

ACADEMIC SENATE: EXECUTIVE COMMITTEE

AGENDA

TUESDAY, FEBRUARY 28, 2023

10:00 A.M. – 11:25 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

ZOOM LINK:

<https://csub.zoom.us/j/88627987809?pwd=RENhUVQ0OE90SVlqOXdmZmlyelBoZz09&from=addon>

Members: A. Hegde (Chair), M. Danforth (Vice-Chair; virtual), J. Millar, M. Martinez, E. Correa (virtual), C. Lam, M. Rees, J. Tarjan, V. Harper, and B. Bywaters (Senate Analyst Retired Annuitant).

1. CALL TO ORDER
2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK
 - a. Announcements:
 - b. GE Faculty Director Job Description – D. Jackson (Time Certain 10:20)
3. APPROVAL OF AGENDA (Time Certain: 10:05 AM)
4. APPROVAL OF MINUTES
 - a. November 8, 2022, Minutes – Updated: 5. Continued Items, a. Academic Senate Log, ii. AS&SS V. Harper thanked E. Correa for leading a conversation on the advising report with the staff advisors.
 - b. February 14, 2023
 - c. February 21, 2023
5. CONTINUED ITEMS
 - a. AS Log (**handout**)
 - i. AAC (J. Tarjan)
 - ii. AS&SS (E. Correa)
 - iii. BPC (C. Lam)
 - iv. FAC (M. Rees)
 - b. Provost Update (V. Harper)
 - i. COVID Policies
 - ii. ITS Policy Timing
 - iii. CO Update
6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)

- a. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
- b. Elections and Appointments – M. Danforth
 - i. General Studies (GST) Review Committee
 - 1. Fall 22 FYS and GST Instructors due for review
 - ii. HIPs taskforce [RES212212] 5th resolve- composition discussion
 - iii. U-wide RTP criteria taskforce (equity) (HOLD)
 - iv. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change
 - v. Committee proliferation and
- c. Standing Committee Bylaws change – (Section IV) - BPC
 - i. Chair Election Statement of Interest (J. Tarjan’s suggestion) – EC
 - ii. Two-years on Senate requirement
 - iii. Structure of BPC
 - iv. Strike “at least” (J. Tarjan’s suggestion)
 - v. Term limits
- d. Retention Tenure and Promotion (RTP) - FAC
 - i. Clarify handbook language for 3-year Lecturers and PTR Committee – FAC
 - ii. 2nd Year Review Materials; drafted referral (**handout**)
 - iii. Review letter thoroughness; including reviewers addressing all criteria.
- e. Academic Administrators
 - i. Evaluation of Academic Administrators – Handbook 311.1 (**handout**)
 - ii. Academic Administrators Search and Screening Procedures (**handout**)
 - iii. Dean Professional Development [Orientation] – FAC
 - 1. Responsiveness
 - 2. Understanding/following the Handbook
 - 3. Understanding/following the CBA
 - 4. Supporting (not undercutting) chairs
- f. Campus Modality Philosophy – Handbook Appendix
- g. Order of Business – Bylaws change (Section III. A.)
- h. Sabbatical Eligibility Language – Handbook?
- i. Various policies
 - i. Policy Documents: Program Review Guidance, Honor’s Program, Campus Survey of Items of Cultural Significance (**handout**)
 - ii. School/ College Creation Policy Holder [SEEC to issue report]
 - iii. Canvas access policies (**handout**)
 - iv. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/>
 - v. Course Drop Policy – AAC

- vi. Policies: Reimbursement Rate, and Professional Development Funding
(HOLD- *check with Provost*)
- j. Open Educational Resources (OER)
- k. Carry-over from 2021-2022 Annual Report (Possible New Referrals)
 - i. Honorary Doctorate – Handbook Change
 - ii. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty –FAC
 - iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (HOLD- *pending action from President*)
- l. Resolution on CCC baccalaureate degrees [AB 927] – EC
- m. Exam Modality for Flex Classes – AAC and AS&SS
- n. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*)
- o. Strategic Plan Group data gathering instrument(s) - BPC
- p. Investment Divestiture – BPC
- q. Academic Integrity Policy AI
- r. Proposals Direct to ASCSU (E. Correa’s request)
- s. Advisor-initiated course adds in Adobe-Sign – (M. Rees request)
- t. Skipping Course Waitlist

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, MARCH 2, 2023

10:00 A.M. – 11:30 A.M.

LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411

AND ZOOM VIDEO CONFERENCE

<https://csub.zoom.us/j/86276576714?pwd=bVFjVzdDSG1HekJnZDQzck45Y0NxQT09&from=addon>

- A. Call to Order
- B. Approval of Minutes
 - a. February 16, 2022 (*attached*)
- C. Announcements and Information
 - a. President’s Report – Lynette Zelezny (**Time Certain: 10:10 AM**).
 - b. Elections and Appointments- M. Danforth
 - c. WSCUC – D. Jackson (**Time Certain: 10:20 AM**).
- D. Approval of Agenda (**Time Certain: 10:05 AM**).
- E. Reports
 - a. Provost’s Report
 - b. ASCSU Report
 - c. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage; Senate Log attached*)

- i. ASI Report- C. Vollmer
- ii. Executive Committee- M. Danforth
- iii. Academic Affairs Committee (AAC)- J. Tarjan
- iv. Academic Support & Student Services Committee (AS&SS)- E. Correa
- v. Budget and Planning Committee (BPC)- C. Lam
- vi. Faculty Affairs Committee (FAC) – M. Rees
- vii. Staff Report- S. Miller

F. Resolutions (**Time Certain: 10:45 AM**)

- a. Consent Agenda
- b. New Business
- c. Old Business

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

H. Adjournment

8. ADJOURNMENT

ACADEMIC SENATE: EXECUTIVE COMMITTEE

MINUTES- EXTRA MEETING

TUESDAY, NOVEMBER 8, 2022

10:00 A.M. – 11:25 A.M.

LOCATION: VIDEO CONFERENCE

<https://csub.zoom.us/j/85068134122?pwd=VUNSS1RmYUgwOWFjZ1pKb1lrSjhHZz09&from=addon>

Members: A. Hegde (Chair), M. Danforth (Vice-Chair), J. Millar (absent), M. Martinez, E. Correa, C. Lam, M. Rees, J. Tarjan, and V. Harper.

1. CALL TO ORDER

- a. A. Hegde called meeting to order at 10:03 AM.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

a. Announcements

- i. Addendum: M. Malhotra from IRPA to attend next EC meeting on November 15.

1. (A. Hedge) Requests feedback and discussion regarding Faculty Advisory Committee Board for IRPA.

- a. (J. Tarjan) Suggests committee composition to include faculty, staff, and administrators to be inclusive of all IRPA service users.
- b. (M. Danforth) Concerned faculty voices and concerns may be minimized if the committee composition is not faculty majority. (A. Hegde) Agrees.

b. Information

3. APPROVAL OF AGENDA (Time Certain: 10:05 AM)

- a. J. Tarjan requests addendum with addition of: "General Studies (GST) Review Committee" under "Elections and Appointments."
- b. A. Hegde requests addendum with the addition of: "Faculty Advisory Board for IRPA" under "Announcements and information."
- c. (M. Rees) Question: Why is, "Office hours flexibility" still listed in the agenda? (A. Hegde) Received a request from the general faculty for Senate to consider this topic. Will need to discuss again at EC and possibly go back to FAC.
- d. (E. Correa) Requests conversation regarding proper protocols for requests to attend subcommittee meetings. (A. Hedge) Subcommittee meetings are open to the campus community. (J. Tarjan) It is a courtesy to notify the chair of your request to attend. The subcommittee chair has the right to call on or not call on certain individuals.

4. APPROVAL OF MINUTES

- a. September 27, 2022 – Extra Meeting (tabled)
- b. October 4, 2022 (tabled)
- c. (M. Rees) Does not have permissions in BOX to open the EC agenda and minutes. (K. Van Grinsven) Will review access permissions.
- d. (A. Hegde) Proposes to table minutes. EC approved. Minutes tabled.

