-division unit requirement, in the second major, minor, or concentration.
San Jose	To be awarded a minor, at least 12 units of coursework must be completely distinct and separate from the coursework in the major, and coursework for the minor must include a minimum of 6 upper-division units (University Policy S16-4).	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.
San Francisco	Courses may count for both a major and a minor where there is a clearly stated overlap in the Bulletin requirements. While these courses may be used to satisfy requirements for both a major and a minor, the units shall be counted only once in fulfillment of the minimum units required for award of the baccalaureate degree.	Students who complete two majors may count the same courses for both majors where there is a clearly stated overlap in the Bulletin requirements. While these courses may be used to satisfy requirements for two majors, the units shall be counted only once in fulfillment of the minimum units required for award of the baccalaureate degree.
East Bay	At least 9 units must be taken at Cal State East Bay a minor to be recognized on the student's diploma and/or permanent record. Courses in a minor may be double-counted in G.E. However, at least 9	No published restrictions

	semester units of a minor must not be double-counted in the discipline of the major for Cal State East Bay to recognize the minor.	
Maritime	A minimum of 6 (six) units in the minor must be different from any courses counted in the major	Each of the two majors must consist of a minimum of 36 non-overlapping major units.
Sonoma	No published restrictions	No published restrictions
Sacramento	The University allows course credit to overlap in completing major and minor requirements, provided that minimum University policy has been met with regard to content requirements and total units. For the Bachelor of Arts degree, a major requires a minimum of 24 non-overlapping units of which 12 must be upper division. For the Bachelor of Science degree, a major requires a minimum of 36 non-overlapping units of which 18 must be upper division. Any remaining units may be used for a second major or a minor.	The University allows course credit to overlap in completing major and minor requirements, provided that minimum University policy has been met with regard to content requirements and total units. For the Bachelor of Arts degree, a major requires a minimum of 24 non-overlapping units of which 12 must be upper division. For the Bachelor of Science degree, a major requires a minimum of 36 non-overlapping units of which 18 must be upper division. Any remaining units may be used for a second major or a minor.
Chico	No published restrictions	A student filing for graduation in two majors administered by the same department, or for graduation in two options within the same major, may "double count" courses only if approved by the adviser and chair of the department.
Humboldt	No published restrictions, except: Students are generally prohibited from earning a major and minor from the same degree program. Exceptions can be made in major and minor combinations in which: [1] at least 9 units required for the minor are not already required for the major. In cases where there are "concentrations" within the major, a student must take the concentration such that at least 9 units for the minor are not counted towards the requirements of the major, and [2] the major and minor must have different titles.	No published restirctions

In addition, there are residence unit requirements, GPA requirements, upper division requirements, and no minor in major restriction. Some individual departments/minors may impose requirement on double-counting.

CHARLES C.Y. LAM
Professor
Department of Mathematics
(661) 654 2403

Academic Affairs Committee (AAC)
Report to the Academic Senate
Thursday, March 20, 2025

Chair Deal presented a rough draft of guidelines for class cancellation (Referral 2425 # 26 – Class Cancellation Deadlines) to AAC members. The committee members discussed the rough draft and made some edits, including changes to reflect a desire to include a target date (two weeks before the first day of classes) to use when deciding about cancelling classes or sections of classes. The draft with revisions was subsequently shared with BPC Chair Wu. A final draft incorporating the changes from both committees and a resolution will be finalized at the next committee meeting. In addition, the Committee continued a discussion of Referral 2425 # 27 – Program Discontinuation_Moratorium Policy. AAC members suggested some changes to a rough draft provided by FAC Chair Zenko. In particular, AAC members had suggestions about the appropriate entity to make recommendations about program discontinuation. AAC will formalize suggested changes in the next meeting and forward those suggestions to Chair Zenko.

Report from the Faculty Affairs Committee of the Academic Senate

At the March 20th meeting of the Faculty Affairs Committee, the FAC addressed the following.

1. We responded to feedback on RES 242521 (Composition of the Search and Screening Committees for Academic Administrators). The FAC voted to send this forward for second reading. The FAC appreciates the feedback from the first reading.

2. We discussed the Evaluation of Academic Administrators (Part II). This resolution is designed to, among other things, provide clarity on the review process for associate deans. The FAC also recognizes that campus can be restructured and attempted to create flexibility and adaptability if additional changes are made. The FAC voted to send a draft forward for first reading.

