



## Academic Senate: Executive Committee

### Agenda

TUESDAY, MAY 6, 2025

10:00 A.M. – 11:30 A.M.

**Location:** BDC 134- BPA Conference Room

**Zoom link:** <https://csub.zoom.us/j/84829418074?pwd=oa3Dgso1p0E7AxyaDN1cq2L5EjoaeK.1&jst=1>

**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).

**Guest:** President Harper

- I. Call to Order
- II. Announcements and Information
  - a. President Harper (**Time Certain: 10:10 AM**)
  - b. Faculty Honors and Awards Recommendations for 2025-2026
  - c. 2025-2026 Academic Senate Meeting Schedule (handout)
  - d. Special Review Committee – Anthropology Report
- III. Approval of Agenda (**Time Certain: 10:05 AM**)
- IV. Approval of EC Minutes
  - a. March 25, 2025 (handout)
  - b. April 1, 2025 (handout)
  - c. April 8, 2025 (handout)
  - d. April 22, 2025 (deferred; in progress)
  - e. April 29, 2025 (deferred; in progress)
- V. Continued Items
  - a. AS Referral Log ([handout](#))
    - i. AAC (J. Deal)
    - ii. AS&SS (T. Tsantsoulas)
    - iii. BPC (D. Wu)
    - iv. FAC (Z. Zenko)
  - b. Interim Provost Update (J. Rodriguez)

- i. Academic Administrator Review Committee (AARC) Concerns:
  - 1. AARC for D. Cantrell – timeline for completing the review (status update)
- ii. Administrator Searches:
  - 1. Dean for the College of Arts and Humanities (in progress)
  - 2. Associate Dean for the College of Arts and Humanities (HOLD)
- c. Budget and Schedule Build **(Time Certain: 11:20 AM)**
- d. Rumor control
- e. Calendar Committee – Composition and faculty representation ([handout](#))
- f. Add “Statements of the Senate” Process to governing documents – EC
- g. Expected Spring Reports to Senate/Campus
  - i. Interim WCUC Report – Academic Programs (*Submitted*)
  - ii. Strategic Plan Report – IRPA (*Submitted*)
  - iii. Advising Report – Director of Academic Advising (Due: May 12, 2025)
  - iv. Special Review Committee for Anthropology (*Submitted*)
  - v. GECCo Annual Report – GE Director (*Submitted*)
  - vi. UPRC Annual Report
  - vii. URC Annual Report
  - viii. Faculty Athletics Representative (FAR) and IAAC Chair
  - ix. Grants, Research, and Sponsored Programs – AVP for GRaSP
  - x. Faculty Teaching & Learning Center - FTLC Director
  - xi. Taskforces and Ad Hoc:
    - 1. High Impact Practice (HIP) Taskforce (*Status?*)
    - 2. Scholarship and Creative Activities Taskforce - Z. Zenko, Chair
    - 3. Criteria for Proposing New Schools Taskforce
    - 4. Task Force for Periodic Evaluation
    - 5. Testing Center Exploratory Committee (ad hoc) (*Status?*)

VI. New Discussion Items **(Time Certain: 10:45 AM)**

- a. Elections and Appointments (D. Solano)
  - i. Faculty Ombudsperson- Memo to current incumbent ([handout](#)) and drafted Call ([handout](#))
  - ii. Pending Calls:
    - 1. At-Large Appointed for University-wide Committees (calls open 5/6)
    - 2. Standing Committee Calls
      - a. Statements for Chair Interest Received (election to take place at Senate)
    - 3. Staff Senator (handout)
  - iii. Review of committee’s activity status (HOLD)
- b. 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?
- xiii. Review and update the Standing Committees ex-officios in light of re-organization of university
- c. Department Formation follow-up (HOLD follow up w/ Academic Programs)
- d. Resolution on CCC baccalaureate degrees [AB 927, SB 895] – EC (HOLD)
- e. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)
- f. SOCI Task Force on preamble and content of SOCI instrument (HOLD 3/11/2025)

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

## Academic Senate Meeting – Spring 2025

Thursday, May 8, 2025

### Agenda – Session 1

10:00 AM – 11:00 AM

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

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

**Senate Members:** Chair M. Danforth, Vice-Chair D. Solano, Senator A. Hegde, Senator C. Lam, Senator N. Michieka, Senator T. Tsantsoulas, Senator M. Naser, Senator D. Wu, Senator S. Sarma, Senator L. Kirstein, Senator A. Stokes, Senator Z. Zenko, Senator S. Roberts, Senator K. Holloway (virtual), Senator H. He, Senator A. Grombly, Senator E. Correa, Senator J. Deal, Senator R. Dugan, Senator T. Salisbury, Senator J.