5. CONTINUED ITEMS

- a. AS Log (**handout**)
 - i. AAC (J. Tarjan)
 - 1. AAC committee had spirited discussion regarding pre-requisite referral (2022-2023 #12).
 - ii. AS&SS (E. Correa)
 - 1. Meeting with BPC for the joint referral 2022-2023 #07. (E. Correa) Any other referrals to come to AS&SS? (A. Hegde) Will request the updated Academic Master Plan from D. Jackson. Referral will be generated and distributed at that time.
 - 2. V. Harper thanked E. Correa for leading a conversation on the advising report with the staff advisors.
 - iii. BPC (C. Lam)
 - 1. Reminds A. Hegde that a referral is needed for the Academic Calendar. (A. Hegde) Yes, will work on drafting the referral with K. Van Grinsven and send to BPC.
 - iv. FAC (M. Rees)
 - 1. Still discussing 2021-2022 #41 and handbook language.
- b. Provost Update (V. Harper)
 - i. Working with President Zelezny and Chancellor's Office regarding GVAR Resolution (RES 222305).
 - ii. V. Harper thanked E. Correa for leading a conversation on the advising report with the staff advisors.
 - iii. Questions and Answers:
 - 1. (J. Tarjan) Issues with COVID-19 mandatory screenings and delayed responses from Case Management. (M. Danforth) Screening and testing will not be required as of November 18.
- c. Financial and strategic planning transparency and faculty participation
- d. Office hours flexibility
- e. AB 927 (**handout**)

6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)

- a. RTP Calendar- BPC and FAC (**handout**) (deferred)
- b. Campus Modality Philosophy – Handbook Appendix (deferred)
- c. Changing “Academic Probation” to “Academic Notice” (**handout**) (deferred)
- d. New FYS Course for Business Majors – AAC (**handout**)

- i. (J. Tarjan) GE Director feels the Senate needs to approve the new proposed FYS/SELF course for business majors as it is a proposed change in the structure of the program.
 - ii. (A. Hedge) Will draft referral to AAC.
 - e. Proposal to add a minor in Public Health and Proposal to add a minor in Environmental Sustainability (**handouts**)- AAC
 - i. (A. Hegde) Will draft referral to AAC as well. (M. Danforth) Confirms that this would be referred to the AAC in their capacity to approve a minor and will not need to go to the Chancellor's Office.
 - f. Elections and Appointments – M. Danforth
 - i. Addendum: General Studies (GST) Review Committee
 1. (J. Tarjan) Concerned with number of individuals (estimated 48) that will need classroom observations.
 2. (M. Danforth) Surprised there is such a large number of instructors hired without a home department. Believes EC needs to draft a referral for observations to be deferred this semester and review the procedures of hiring without home departments.
 3. (M. Rees) Asks for clarification on where information of instructors needing observations is coming from. (J. Tarjan and M. Danforth) Need communication from the Associate Deans.
 4. (A. Hegde) Presented option to consider drafting a waiver for postponement of observations to allow more time for constitution of the GST committee and reworking of the GST hiring protocols. Instructors need five days of advanced notice and only have three weeks left of the semester.
 5. (M. Danforth) Confirms that the GST committee is on the urgent call list and will be sent out once Faculty Performance Review Software Exploratory Committee calls are completed.
 6. (A. Hegde) Requests assistance from M. Danforth in drafting referral. Will work on sending the memo to the GE Director A. Gebauer, D. Jackson, Provost Harper and Associate Deans.
 - ii. Faculty Performance Review Software Exploratory Committee
 1. (M. Danforth) Call is currently out.
 - iii. Police Advisory Council (**handout**) (deferred)
 - iv. HIPs taskforce [RES212212] 5th resolve (deferred)
 - v. U-wide RTP criteria taskforce (equity) (deferred)
 - vi. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change (deferred)
 - vii. Evaluation of Academic Administrators – Handbook 311.1 (**handout**) (deferred)
 - viii. School Elections Committee – Handbook Change 202.7 – Workload (deferred)