   The FAC recognizes the value of faculty feedback for other and potentially new positions on campus, and requests that the President work with the Division of People and Culture and the Executive Committee of the Academic Senate to explore mechanisms for faculty feedback for administrators outside of the Division of Academic Affairs, and determine review processes for new or altered administrative positions within the Division of Academic Affairs.

3. The FAC discussed the draft resolution "Committee on Professional Responsibility, Revisited". This proposal represents a major overhaul of existing policy. The rationale for these proposed changes is discussed in the resolution (see "Rationale"). But, in brief, it is meant to eliminate some redundancies in process and recognizes the newer role of the Faculty Ombudsperson, as well as statutory grievance processes that exist within the Collective Bargaining Agreement. This proposal reimagines the Committee on Professional Responsibility to focus more on professional development, proactive mentorship and facilitation of a positive campus climate. It also calls for an annual Faculty Town Hall for open discussion about campus climate and future priorities and initiatives.

   The FAC recognizes that this is broad, and represents a lot of work. Based on this and an overall appreciation that faculty are experiencing high workloads, the FAC requests the Executive Committee of the Academic Senate to review the activities of the Committee on Professional Responsibilities after five years (if the resolution passes) to determine whether the committee should be maintained, restructured, or eliminated.

4. The FAC began discussion on a new referral and began drafting language to clarify procedures for electing Unit RTP Committees, and to clarify policies related to eligibility to serve on Unit RTP Committees. The FAC will continue this discussion in the future.

5. Via email, we also voted in support of the Faculty are Humans resolution. The FAC appreciates the feedback from the first reading.

2024-2025 Referral #29

Canvas Course End Date

FROM Dr. Tiffany Tsantsoulas
Academic Support and Student Services Chair

TO Christopher Diniz, MBA
Interim AVP and CIO, Information Technology Services,
Dr. Melissa Danforth
Academic Senate Chair
cc: Katie Van Grinsven, ASC

DATE March 24, 2024

At its March 6, 2025 meeting, AS&SS committee members met with Dr. Alex Slabey (FTLC) and Mr. Don David (ITS) to discuss the recent changes to the Canvas course end date for students. The course end date set by IT defines when a Canvas course will become "read only" for all student users. Faculty may still make changes to the Canvas course after this date. The functionality that allows instructors to override this end date for their students remains unchanged.

Previously, the course end date for students had been one week after the grades due date for the term. The Spring 2025 course end date was modified to May 20th, the final day of the exam period. Final grades are due May 21, 2025.

AS&SS recommends that the Canvas course end date for the Spring 2025 term be changed to May 21, 2025, so that it coincides with the date when final grades are due. We also recommend that this practice continue for future semesters. By aligning the Canvas course end date with the final grades due date, we will avoid issues that may arise for faculty who routinely use the "restrict" course function on Canvas. We also recommend that IT proactively consult with the Academic Senate before enacting future changes to Canvas functionality that may affect the learning experience, faculty access, or student access to course materials.

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 ~~strikethrough~~).

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

1. Specifies that the academic administrator for University-Wide positions shall be a college dean
2. 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
3. Adds a department chair elected by the General Faculty to the search committee for University-Wide academic administrator positions
4. Specifies that the chair of these search committees shall be a tenured faculty member
5. 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
6. 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, 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 from the Library, elected by the librarians**
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 Executive Committee of the Academic Senate**
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

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

Faculty are Humans

RES 242523

FAC, AS&SS

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

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108   Faculty

Consistent with the Collective Bargaining Agreement (2.13), the term "faculty member," as used in this handbook, refers to a bargaining unit member who is a full-time faculty unit employee, part-time faculty unit employee, probationary faculty unit employee, tenured faculty unit employee, temporary faculty unit employee, coaching faculty unit employee, counselor faculty unit employee, faculty employee, or library faculty unit employee. The term "faculty" includes all of those individuals who are faculty members. This definition of faculty does not take precedence over specific handbook or departmental requirements for addressing personnel matters, curricular matters, or committee assignments. Nothing in these policies shall limit the right of participants in the Faculty Early Retirement Program to serve on committees.

All faculty members and instructors of record must be qualified humans with appropriate credentials, expertise, and/or experience in their respective fields. Automated systems, artificial intelligence, or non-human entities shall not serve as replacements for human faculty, shall not serve as instructors of record, and shall not hold faculty positions. This policy ensures the integrity of instruction and the maintenance of academic standards.