Cornelison, Senator E. Pruitt, Interim Provost J. Rodriguez, Senator J. Dong and Senate Analyst K. Van Grinsven.

- I. Call to Order and Tejon Tribal Land Acknowledgement
- II. Approval of Minutes
  - a. April 10, 2025 (handout)
  - b. May 1, 2025 (handout)
- III. Announcements and Information
  - a. President's Report – V. Harper **(Time Certain: 10:10 AM)**
  - b. VP for Strategic Enrollment Management and Student Affairs – D. Cantrell **(Time Certain: 10:20 AM)** *\*Tentative*
  - c. Faculty Honors and Awards Recommendations for 2025-2026
  - d. Elections and Appointments – D. Solano (handout)
  - e. Informational Only: *\*Review – reports forthcoming in Fall 2025*
    - i. URC Report
    - ii. UPRC Report
    - iii. FTLC Report
    - iv. GECCo Report
    - v. FAR Report
    - vi. Others?
- IV. Approval of Agenda **(Time Certain: 10:05 AM)**
- V. Reports
  - a. Interim Provost's Report – J. Rodriguez
  - b. ASCSU Report – Senators Lam and Michieka (deferred)
  - c. ASI Report – Senator Pruitt
  - d. Staff Report – Senator Cornelison
  - e. Committee Reports:
    - i. Executive Committee – Vice-Chair Solano
    - ii. Standing Committees:
      - 1. Academic Affairs Committee (AAC) – Senator Deal
      - 2. Academic Support and Student Services Committee (AS&SS) – Senator Tsantsoulas
      - 3. Budget and Planning Committee (BPC) – Senator Wu
      - 4. Faculty Affairs Committee (FAC) – Senator Zenko
  - f. CFA Report – Senator Salisbury

- VI. Resolutions **(Time Certain: 10:25 AM)**
  - a. Consent Agenda:
    - i. RES 242534 – Commencement for Spring 2025- EC (handout)
  - b. Old Business:
    - i. RES 242533 – Faculty Hiring Prioritization and Funding for Student Services – BPC (handout)
  - c. New Business:
    - i. No items.
- VII. Open Forum **(Time Certain: 10:50 AM)**
- VIII. Adjournment **(Time Certain: 11:00 AM)**

## Academic Senate Meeting – Spring 2025

Thursday, May 8, 2025

### **Agenda – Session 2**

11:00 AM – 11:30 AM

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

**Zoom Link:**

**2025-2026 AY Senators:** Chair M. Danforth, Vice-Chair D. Solano, CSU Senator C. Lam, CSU Senator N. Michieka, AH Senator T. Tsantsoulas, AH Senator M. Naser, BPA Senator D. Wu, BPA Senator S. Sarma, NSME Senator L. Kirstein, NSME Senator A. Stokes, SSE Senator Z. Zenko, SSE Senator S. Roberts, AV Senator K. Holloway (virtual), At-Large Senator H. He, At-Large Senator A. Grombly, At-Large Senator A. Hays, At-Large Senator A. Lauer, At-Large Senator T. Salisbury, At-Large Senator R. Dugan, Senator H. Gonzalez, Senator ASI President, VP AA & Provost D. Thein, Senator J. Dong and Senate Analyst K. Van Grinsven.

- I. Call to Order
  - a. Picture of the 2025-2026 Senate to be taken outdoors **(Time Certain: 11:00 AM)**
  - b. Information:
    - 1. Academic Senate Orientation (handout)
- II. Introduction of Members
- III. Approval of Academic Senate Meeting Schedule 2025-2026 (handout)
- IV. Election of Standing Committee Chairs (Statements of Interest attached – see handout)

- a. Academic Affairs Committee
- b. Academic Support and Student Services Committee
- c. Budget and Planning Committee
- d. Faculty Affairs Committee