- ix. Order of Business – Bylaws change (Section III. A.) (deferred)
- x. Standing Committee Bylaws change – (Section IV) (deferred)
 - 1. Chair Election Statement of Interest (J. Tarjan’s suggestion) – EC
 - 2. Two-years on Senate requirement
 - 3. Structure of BPC
 - 4. Strike “at least” (J. Tarjan’s suggestion)
- xi. Committee proliferation (deferred)
- xii. Accessible Technology Initiative Instructional Materials Task Force formation (deferred)
- g. Carry-over from 2021-2022 Annual Report (Possible New Referrals) (deferred)
 - i. Honorary Doctorate – Handbook Change
 - ii. DEI Faculty Fellows Exploratory Group Report
 - iii. 2022-2023 02 Academic Integrity Campaign – Ombudsperson and Committee on Professional Responsibility – AAC, BPC, and FAC (*Hold; pending more information*)
 - iv. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (*Hold; pending more information*)
- h. Resolution on CCC baccalaureate degrees – EC [AB 927] (deferred)
 - i. They should not duplicate degrees offered by CSUs in the same geographic area.
 - ii. They should be held to the same accreditation standards as universities and be required to have their students eligible for financial aid in upper-division coursework.
- i. Course Drop Policy – AAC (deferred)
- j. General Faculty Meeting, Spring Follow-up (deferred)
 - i. Modalities moving forward after pandemic – AAC and AS&SS
 - ii. Faculty Rights and disciplinary action (**handout**) – FAC
 - iii. URC workload as campus grows - FAC
- k. Dean Professional Development – FAC (deferred)
 - i. Responsiveness
 - ii. Understanding/following the Handbook
 - iii. Understanding/following the CBA
 - iv. Supporting (not undercutting) chairs
- l. Summer Session GE courses – AAC (deferred)
- m. Exam Modality for Flex Classes – AAC, AS&SS (deferred)
- n. RTP – 3-year Lecturers, PTR Committee – FAC (deferred)
- o. Cultural Taxation Award Criteria and Review Committee Structure – BPC, FAC (deferred)
- p. Policies: Reimbursement Rate, and Professional Development Funding (**handout**)(deferred)
- q. Investment Divestiture – BPC (deferred)
- r. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
- s. Academic Freedom revisited – FAC (deferred)

- t. Assigned Time application revision and timing (*Hold- pending further information*) – FAC (deferred)
- u. Distinguished Professor Award – (**handout**) FAC (deferred)
- v. Faculty Poll regarding online instruction (*Hold- pending further information*)
- w. Alma Mater (*Hold- pending further investigation*)

7. AGENDA ITEMS FOR SENATE MEETING

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

AGENDA

THURSDAY, DECEMBER 1, 2022

10:00 A.M. – 11:30 A.M.

LOCATION: STUDENT HEALTH SERVICES CONFERENCE ROOM AND ZOOM VIDEO CONFERENCE
<https://csub.zoom.us/j/89008353888?pwd=V2NoeVBQeURTZzBycUI5V2ltZU5sUT09&from=addon>

- A. Call to Order
- B. Approval of Minutes
 - a. October 20, 2022
 - b. November 3, 2022
- C. Announcements and Information
 - a. President Zelezny's Report (**Time Certain: 10:10 AM**).
 - b. Dean of Academic Programs and Associate VP for Academic Affairs- D. Jackson (**Time Certain: 10:20 AM**).
 - c. Elections and Appointments- M. Danforth.
- D. Approval of Agenda (**Time Certain: 10:05 AM**)
- E. Reports
 - a. Provost's Report
 - b. ASCSU Report
 - c. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage*).
 - i. ASI Report- C. Vollmer
 - ii. Executive Committee- M. Danforth
 - iii. Academic Affairs Committee (AAC)- J. Tarjan (*attached*)
 - iv. Academic Support & Student Services Committee (AS&SS)- E. Correa (*attached*)
 - v. Budget and Planning Committee (BPC)- C. Lam (*attached*)
 - vi. Faculty Affairs Committee (FAC) – M. Rees (*attached*)
 - vii. Staff Report- S. Miller
- F. Resolutions (Time Certain: 10:45 AM)