303.1.1 Teaching Assigned Courses

Faculty shall teach their assigned courses in accord with the officially approved course descriptions provided in the current university catalog. ~~Uness~~ **Unless** authorized by the department or program to teach a course in an online or hybrid format, faculty shall teach in a face-to-face format. ~~All faculty teaching online or hybrid courses must be certified to teach online or hybrid instruction following the procedures established by the Distributed Learning Committee (refer to Section 203.12).~~

Rationale:

1. This resolution ensures that faculty are qualified human individuals, and not replaced by Artificial Intelligence.
2. This is intended to ensure that the instruction and educational quality at California State University, Bakersfield, is first-class.
3. The Distributed Learning Committee does not currently have a formal certification process for faculty teaching in online or hybrid formats.

Distribution List:
President
Provost and VP for Academic Affairs
AVP for Faculty Affairs
AVP for Academic Programs
College Deans
Associate Deans
Dean of Libraries
Dean of Antelope Valley
Department Chairs
General Faculty
CSUB Students

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

Committee on Professional Responsibility,

Revisited RES 242524

FAC

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

308.8   **Alleged Breaches of Professional Responsibility**
The fundamental purpose of the statement of professional responsibility in Appendix F is to establish a guide for responsible performance that is consistent with the highest ideals of the academic profession. It thus establishes an ideal to which faculty members can and should aspire, rather than a minimum standard to which faculty members must adhere. Hence, the statement is not intended to serve primarily as a reference for disciplinary action. Nevertheless, when cases of gross disregard for principles of professional responsibility occur, the faculty has both a right and a duty to call the breach to the attention of the individual concerned and to expect that the irresponsible behavior will be discontinued.

Most departures from responsible professional behavior are likely to be minor breaches that can be corrected simply by calling the matter to the attention of the person involved. Ordinarily, such matters are handled within the faculty member's academic unit **or with the Dean.** The faculty member may also consult the Faculty Ombudsperson for informal conflict resolution or may proceed to formal procedures.

If a breach of professional responsibility is alleged that cannot be or is not adequately handled informally within the basic academic unit, **with the Dean,** or with the Faculty Ombudsperson~~,~~**.** **T**he matter may be referred to the **AVP for Faculty Affairs, and the faculty member may consult with the California Faculty Association.** ~~Committee on Professional Responsibility. Any member of the academic community may refer allegations of unprofessional conduct to this Committee. Such allegations shall be submitted in writing and signed by the person making the complaint.~~

~~The procedures described in this section provide a formal process whereby faculty members can resolve disputes regarding professional responsibility without resorting to a disciplinary~~

process. It is expected that in most instances, the weight of an adverse conclusion by the Committee on Professional Responsibility will bring about a correction of irresponsible behavior.

303.8.1   Committee on Professional Responsibility Membership
Members of the Committee on Professional Responsibility are elected with special attention to the high ethical and professional regard in which their colleagues hold them. The Committee consists of five (5) tenured faculty members, one elected by the faculty of each ~~school~~ **college** and an at-large member elected by the General Faculty**, including counselors or librarians.** Committee members serve overlapping two-year terms.

Additional tenured faculty members may be appointed by the Executive Committee of the Academic Senate in an effort to ensure representation of the entire university. All members should achieve the highest professional standards and be examples of excellence.

A committee member who has a conflict of interest in a particular case shall recuse himself or herself. In that instance, the Senate Executive Committee shall appoint a substitute. The appointed member shall represent the constituency of the replaced member.

303.8.2   Augmentation to the Committee for Librarians or Counselors
When a librarian or counselor is referred, the Committee shall be augmented by a librarian or counselor, respectively, who is elected by the members of the appropriate unit. The role of the librarian or counselor is limited to providing advice and feedback to the Committee regarding specific issues and questions pertaining to the profession. The librarian or counselor does not vote as a member of the Committee.

Purpose of the Committee on Professional Responsibility
The Committee on Professional Responsibility serves as a resource and advisory body dedicated to fostering a culture of professionalism, collegiality, and continuous growth among faculty. It balances conflict resolution, faculty development, and professional accountability through proactive engagement, structured guidance, and meaningful collaboration with campus partners.