V. Adjournment (**Time Certain: 11:30 AM**)

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

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
9/16/2024	2024-2025 #15 Timeframe of SOCI Administration	Complete? No resolution needed?	AAC and FAC	Discuss the differences between paper and online SOCI administration considering timelines and changes to the Academic Calendar. <b>Carry over referral:</b> 2023-2024 #35 Administering SOCIs. <i>Update: FAC memorandum included in Senate packet 9/26/24 and sent to Brian Chen and Chris Diniz, ITS.</i>		Possible Handbook Changes			
9/3/2024	2024-2025 #08 Faculty Hiring Prioritization- Position Control	RES IP	BPC	Discuss the administration's commitment to the hiring of tenured and tenure-track faculty to match the growth trends of student enrollments and the demographic make up of the student population, and to match or exceed growth in administrative positions (MPPs). <b>Carry over referral:</b> 2023-2024 #36 Faculty Hiring Prioritization- Position Control	RES 242533 Faculty Hiring Prioritization and Funding for Student Services (2nd reading scheduled 05/08/25)				
2/3/2025	2024-2025 #26 Class Cancellation Guidelines	Complete	AAC and BPC	Address concerns regarding class cancellations: inconsistencies in class section cancellations between colleges, effects of class section cancellations on student graduation progress and retention, developing guidelines for class section cancellation that take in to account exceptions for smaller programs, availability of lab/studio stations and equipment, accreditation requirements, etc.	RES 242530 Class Cancellation Guidelines	-	5/1/2025		
2/3/2025	2024-2025 #27 Program Discontinuation/Moratorium Policy	Complete	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.	RES 242529 Program Discontinuation Policy	Handbook Changes	5/1/2025		
3/13/2025	2024-2025 #33 Interruption Practice - Bylaws Change	Complete	FAC	For FAC to discuss adopting an Interruption Practice as recommended by ASCSU Resolution AS-3551-21/FA/AEDL.	RES 242528 Interruption Practice	Bylaws; Section 1	5/1/2025		
3/13/2025	2024-2025 #34 Unit RTP Committees and PAF Content - Handbook Change	RES Tabled for 2025-2026	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.	RES 242527 Standardizing the Unit RTP Composition Process (Tabled 05/01/25)	Handbook 305.6.1, 301.6.4			
4/8/2025	n/a	Complete	EC	Statement resolution; Academic Senate in support of AB 1361.	RES 242531 Assembly Bill 1361 of 2025 Endorsement	-	5/1/2025		
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. <b>Carry over referral</b> 2021-2022 #41 Sixth-year Lecturer Review - Handbook Change <b>Carry over referral:</b> 2023-2024 #03 Sixth-year Lecturer Review - Handbook Change <i>Update: FAC Drafted memo and recommendations - included in Senate Agenda packet 9/26/2024. Task Force for Periodic Evaluation created- EC appointed members 11/12/2024; first meeting 12/2/2024.</i>		Handbook Changes			
9/3/2024	2024-2025 #09 Need for an Academic Testing Center	Taskforce formed; close referral?	AS&SS and BPC	Whether there is a need for the campus to have an Academic Testing Center to assist with proctoring exams and perhaps full-fledge entrance testing. Consider resources needed and what the structure might be to meet the needs of faculty and students. <b>Carry over referral:</b> 2023-2024 #31 Need for an Academic Testing Center -Memo from Senate Chair Hegde in 2024 thanking the committee. <b>Work complete?</b>					
9/13/2024	2024-2025 #10 Time Blocks		BPC	The need to reconsider Time Blocks for classes. During discussion, consider how to address meeting patterns that are not visualized in RES 1314059, whether the 50 minutes M/W/F time blocks are sufficient for pedagogical reasons, overlap between current time blocks of different types, effects of time blocks on space utilization. <b>Carry over referral:</b> 2023-2024 #04 Time Blocks and Space Utilization					
9/13/2024	2024-2025 #11 Space Utilization		BPC	The need to reconsider space utilization tactics; consider Assessment of space utilization such as highly used time blocks, poorly used time blocks, classes scheduled outside of time blocks, classes scheduled in non-classroom spaces, etc. Impact of space utilization on approval of future buildings, policies regarding classes scheduled outside of time blocks, and policies to encourage broad use of time blocks and higher space utilization. <b>Carry over referral:</b> 2023-2024 #04 Time Blocks and Space Utilization					
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.					
4/1/2025	2024-2025 #36 Clarify ASCSU Lecturer Electorate Procedures		FAC	Clarify ASCSU Lecturer Electorate Procedures. During your discussion, please consider the following: whether non-tenure track, non-teaching faculty can be eligible; what term the elected representative serves on CSUB Academic Senate; encoding the nomination and election procedures in CSUB Senate Bylaws or University Handbook.					
4/1/2025	2024-2025 #37 Academic Degree Policies		AAC	Review the academic policies about double majors and double counting courses. Consider: Timeline for declaring a double major, double counting courses between the major and the minor, and double counting courses between both majors for a double major.					
5/2/2025	n/a	RES IP	EC	Commencement - Spring 2025	RES 242534 Commencement Spring 2025	-	5/8/2025		

**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Friday, March 28, 2025 11:35 AM  
**To:** Katherine Van Grinsven  
**Cc:** Danielle Solano  
**Subject:** Updates to EC agenda for Tuesday

Hi Katie,

My 11:00am Zoom meeting was with Dr. Cantrell to discuss how Senate and Strategic Enrollment Management can collaborate.