- a. Consent Agenda
- b. New Business
- c. Old Business
- G. Open Forum (**Time Certain: 11:15 AM**)
- H. Adjournment

8. ADJOURNMENT

- a. A. Hegde adjourns meeting at 11:40 AM. Next EC meeting scheduled for November 15.

ACADEMIC SENATE: EXECUTIVE COMMITTEE

MINUTES

TUESDAY, FEBRUARY 14, 2023

10:00 A.M. – 11:25 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

Members: A. Hegde (Chair), M. Danforth (Vice-Chair; virtual), J. Millar, M. Martinez, E. Correa (virtual), C. Lam, M. Rees, J. Tarjan, V. Harper, and B. Bywaters (Senate Analyst Retired Annuitant).

Absent: J. Millar

1. CALL TO ORDER

A. Hegde called the meeting to order at 10:08

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

- a. Announcements: Sandra Bozarth, Hall of Fame Awards - Inductees, Dr. Beth Rienzi, Dr. Mark Evans, James Segesta, Jan Gillespie. Location: WSL. RSVP to Provost Office and Library. Date: March 16, 2023, Time 12:00 – 2:00 p.m. Dean Bozarth asked that next year the Faculty, Honors and Awards Committee select the inductees and for the Library to continue to host the event.
- b. Information: Chair update– A. Hegde attended the Systemwide Senate Chairs' Meeting
 - i. L. Massa is Interim VP Academic Programs.
 - ii. Mercer is conducting analysis of faculty salaries. Their analysis to be presented at the Board of Trustees meeting in March. The CFA is negotiating a contract.
 - iii. AB 928 – the opinion of the Chairs is that this will lead to more Associate Degrees for Transfer (ADTs). The problem with ADTs is that there aren't enough faculty to review courses. The Community Colleges pay for review of courses. Comment: Request at the Chairs' meeting to have the reviewer list or the FDRGs refreshed with new members. (J. Tarjan) There are two GE packages for transfer students: one for native students and another for students from CC. The expectation is that there will be efforts to have separate offerings and same offerings. (A. Hegde) Comment: First Year Experience is a high impact practice and should be looked at as a requirement. (J. Tarjan) Expect that there will

be faculty and leadership discussions about having a GE path for native students and transfer students. (A. Hegde)

- iv. AB 927 - There are 10 degree proposals that went to the Chancellor's Office. The Community College (CC) system is allowed up to 30 proposals to present per year to the system. The CSU can only object if there is duplication of programs. Sometimes the names of the programs are different although the content is the same. (A. Hegde) Are CC just being creative to get past the override and collaborative process? CC are permitted to offer 25% of content as bachelor's degrees. Bakersfield College's Public Safety Program is an attempt to duplicate CSUB's Criminal Justice Program. The deadline to challenge a proposal is 30 days. It's insufficient when they've been developing the program for a year and we need to find the relevant faculty and then obtain response. The CC already has letters for the community supporting the program. Suggestion: Every CSU campus should have at least one faculty member that's represented and called on, who is consulted along with someone in the administration on these proposals. The system is undermining the students, because we know those who get a BA in CC will have a difficult time getting accepted into a master's program, or Ph.D. None of the CC are doing research, getting grants, etc. (M. Martinez) Some CSU campus administrators are not aware of programs being offered by the CCC and the renaming of programs. Example: renaming a degree from Cyber Security to Cyber Defense may not be changing the content whatsoever. If there isn't a formal mechanism to notify the campuses that this is occurring, and we have a 30-day response period, it feels like the CCCs are trying to do an end run. (M. Danforth)
- c. Academic Senate Analyst, K. Van Grinsven had a baby boy and is on Family Leave. B. Bywaters, Retired Annuitant Senate Analyst, has returned to work during this time.