The Committee on Professional Responsibility is committed to fostering a proactive and supportive faculty development culture by formalizing mentorship processes and enhancing professional development opportunities. The committee will establish structured mentorship programs to help faculty navigate professional challenges and

obstacles, promote collegiality, and support career advancement. Through a strong partnership with partners such as the Faculty Teaching and Learning Center and the Office of Faculty Affairs, the committee will design and implement faculty training initiatives that emphasize inclusive pedagogy, ethical workplace interactions, and effective conflict resolution strategies.

In collaboration with Deans, the California Faculty Association, and other key stakeholders, the committee will develop targeted professional development programs for new faculty, department chairs, and Unit RTP Committees. These programs will equip faculty with the skills and knowledge necessary for success in teaching, research, and service. Additionally, the committee will facilitate workshops and structured dialogue sessions that reinforce best practices in professionalism, faculty governance, and workplace culture. By tracking patterns of faculty concerns and providing structured feedback, the committee will contribute to institutional improvements that promote a thriving and collegial academic community.

303.8.3   **Procedures for the Committee on Professional Responsibility**
The chair of the Academic Senate shall convene a meeting of the Committee on Professional Responsibility at the beginning of each academic year to **issue its charge**; ~~revise procedures~~. The members of the committee shall also elect a chair at this meeting.

Requests for the Committee on Professional Responsibility to ~~act~~ **provide service** shall be delivered in writing to the chair of the committee. **Requests may be made by the Provost and Vice President for Academic Affairs, the AVP for Faculty Affairs, Deans, and Faculty**. **The Committee on Professional Responsibility may also work proactively in consultation with the Academic Senate. The Committee on Professional Responsibility is expected to hold at least one Faculty Town Hall per academic year to have an open discussion about the campus climate and future priorities and initiatives**. ~~Upon receipt of a request, the chair shall confer with the designated administrator and with the designated representative of the California Faculty Association to identify any issues that require administrative intervention or union representation. After any administrative or union issues have been identified and referred, the chair shall convene a meeting of the Committee on Professional Responsibility, which shall begin an inquiry into the remaining issues, if any. The Committee shall discontinue the inquiry at any time it determines that the facts do not provide sufficient evidence to support the allegation. The Committee may also decide at any time that the case involves only minor matters that properly should be handled by the basic academic unit through informal resolution and so refer it, with or without recommendations.~~

If the Committee determines that the facts support the allegation and that the matter cannot be properly resolved by the basic academic unit, the Committee shall conduct an impartial review.

Following an impartial review, the committee may make one or more of the following recommendations:
a. No further action.
b. Referral to the basic academic unit.
c. Referral for assistance with dispute resolution.
d. Recommendations for change in faculty behavior.
e. Referral to the President or designee.

If the Committee determines that its recommendations have not been followed, the committee shall refer or re-refer the matter to the President or designee.

When referring to the President, the committee shall not make recommendations regarding corrective actions. Once the committee has made a referral to the President or designee, the committee has fulfilled its responsibility, and because of rules of confidentiality, the committee will not receive reports of subsequent actions.

The Committee on Professional Responsibility shall prepare a formal written report of the disposition of each referral it receives. The report shall present the committee's conclusions and the basis for those conclusions. Copies of the report shall go to the individual (faculty member, librarian, or counselor) whose behavior was questioned, to the person(s) requesting committee consideration, and to the committee files. If the Committee refers the matter, a copy of the report shall be forwarded along with the referral.

Nothing in this section shall be construed to abridge the rights of any faculty member or of the University enumerated in the Collective Bargaining Agreement, the Faculty Handbook, professional code of conduct, or state or federal laws. Neither shall anything in this section be construed to abridge the responsibility of the Committee to follow up on cases it has reviewed.

303.8.4   Annual Reports

303.8.4.1 Report to Senate Chair and Provost
At least two weeks before the last meeting each year of the Academic Senate, the Committee shall meet conjointly with the Chair of the Senate and the Provost to review the committee's work.

303.8.4.2 Report to the Senate

At the last meeting each year of the Academic Senate, the Committee on Professional Responsibility shall submit an annual summary report of its activities. Information that identifies individuals or departments shall not be included in the report.