There are a couple of items for Senate Exec to discuss. Please add these to new discussion items, after the resolution on the Kern County medical school extension that was discussed by email.

- Calendar Committee – This committee now spans three divisions (Academic Affairs, Strategic Enrollment Management, People and Culture), so Dr. Cantrell is willing to hand the committee over to Academic Senate (or someone else Senate recommends)
- Advising Council – Dr. Cantrell would like to form a broader advising council that has faculty advisor input. What sort of faculty representation do we want on this committee?

Thanks,  
Melissa

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Dr. Melissa Danforth (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**

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**From:** Melissa Danforth  
**Sent:** Thursday, May 1, 2025 9:09 PM  
**To:** Zachary Zenko  
**Cc:** Katherine Van Grinsven; Danielle Solano  
**Subject:** RE: Scholarship and Creative Activities Task Force

Hi Zack,

We can put that on the agenda for EC. If we don't have time on Tuesday, there's also the Summer Senate meeting the following Tuesday.

Melissa

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**From:** Zachary Zenko <zzenko@csb.edu>  
**Sent:** Thursday, May 1, 2025 8:57 PM  
**To:** Melissa Danforth <mdanforth@csb.edu>  
**Cc:** Katherine Van Grinsven <kvan-grinsven@csb.edu>; Danielle Solano <dsolano@csb.edu>  
**Subject:** Scholarship and Creative Activities Task Force

Dear Chair Danforth,

I appreciate that we have a packed agenda on Tuesday.

However, I would like to request that we add ~5 minutes to discuss the Scholarship and Creative Activities Task Force report and recommendations.

Specifically, I would like to discuss whether the entire report and recommendations are to be sent to the General Faculty, or just the recommendations (with the report and recommendations sent to specific groups).

I'd also like to discuss sending the report and recommendations to FAC4RSCA. I do not think a decision needs to be made on Tuesday, but I'd like to put it on our radar and get the ball rolling. Since the report has some (non-identifiable) data, I'd like the blessing of the Executive Committee and the Provost before this is widely disseminated to the campus community. I also don't think I'm the one who should actually do the dissemination.

EC may need time to digest so it may need to be revisited in summer senate.

Once our report and recommendations are finalized, I'll write a memo making these suggestions. I know our report is due to Academic Senate, so I think Academic Senate should be the entity to decide what happens next.

As of this moment, 4 of the 6 elected members have approved the report and recommendations (one with some friendly amendments), and I have not heard from 2 but I've nudged them. I also have not heard

from AVP Boschini or CFA President Salisbury, but I've nudged them, too. Ideally everyone will voice their approval status.

Thank you,  
Zack

**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**

Tuesdays: 2:30 to 5:00 pm

Wednesdays: 3:45 to 5:15 pm

Thursdays: 2:30 to 3:30 pm

or by appointment

**California State University, Bakersfield**

Mail Stop: 22 EDUC

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Bakersfield, CA 93311

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**ACADEMIC SENATE**  
CSU BAKERSFIELD

**Date:** April 29, 2025

**To:** Dr. Jianjun (JJ) Wang, Professor and Faculty Ombudsman, Advanced Education

**From:** The Academic Senate Executive Committee  
Melissa Danforth (Academic Senate Chair and Chair of the Faculty), Danielle Solano  
(Academic Senate Vice Chair and Elections Committee Chair), James Rodriguez (Interim  
Provost and Vice President for Academic Affairs), Aaron Hegde, Charles Lam, Nyakundi  
Michieka, John Deal, Tiffany Tsantsoulas, Di Wu, Zachary Zenko  
Melissa Danforth, Academic Senate Chair and Chair of the Faculty

**cc:** Vernon Harper, President  
James Rodriguez, Interim Provost and Vice President for Academic Affairs  
Danielle Solano, Academic Senate Vice Chair and Elections Committee Chair  
Katherine Van Grinsven, Academic Senate Analyst

**Subject:** Faculty Ombudsperson Term-Length and Renewal

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Firstly, the Senate Executive Committee would like to sincerely thank you for your service as Faculty Ombudsperson and for submitting your report on Faculty Ombud Services for the 2024–2025 academic year.