3. APPROVAL OF AGENDA

J. Tarjan requested that Academic Integrity Policy be added to New Items. E. Correa requested that 5. C. be taken off Hold, as there is a huge problem for Lecturers in the HD/CAFS program finding space to work. E. Correa requested that Proposals to ASCSU be added to New Discussion. C. Lam moved to approve the Agenda. M. Martinez seconded. Approved.

4. APPROVAL OF MINUTES - Tabled

- a. October 18, 2022, Minutes (**handout**)
- b. November 1, 2022, Minutes (**handout**)
- c. November 8, 2022, Minutes (**handout**)

5. CONTINUED ITEMS

- a. AS Log (deferred)
 - i. AAC (J. Tarjan)
 - ii. AS&SS (E. Correa)
 - iii. BPC (C. Lam)
 - iv. FAC (M. Rees) The Disability Statement needs to be updated for syllabi.
- b. Provost Update (V. Harper)
 - i. Advising Survey – The Provost went to the AS&SS committee where he had a conversation about the Advising Director position. They asked for some changes. The provost requests that there be an Interim Director to bring report in October 2023 and then Senate bring deliberations in October 2024.
 - ii. COVID Policies (deferred)
 - iii. Faculty Ombudsperson position description - Appt by provost and the person reports to the President. The current job description says tenured full professor. Do we want change to associate professor? (A. Hegde) Less diverse pool when the call is limited to a higher rank. J. Tarjan is open changing to “tenured”. (J. Tarjan) The ombudsman is a different perspective. An Assoc Professor is still looking to be promoted. If Ombudsperson received reassigned time, it should be as 1 or 2 courses compensation. (M. Martinez) Tenured Professor, and then leave the rank out of job description. (A. Hegde)
 - iv. ITS Policy Timing (deferred)
 - v. CO Update (deferred)
 - vi. WCUC is coming to campus.
 - vii. Exam/Commencement Schedule - There is still a conflict between Commencement and final exams in Spring 2023. The suggestion is to block out time for Commencement and move those final exam blocks around, even if it doesn't align with the course meeting times. It would have been better to have the MWF 12 PM classes have their final at 2PM than at 11am right after Commencement. 2pm would be the same day as Commencement, however they wouldn't have to run from Commencement to finals. We need stronger coordination between the Calendar committee and Commencement committee. Faculty need to be aware of RES 212215. (M. Danforth) Have commencement on Saturdays. (M. Rees) Request for Provost office

identify the students who are participating in Commencement which conflicts with final exams. Identify the instructors so that the Deans and Assoc Deans can begin arrangements now. (A. Hegde)

- c. Office hours flexibility – FAC (HOLD) (deferred)

6. NEW DISCUSSION ITEMS

- a. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis) (*deferred*)
- b. GECCo (*deferred*)
- c. Elections and Appointments – M. Danforth (deferred)
 - i. General Studies (GST) Review Committee
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 - ii. HIPs taskforce [RES212212] 5th resolve- composition discussion
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 - iii. Structure of BPC
 - iv. Strike “at least” (J. Tarjan’s suggestion)
 - v. Term limits
- e. Retention Tenure and Promotion (RTP) – FAC (deferred)
 - i. Clarify handbook language for 3-year Lecturers and PTR Committee – FAC
 - ii. 2nd Year Review Materials; drafted referral (**handout**)
 - iii. Review letter thoroughness; including reviewers addressing all criteria.
- f. Academic Administrators (*deferred*)
 - i. Evaluation of Academic Administrators – Handbook 311.1 (**handout**)
 - ii. Academic Administrators Search and Screening Procedures (**handout**)
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 - 1. Responsiveness
 - 2. Understanding/following the Handbook
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 - 4. Supporting (not undercutting) chairs
- g. Campus Modality Philosophy – Handbook Appendix (deferred)
- h. Order of Business – Bylaws change (Section III. A.) (deferred)
- i. Sabbatical Eligibility Language – Handbook? (deferred)
- j. Various policies (deferred)
 - i. Policy Documents: Program Review Guidance, Honor’s Program, Campus Survey of Items of Cultural Significance (**handout**)