Rationale:

1. This resolution addresses some redundancies in existing processes.
2. The Faculty Affairs Committee acknowledges that the Committee on Professional Responsibility has not been convened in several years, likely since the creation of the Faculty Ombudsperson.
3. The Collective Bargaining Agreement currently has a statutory grievance process, that has functioned similarly to the Committee on Professional Responsibility. The statutory grievance process "utilizes a Faculty Hearing Committee composed of full-time faculty to make non-binding recommendations to the campus President". This process is very similar to the existing procedures of the Committee for Professional Responsibility.
    a. See: https://www.calfac.org/resources/cfa-grievance-and-discipline-appeal-filing-guide/
    b. See https://www.calfac.org/contract-2022-2025/#article-10
4. In discussions, the Faculty Affairs Committee clearly recognizes the need for professional development, training, and proactive avoidance of unacceptable professional behavior.
5. The role of mediation may be fulfilled most effectively by the Faculty Ombudsperson, who is acts as an independent person. A committee of five or more faculty members may not be able to manage confidential matters effectively and in confidence.
6. This resolution reimagines the Committee on Professional Responsibility to focus on professional development and creating a more positive campus climate.
7. If passed and approved by the President, these procedures are expected to be implemented at the start of the 2025-2026 academic year.
8. When the budget allows, the Faculty Affairs Committee recommends 3 units of reassigned time for each member of the Committee for Professional Responsibility given the expectations for proactive efforts and programming.
9. The Executive Committee of the Academic Senate is requested to review the activities of this committee after five years to determine whether it should be maintained, restructured, or eliminated.

Distribution List:

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

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

Evaluation of Academic Administrators - Part II

RES 242525

FAC

RESOLVED: That the Academic Senate requests the President, in collaboration with the Division of People and Culture, explores mechanisms for obtaining feedback from faculty regarding the performance of administrators on campus, including those outside of the Division of Academic Affairs.

RESOLVED: The President, in consultation with the Executive Committee of the Academic Senate, will determine review processes for new administrative positions within the Division of Academic Affairs, or when there is a change to existing administrative positions (e.g., revised roles, titles, etc.).

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

RATIONALE: This resolution clarifies the membership of review committees for Associate Deans, including College Associate Deans and the Associate Dean of EEGO. This also removes the position of "AVP for Enrollment Management", which is currently outside of the Division of Academic Affairs. Recent changes to campus, including the elimination and/or capturing of some administrative positions, also requires flexibility and adaptability of review procedures.

311.1 General Guidelines

Each academic administrator shall be evaluated according to these procedures at three-year intervals. The President will initiate the review process for the Provost in writing, and the Provost's office, in writing, will initiate the review process for all academic administrators. In August of each academic year, the Provost's office will send to the Executive Committee of the Senate a schedule of which administrators will undergo review in the current academic year and the next academic year. The President or Provost may, if they believe it is appropriate, call for an evaluation of an individual before a scheduled evaluation. Academic administrators who are retiring or who have left the administrative role shall be reviewed upon exiting the

respective role; this review shall also apply to academic administrators who are promoted or temporarily move into interim roles.

311.2 Academic Administrators

The following positions shall be subject to this policy:
- Provost and Vice President for Academic Affairs (P&VPAA)
- AVP Academic Affairs/Dean of Academic Programs
- ~~AVP Enrollment Management~~
- AVP Faculty Affairs
- AVP Grants, Research, and Sponsored Programs (GRaSP)
- AVP Institutional Research, Planning, and Assessment (IRPA)
- Dean, College of Arts and Humanities
- Dean, College of Business and Public Administration
- Dean, College of Natural Sciences, Mathematics & Engineering
- Dean, College of Social Sciences and Education
- Dean, University Library
- Dean, Division of Extended Education and Global Outreach (EEGO)
- **Associate Dean of Extended Education and Global Outreach (EEGO)**
- Dean, California State University, Bakersfield Antelope Valley Campus
- ~~And all respective College~~ All Associate Deans
- **And other academic administrator positions as determined by the President, in consultation with the Executive Committee of the Academic Senate**

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

311.3 Review Committee Membership

For review of the P&VPAA, **AVP** Academic Affairs/Dean of Academic Programs, ~~AVP Enrollment Management,~~ AVP Faculty Affairs, AVP GRaSP, AVP IRPA, ~~and~~ Dean of EEGO**, Associate Dean of EEGO, and academic administrators not mentioned elsewhere who are subject to this policy**, the review committee shall be as follows:

A. The faculty of each college shall elect one tenured faculty;

B. The General Faculty (including teaching faculty, librarians, and counselors) shall elect one at-large tenured faculty;

~~B~~C. **The Provost (or President, in the case of the review of the P&VPAA)** ~~The President or Provost~~ shall select a member of the Provost**'s** Council; and

~~C~~D. **The Provost (or President, in the case of the review of the P&VPAA)** ~~The President or Provost~~ shall choose a sixth member of the committee.