Secondly, the Senate Executive Committee would like to apologize for the confusion regarding your current term length and the meaning of the term *renewable* as listed in the call. We hope to provide some clarity on these issues. To explain, Vice Chair Solano's email dated April 3, 2025, which you referenced, did not indicate that your term had been approved as three years by President Harper. Rather, it stated that Academic Senate Analyst Katherine Van Grinsven would contact the President's Office to further investigate the matter.

Upon review, we have confirmed that the 2022–2023 Senate Executive Committee intentionally appointed the Faculty Ombudsperson to a two-year term, as this was meant to complete a previously vacated three-year term. While we acknowledge that there were subsequent discussions about extending the term to three years, we could find no evidence that a formal modification to the appointment letter was made. Accordingly, this memo confirms that your current term concludes in August 2025.

At its meeting on April 22, 2025, the Senate Executive Committee, in consultation with Provost Rodriguez, also reviewed the use of the term *renewable* in the original call for applications. While we value your contributions and ~~encourage your reapplication~~ welcome your continued interest in the role, the committee has determined that, in fairness to all faculty who may be interested in the position, a new call for applications will be issued. The call has been revised to correct the term to three years and the Senate Executive Committee thanks you for bringing this matter to our attention.

Since the position is renewable, you are ~~certainly welcome—and strongly encouraged—to reapply~~ invited to reapply. To do so, please notify Academic Senate Analyst Katherine Van Grinsven of your intent by emailing [AcademicSenateOffice@csu.edu](mailto:AcademicSenateOffice@csu.edu) with an updated CV and contact information for two professional references no later than **Monday, May 11, 2025, at 5:00 PM**. As the current Faculty Ombudsperson, your report on Faculty Ombud Services will be accepted in place of a formal letter of application ~~you will not be required to submit the full application that will be requested of new candidates~~.

Again, the Senate Executive Committee sincerely apologizes for any confusion regarding your term length and renewal. We appreciate your service as Faculty Ombudsperson and your ongoing contributions to the University.

Field Code Changed



**Date:** April 3, 2025

**To:** General Faculty

**From:** ORG- Academic Senate Office at [academicsenateoffice@csub.edu](mailto: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

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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:** Three-year term, August 2025-2028

**Renewable:** Potentially renewable upon re-application in August 2028

**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. As a neutral party, the Ombudsperson is neither an advocate for any faculty member nor for the University. Rather, the Ombudsperson is an advocate for fairness and acts as a source of information and referral. The Ombudsperson aids in listening to a faculty member's concerns and assists in resolving issues in critical situations. When reviewing a concern, the Ombudsperson considers the perspectives of all parties involved. This role supplements (but does not replace) the University's existing formal complaint and conflict resolution procedures.

**Compensation:** 3 WTUs reassigned time. The Ombudsperson is appointed on a part-time, 10-month basis and reports to the President or their 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

*Reference: University Handbook 303.8.5*

**Applications:** Complete applications must include:

- **Brief** letter of application addressing the responsibilities and qualifications described above
- A current CV
- Contact Information for two professional references

**Application Information:**

Applications will be accepted until **Monday, May 11th, 2025, by 5:00 PM**. Submit your nominations directly to the Academic Senate Office at [academicsenateoffice@csu.edu](mailto:academicsenateoffice@csu.edu). The Senate Analyst, Katie Van Grinsven, will confirm receipt of your application.

**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Tuesday, May 6, 2025 7:30 AM  
**To:** Danielle Solano  
**Cc:** Katherine Van Grinsven  
**Subject:** RE: Follow-up on Staff Representative for Academic Senate

Hi Dani,

It's good we went with a "less is more" approach, because I went through my email archives, as well as the Box archives, and it does look like Beth sent the staff election memo to me for approval in 2023 when I was vice chair, and previously sent it out on behalf of other vice chairs. I'm not sure why I don't remember that, and why Aaron doesn't remember that, but it does appear to be how it was handled beginning in 2015.

Having the Senate Office run the staff senator election is not documented in Beth's notes on Senate business though, or at least I didn't see this in the month-by-month Senate business file that Beth created before she retired (which did document other periodic senator elections like chair, vice chair, and ASCSU). So, it's not surprising Katie was unaware, given that.

And, the Handbook/Bylaws were never updated to say that the staff senator election should be run by the Senate Office. The resolution adding the staff member (RES 1213025) said elected by the Staff Forum, with no indication in the rationale that the Senate Office would run that election: <https://csub.app.box.com/file/634461149900>. It wasn't approved by general election until Fall 2013, at which point the Senate chair issued a memo that the call would come from Staff Forum, which also indicates that particular instance of the Senate Office also had no intention of running the election.