- ii. School/ College Creation Policy Holder [SEEC to issue report]
- iii. Canvas access policies (**handout**)
- iv. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/>
- v. Course Drop Policy – AAC
- vi. Policies: Reimbursement Rate, and Professional Development Funding (**handout**)(HOLD- *check with Provost*)
- k. Open Educational Resources (OER) (deferred)
- l. Carry-over from 2021-2022 Annual Report (Possible New Referrals) (deferred)
 - i. Honorary Doctorate – Handbook Change
 - ii. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty –FAC
 - iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (HOLD- *pending action from President*)
- m. Resolution on CCC baccalaureate degrees [AB 927] – see Announcements.
- n. Exam Modality for Flex Classes – AAC and AS&SS (deferred)
- o. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*) (deferred)
- p. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
- q. Investment Divestiture – BPC (deferred)
- r. Academic Integrity Policy – Nowhere in policy does it state to notify department chair or dean when there is a violation of academic integrity. The grievance process does not anticipate grieving for academic dishonesty. The Handbook has a panel for appeals to academic integrity violation penalties. However, it has not been constituted. They are taking measures against students without advice of faculty. (J. Tarjan) At some point we'll have to address ChatGPT and other AI. (A. Hegde)
- s. ASCSU proposals – the Statewide Senate received proposal from the Liberal Studies Group at the CSU level for a pre-K credential which wasn't introduced to the EC group. It's a problem when things are being proposed systemwide without making them known to campuses. (E. Correa) We will look at what role the EC has. (A. Hegde) Mark Martinez asked for a copy.

7. AGENDA ITEMS FOR SENATE MEETING

- A. Call to Order
- B. Approval of Minutes
 - a. December 1, 2022 (*attached*)
- C. Announcements and Information
 - a. President Zelezny's Report (**Time Certain: 10:10 AM**).

- b. Elections and Appointments- M. Danforth
 - c. Guests- **(Time Certain: 10:20 AM)**.
 - D. Approval of Agenda **(Time Certain: 10:05 AM)**.
 - E. Reports
 - a. Provost's Report
 - b. ASCSU Report
 - c. Committee Reports: *(Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage;*
 - i. ASI Report- C. Vollmer
 - ii. Executive Committee- M. Danforth
 - iii. Academic Affairs Committee (AAC)- J. Tarjan
 - iv. Academic Support & Student Services Committee (AS&SS)- E. Correa
 - v. Budget and Planning Committee (BPC)- C. Lam
 - vi. Faculty Affairs Committee (FAC) – M. Rees
 - vii. Staff Report- S. Miller
 - F. Resolutions **(Time Certain: 10:45 AM)**
 - a. Consent Agenda
 - b. New Business
 - c. Old Business
 - i. [RES 222315](#)- "Academic Probation" Terminology Change AAC and AS&SS
 - G. Open Forum **(Time Certain: 11:15 AM)**
 - H. Adjournment
8. ADJOURNMENT
- A. Hegde adjourned the meeting at 11:30

ACADEMIC SENATE: EXECUTIVE COMMITTEE EXTRA

MINUTES

TUESDAY, FEBRUARY 21, 2023

10:00 A.M. – 11:25 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

ZOOM LINK:

<https://csub.zoom.us/j/88627987809?pwd=RENhUVQ0OE90SVlqOXdmZmlyelBoZz09&from=addon>

Members: A. Hegde (Chair), M. Danforth (Vice-Chair; virtual), J. Millar, M. Martinez, E. Correa (virtual), C. Lam, M. Rees, J. Tarjan, V. Harper, and B. Bywaters (Senate Analyst Retired Annuitant).