For review of the Dean of Arts and Humanities, Dean of Business and Public Administration, Dean of Natural Sciences, Mathematics & Engineering, Dean of Social Sciences and Education, Dean of University Library, Dean of the CSU Bakersfield Antelope Valley Campus, **and College or Library Associate Deans,** the review committee shall consist of five members.

A. The faculty of the college dean being reviewed, or the librarians in the case of the Dean of University Library, shall elect three (3) tenured faculty members or librarians. In the case of the Antelope Valley Campus Dean, an election shall be held to select three (3) representatives from the faculty, staff, and librarians who are at the Antelope Valley Campus.

B. The P&VPAA shall select a college dean **for the review of Deans, or a college or associate dean for the review of College or Library Associate Deans**; and

C. The P&VPAA shall choose the fifth member of the committee.

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

The administrator under review may request that the supervisor of the review recuse any member who is ineligible due to an active grievance (or other legal proceeding) against the administrator under review, and the Senate will initiate a new election to replace that individual.

311.4 Review Procedures and Constituencies
The procedures for review committees of academic officers are as follows:
A. The President and P&VPAA shall maintain a schedule showing the year in which the regular review of each administrative officer is due, and shall complete the committee selection and initiate the review process prior to the end of the academic year preceding the actual academic year in which the review takes place. A schedule for an evaluation should then be constructed with April 1 as the target date for completion of the process. A list of academic officers to be reviewed with review timelines shall be made available on the Provost's website. The Provost and Vice President for Academic Affairs is charged with maintaining and updating this list.
B. At the time of initial appointment and immediately following each review, the supervisor will review with the administrator being evaluated the areas (i.e., academic leadership, program development,

management, diversity initiatives, etc.) in which their performance will be assessed. In all cases, the areas to be evaluated will include aspects of the position outlined in the job description and the following, as relevant:

1. Leadership and Strategic Vision (e.g., ability to set clear goals, make informed decisions, and inspire faculty, staff, and students toward achieving institutional objectives)
2. Resource and Financial Management (e.g., effective oversight of budgets, personnel, and operational resources, ensuring sustainability and efficiency in daily operations)
3. Academic Program Development and Quality Assurance (e.g., support for curriculum innovation, academic standards, and research initiatives while ensuring compliance with accreditation and quality benchmarks)
4. Student Success and Support Services (e.g., implementation of policies that enhance student retention, graduation rates, and equitable access to academic and support services)
5. Faculty and Staff Development and Support (e.g., promoting professional development, fostering an environment of excellence, and ensuring that faculty and staff are well-supported in fulfilling their roles and achieving success)

6. External Relations and Fundraising (e.g., building partnerships with external stakeholders, enhancing the institution's reputation, and securing external funding for institutional growth)
7. Diversity, Equity, and Inclusion (e.g., contributing to the creation of an inclusive campus environment that values diversity, promotes equity, and ensures all members of the community feel respected and supported)

In setting up the review process, the supervisor will solicit advice from the administrator under review as to any additional areas that should be included in the evaluation. In all cases, the appropriate faculty, librarians and staff shall be given the opportunity to participate in the evaluation.

The supervisor will complete the process of academic administrator review committee formation by October 1st of the academic year in which the review takes place. The supervisor will provide the review committee information regarding the additional areas where the administrator's performance is to be assessed. The academic administrator review committee shall elect its own chair.

In the case of University-level administrators, including the Provost and Vice President for Academic Affairs, Associate Vice Presidents, Dean of the University Library, Dean of the Division of Extended Education and Global Outreach, and Dean of the California State University, Bakersfield Antelope Valley Campus, the constituents shall include faculty, staff, and students from the entire University community. Constituents participating in the review process shall be connected to the work of the administrator who

is actively under review as determined by the review committee. These constituents shall be given an opportunity to participate in the evaluation. The administrator's supervisor may recommend additional constituencies to be sampled.