So, I'm guessing that the initial call came from Staff Forum in 2013, had issues, and then was run by the Senate Office for the subsequent terms. However, the Handbook language was never updated to reflect that, leading to this only being known by "institutional knowledge" that was lost with Beth's retirement.

It also looks like it's unusual for the Senate Office to run staff elections. Looking through the Box archives, Beth surveyed Senate Offices at other CSUs in 2018 about their procedures for staff positions, and the vast majority of the ones that responded had either HR or their equivalent of the Staff Forum run staff elections, even for Senate and Senate committees.

As additional research points, we know from the Staff Forum email that they only had their board vote on the nominees instead of sending an election out to all staff, as their bylaws call for in the case of electing board members. I suspect they don't have the technical infrastructure to easily support staff-wide elections, since they said they used Qualtrics for the board election. We also know they only want the name they forwarded to serve for one year while they figure out their procedures and update their bylaws, so they are open to running another election in short order.

Essentially, the methodology should have been documented, instead of relying on institutional knowledge. And it seems like the Staff Forum board is amenable to discussing how to handle the staff senator election moving forward. We should continue our dialog with Staff Forum in a non-accusatory, "let's work together to solve this" sort of way.

If the issue is that Staff Forum does not have the technical capacity to run their elections, it affects more than just the staff senator position, so we could act as a bridge between them and ITS to get the appropriate ITS support for their elections (which would help them beyond the staff senator election). Alternatively, if Staff Forum does not have the

desire to run the staff senator election, we could have the Fall standing committees/EC consider a resolution to modify the Handbook/Bylaws to change the election to being run by the Senate Office.

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**From:** Melissa Danforth  
**Sent:** Thursday, May 1, 2025 9:08 PM  
**To:** Danielle Solano <[dsolano@csub.edu](mailto:dsolano@csub.edu)>  
**Cc:** Katherine Van Grinsven <[kvan-grinsven@csub.edu](mailto:kvan-grinsven@csub.edu)>  
**Subject:** RE: Follow-up on Staff Representative for Academic Senate

Hi Dani,

I think this is a case where "less is more". I would avoid putting the blame on Beth until we've had more time to research.

Maybe pare this down to your last two paragraphs (reaching out to Staff Forum, researching Senate records, discussing further with EC, thanking Karen for bringing it to our attention) for the moment.

Melissa

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**From:** Danielle Solano <[dsolano@csub.edu](mailto:dsolano@csub.edu)>  
**Sent:** Thursday, May 1, 2025 6:03 PM  
**To:** Melissa Danforth <[mdanforth@csub.edu](mailto:mdanforth@csub.edu)>  
**Cc:** Katherine Van Grinsven <[kvan-grinsven@csub.edu](mailto:kvan-grinsven@csub.edu)>  
**Subject:** Re: Follow-up on Staff Representative for Academic Senate

Hi Melissa...here's the email I was planning to send to Karen. If you're okay with it (or have any edits, just let me know). If you prefer that it come from you, feel free to revise how you see fit and send.

\*\*\*

Hello Karen,

Thank you for providing this background. Neither Katie nor I were involved in the election of the previous staff representative and were therefore unfamiliar with the process used when Beth Bywaters served as Senate Analyst. The only guidance we found in our constitution is that the staff representative is to be elected by Staff Forum (see attached).

Both Chair Danforth and Immediate Past Chair Hegde were also unfamiliar with the process during their time as Vice Chair. When asked, both believed it had been handled by Staff Forum. It appears that Beth did not consult with them, and it is unclear whether she consulted Staff Forum when conducting the election.



This year, Katie sent out the call for nominations and then forwarded the list to Staff Forum to run the election. They replied with the name of the representative they had elected.

I've reached out to Staff Forum to request additional information about their process, and we also plan to review past resolutions and meeting minutes to see if there is any relevant guidance we may have missed. We will discuss this further at next week's Senate Executive Committee meeting.

Lastly, I sincerely appreciate your concern about the validity of the process. Thank you again for the information you provided and for your careful attention to detail.


Best regards,

--Dani

Danielle Solano, Ph.D.  
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California State University, Bakersfield

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\*\*\*Schedule an appointment with me on [Runner Connect](#) or [Acuity Scheduling](#)

 [Book time to meet with me](#)

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**From:** Karen Ziegler-Lopez <[kziegler2@csub.edu](mailto:kziegler2@csub.edu)>

**Sent:** Thursday, May 1, 2025 12:04 PM

**To:** Melissa Danforth <[mdanforth@csub.edu](mailto:mdanforth@csub.edu)>; Danielle Solano <[dsolano@csub.edu](mailto:dsolano@csub.edu)>

**Cc:** Janine Cornelison <[jcornelison1@csub.edu](mailto:jcornelison1@csub.edu)>; Katherine Van Grinsven <[kvan-grinsven@csub.edu](mailto:kvan-grinsven@csub.edu)>

**Subject:** Follow-up on Staff Representative for Academic Senate

Hi Dr. Danforth and Dr. Solano,

I hope you are both doing well. I appreciate the work you do on Academic Senate and understand that it is a heavy undertaking.

I wanted to give you a little more historical context for the staff representative on Academic Senate. I was the inaugural staff representative, which was a late election call for the 2013 – 2015 cycle. Even this inaugural election was voted on campus wide by the staff. Unfortunately I don't have those emails because I left CSUB from 2014 – 2015. I believe the initial vote required staff to physically deliver the ballots to the Human Resources Department. Prior to leaving, I provided feedback to Senate Executive members to use the same voting protocol for the staff representative that is used for the faculty representatives. At that time, the Senate Office followed that feedback and I believe the elections moving forward from that point were all through the same voting platform that is used for the faculty. I believe there was an election by the campus-wide staff (using the new platform) to select a replacement to finish out my original term. Jaimi Paschal because the Staff Senator to finish out my term and was re-

elected again, by the campus-wide staff for the 2015 – 2017 term. I have sent Katie the emails associated with the 2017, 2019, and 2023 election cycles.

This will be THE FIRST TIME that the Staff Representative is selected by anyone other than the campus-wide staff. I do hope Senate Executive Committee will sort through this issue so that the campus-wide staff have an opportunity to vote and doesn't leave the selection to Staff Forum. I don't know if you are familiar with Staff Forum but it is a group of volunteer staff members who work together to create some social activities and recognition of campus staff. I believe the group was created because the campus wasn't addressing things like recognizing years of service so Staff Forum took this on. This staff involved in this group are largely staff who have some time during the work day to dedicate to the work done in this group but there is not any type of election associated with selecting members of the group. I was involved in Staff Forum in 2005 – 2007 when I was employed in the BAS division but haven't had the time to get involved in it since joining Academic Affairs.

In future nomination and election cycles related to the staff position it might be helpful to provide some expectations associated with the role of the Staff Senator. As you can imagine, representing staff involves anything from trades, law enforcement, Safety and Risk Management, Procurement, ASC's, Student Affairs, and areas like Office of the Registrar, Financial Aid, and Advising. If the intent of Senate is to provide feedback from a staff perspective AND to provide feedback related to agenda items that could unintentionally have a negative impact on students, I think that is helpful information to provide to staff during the nomination process.

Please let me know if you have any questions or if there is any additional information I can help with.

Thank you,  
Karen

**KAREN ZIEGLER-LOPEZ**

She / her / hers  
Academic Advisor  
College of Social Sciences and Education  
(661) 654-2139

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**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Wednesday, April 9, 2025 4:14 PM  
**To:** Katherine Van Grinsven  
**Cc:** Danielle Solano  
**Subject:** Requested referral from DCLC

Hi Katie,

At DCLC today, there was a request to refer CSUB 1029 to Senate. I said it would have to wait until Fall as there is no time for Senate to address new issues right now, but it may be part of a bigger issue EC has discussed in the past about how much oversight Senate should have of GECCo.

The concerns were both curricular and who is hired as instructors. On the curricular side, GECCo is supposed to have a subcommittee that monitors this curriculum, but maybe there are issues there. On the instructor side, there was concern expressed that many staff members are hired to teach this course when many lecturers may not be reaching their teaching entitlements.

So, please start a pending referral folder for Fall and place this concern there.

Melissa

--

Dr. Melissa Danforth (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**

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**From:** Melissa Danforth  
**Sent:** Wednesday, April 30, 2025 11:45 AM  
**To:** Katherine Van Grinsven  
**Cc:** Danielle Solano  
**Subject:** Another item for the Handbook/Bylaws error list

Hi Katie,

When Mike Kwon emailed me to find out who from Student Affairs would be on BPC next year, I noticed that the Bylaws have never been updated to include the AVP Student Affairs position, even though the roster has listed it for a while.

Bylaws membership list:

The Budget and Planning Committee shall consist of the following voting members: seven faculty, including at least one student services officer, one librarian, one staff member, and the President of the Associated Students or a designee. In addition, the Academic Senate Chair, the Provost, and Business and Administrative Services (BAS) Chief Financial Officer (CFO) or designee shall serve as ex officio and non-voting.

I went through all the resolutions posted on the Senate website and didn't see any related to this. There was just the resolution in 2022/23 to add "or designee" to the CFO position.