In the case of College-level administrators, including the College Deans, School Deans, and Associate Deans, constituents shall include faculty, staff, and students from the respective College, or School (if applicable). Constituents participating in the review process shall be connected to the work of the administrator who is actively under review as determined by the review committee. These constituents shall be given an opportunity to participate in the evaluation. The administrator's supervisor may recommend additional constituencies to be sampled.

The areas of assessment should not be changed once the supervisor has reviewed them with the administrator being evaluated unless the administrator and supervisor agree and provide written justification for the changes in assessment to the academic administrator review committee. Throughout the review process, all parties shall bear in mind that the purpose of the administrator review is developmental as well as evaluative, in keeping with the essential mission of the University.
C. The review committee shall request from the administrator under review a ~~concise~~ thorough and detailed self-study. The self-study will focus on areas to be evaluated, major accomplishments, problems and issues related to the responsibilities of the position (e.g. job description), future goals and plans, and personal professional development and accomplishments. The self-study shall include evidence and documentation to support evidence of major accomplishments, and evidence of the administrator's roles, contributions, and support of faculty and staff under their supervision. The review committee shall review evidence of accomplishments provided by the administrator. The administrator under review should provide evidence of their own contributions. Administrators with oversight of faculty and staff projects or activities should acknowledge the contributions of other administrators, faculty or staff responsible for the project/activities. A clear distinction should be identified between administrator accomplishments and those of the faculty/staff under their supervision. This self-study shall be completed and submitted to the review committee and the supervisor.
D. The review committee shall survey various performance appraisal systems to determine the appropriate guidelines and instruments for the evaluation process. The evaluation shall cover a three-year period; therefore, the guidelines and process should be constructed to reflect this time frame. The committee, in consultation with the supervisor and the person being reviewed, shall develop the specific format for the appraisal.
E. In the case of evaluation of College Associate Deans, during the third year, all College Deans, including those in their final year of service as College Associate Dean and those who are retiring, shall be reviewed by the College faculty. The Dean shall meet with the faculty to discuss how they wish to proceed with the review. In preparation for the review, College Associate Deans, may, at their own initiative, submit to the College faculty and the Dean a brief self-evaluation of their performance for the period under review. In addition, the appropriate Dean shall offer the opportunity to all faculty of the College to give individual,

confidential advice, orally, or in writing. This review shall assess the College Associate Dean's effectiveness based on the criteria established at the time of appointment. The review must occur during the fall semester of the third year. The written review of the College Associate Dean should be submitted to the College Dean by April first (1st) of that year. The Dean and the ~~School~~ College Associate Dean shall then meet to discuss the report by April 15th.

F. The review committee shall issue calls for feedback and comments at multiple times in the review process and shall remind constituents that the process is confidential. Individuals participating in the evaluation of administrators shall submit their written comments ~~on~~ in a confidential survey that does not collect identifiable information (e.g., names, email addresses). This survey shall include quantitative and qualitative (i.e., open-ended) assessments, including questions about constituency type so that data can be disaggregated and reviewed by the committee. The review committee may work with Information Technology Services to develop the survey and build processes for ensuring confidentiality, fairness, and validity. The comments will then be coded, deidentified, and aggregated by the review committee to ensure the person's confidentiality in the review process. Examination of the deidentified and aggregated documents by the administrator under review may occur in the event of a protested personnel action. Comments will be collected, and the confidential coding maintained in the office of the ~~P&VPAA~~ administrator's supervisor.

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

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

H. In all cases the final review level will be the President.

I. In the case of the review of the P&VPAA, the President and P&VPAA shall meet to discuss the report before acknowledging to the campus that the review process has been completed by May 1st of that year. In the case of the review of the AVPs and Deans, the P&VPAA and administrator under review shall meet to discuss the report before acknowledging to the campus that the review process has been completed by May 1st of that year.

J. In the event the administrator under review does not agree with any aspect of the evaluation, a written commentary may be submitted, and it shall accompany the report. The administrator under review shall

have ten working days after receiving a copy of the final evaluation to prepare ~~his/her~~ their reaction and commentary. The Academic Administrator Review Committee and all respondents are protected from any form of reprisal, not only by the expectation of high ethical behavior from all University personnel, but by Executive Order No. 929 and California Government Code Section 8547.12.

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

Distribution List:
  President
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