Please add "AVP Student Affairs position not listed for BPC in Bylaws" to the list of Handbook/Bylaws issues in the EC agenda.

Thanks,  
Melissa

--

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

**Topic:** Handbook/Bylaws - Approved resolutions that did not get incorporated in to the appropriate document(s) (RES 151610)

**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Wednesday, April 30, 2025 11:52 AM  
**To:** Katherine Van Grinsven  
**Cc:** Zachary Zenko; Danielle Solano  
**Subject:** Another Bylaws issue for the EC agenda  
**Attachments:** RES 151610 Bylaws-Roberts Rules of Order.pdf [See page 2 for RES 151610.](#)

Hi Katie,

Another item for the Handbook and Bylaws project on the EC agenda. While searching older resolutions on Box to see if I could find any resolution adding the AVP Student Affairs position to BPC, I instead found the attached resolution that was supposed to change the wording for Robert's Rules, but seems to have never been incorporated into the Bylaws file posted on the Senate website.

I don't want to derail the resolution to add Interruption practices to our Bylaws and there are no remaining FAC meetings for them to discuss it, so I'm thinking this might be better for Summer Senate to tackle as part of the Handbook/Bylaws project.

Please add "Approved resolutions that did not get incorporated into the appropriate document(s) (RES 151610)" to the list of Handbook/Bylaw issues in the EC agenda. I'll add to the resolution list if I find more.

Melissa

--

Dr. Melissa Danforth (she/they)  
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CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Senate Bylaws: Robert's Rules of Order**  
RES 151610

Floor

**RESOLVED:** That the California State University Bakersfield Academic Senate Bylaws, Section I: Governance of Academic Senate Meetings, Paragraph A, be revised as follows:

A. ~~Robert's Rules of Order, Latest Edition, shall govern the conduct of the meetings of the Academic Senate except insofar as the Bylaws may make express provision to the contrary.~~

**The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.**

**RATIONALE:** The proposed language reduces opportunities for confusion among various documents with similar names and thus may reduce conflict over procedures in Senate meetings.

**Distribution**

**List:**

President  
Provost & V.P. for Academic Affairs  
School Deans  
General Faculty

Approved by the Academic Senate on April 21, 2016  
Sent to the President for approval on April 28, 2016  
Approved by the President on May 6, 2016

# FALL 2025

## August

8/18 All Faculty Due on Campus  
8/22 General Faculty Meeting -  
tentative  
8/26 EC  
8/28 Senate

## General Meeting Information:

### Executive Committee (EC)

Tuesdays

# meetings: 8

### Standing Committees

Thursdays

# of meetings: 7

### Senate

Thursdays

# of meetings: 7

## September

9/4 Standing Committees  
9/9 EC  
9/11 Senate  
9/18 Standing Committees  
9/23 EC  
9/25 Senate

## October

10/2 Standing Committees  
10/7 EC  
10/9 Senate  
10/16 Standing Committees  
10/21 EC  
10/23 Senate  
10/30 Standing Committees

**All Meeting times:** 10 - 11:30 AM

**Location:** Refer to Outlook  
calendars

## November

11/4 EC  
11/6 Senate  
11/13 Standing Committees  
11/18 EC  
11/20 Standing Committees

*Fall Break: No Classes 11/26/2025; Campus  
Closed 11/27-28/2025*

## December

12/2 EC  
12/4 Senate

*Winter Break: 12/19/2025 – 01/13/2026*

# SPRING 2026

## January

1/15 All Faculty Due Back  
1/20 EC  
1/22 Standing Committees  
1/27 EC  
1/29 Senate  
1/30 Spring GFM- *tentative*

## General Meeting Information:

### Executive Committee (EC)

Tuesdays

# of meetings: 9

## February

2/5 Standing Committees  
2/10 EC  
2/12 Senate  
2/19 Standing Committees  
2/24 EC  
2/26 Senate

### Standing Committees

Thursdays

# of meetings: 7

### Senate

Thursdays

# of meetings: 8

## March

3/5 Standing Committees  
3/10 EC  
3/12 Senate  
3/19 Standing Committees  
3/24 EC  
3/26 Senate

**All meeting times:** 10- 11:30 AM

**Location:** Refer to Outlook calendars.

*Spring Break: 3/30/26-4/5/26*

## April

4/9 Standing Committees  
4/14 EC  
4/16 Senate (Corrected)  
4/23 Standing Committees  
4/28 EC  
4/30 Senate

## May

5/5 EC  
5/7 Senate (Organizational Mtg)  
5/12 Summer Senate (*outgoing and incoming EC*)