Absent: J. Millar

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

A. Hegde met with the President. She was given the updated job description for the Director of Advising. The due process of the Senate is on track. The earliest it can get to the Senate is February 28. ASI's resolution was shared. (A. Hegde) The Provost and E. Correa met with the advisors on February 20. (V. Harper) The purpose of the Provost's memo is to facilitate an open conversation to learn the Advisors' concerns. (E. Correa) A. Hegde and V. Harper recognized that shared governance is working well.

3. APPROVAL OF AGENDA

Take "Hold" off Office Flexibility. (M. Rees) E. Correa moved to approve. C. Lam seconded.

4. APPROVAL OF MINUTES

- a. October 18, 2022, Minutes E. Correa moved to approve. C. Lam seconded.
- b. November 1, 2022, Minutes – Tabled due to technical issue.
- c. November 8, 2022, Minutes - Statement under Provost report regarding AS&SS clarified: V. Harper thanked E. Correa for leading a conversation on the advising report with the staff advisors. E. Correa moved to approve. C. Lam seconded.

5. CONTINUED ITEMS

a. AS Log (*handout*)

i. AAC (J. Tarjan)

Emphasis and concentrations discussion: Looked at the appropriateness of definitions with respect to determining the size of the program versus

the size of the emphasis and size of the concentration. Consider looking at other campuses. We need to address it because it effects reporting. Referral sent.

Referral #13 Proposal to add a minor in Public Health: Waiting to hear from Economics on a second draft of the proposal.

Referral #11: GECCo draft written. Some people feel that the GVAR courses are being approved and they don't deliver it appropriately. It could be that people use the wrong coding. Another reason could be that the standards aren't being applied appropriately. The solution could be to give more authority to the core GVAR committee. Almost everything discipline faculty have recommended has been adopted by GECCo. The interpretation of standards could be different with GECCo than with the GVAR committee when the technical expertise is not on the board. Example, quantitative courses. It may come as a memo.

AAC has an on-going discussion regarding when there is curricular change in a program, it may effect programs in a different school. There isn't a way to catch that. There is no formal notification. A memo may be sent to the Academic Senate Chair to consider it for EC agenda topic.

- ii. AS&SS (E. Correa) Concern expressed about certain interactions and then sharing details outside the meeting. (E. Correa) There can be a closed session to keep discussion confidential. Remind committee members to keep information discussed during closed session confidential. (A. Hegde)

Referral # 21 Advising Task Force Recommendations and Director of Advising. The referral will be looked at again. V. Harper will be invited for that conversation.

- iii. BPC (C. Lam)

Referral # 5 – Reclassify AVP IRPA: V. Harper is thinking about ideas to bring to the BPC.

Referral #1 – Time Blocks & Space Utilization: Assistance provided from CSU San Marcos Vice-Provost, M. Owen, to explain “puzzling”; how to give schools room to give them some control for attaining 75% utilization, which provides the schools with more freedom. (C. Lam) A. Hegde discussed that with the President. If we shift more classes to asynchronous, it reduces our utilization of classrooms. The President mentioned the possibility of adding office space to West dorm buildings. There is an expense to bring the building to code. It could be that time blocks stay the way they are. (A. Hegde) Address enrollment issue at the same time, for it impacts classroom utilization. (E. Correa) Some students taking the Introduction to Government class held out for low enrollment to occur in face-to-face course to change to online mode. Then, the

students who don't have any money will be forced to register. We need to have our own campus policy on synchronous and asynchronous classes. (M. Martinez) Evidence is not a permanent shift. Companies are already asking employees to return to the office, in person. (A. Hegde) It has to go through DCLC. (C. Lam) If there is a suggested plan coming from Provost, he can get faculty input before executing it. (A. Hegde) When faculty build their schedule, there has to be a balance between the MWF and TR time blocks. (M. Martinez) In prior Deans Council meetings, everyone submitted time blocks on a big board and there was coordination on allotments. (M. Rees) At the BPA school level, we can coordinate. It calls for a culture shift, not just room allocation and consideration of the students' needs. (A. Hegde) Mid-day, every classroom is being used. There is need for flexibility of faculty's time. Class size and time slots are utilized in the formula. Collaboration within the department is necessary. Populate rooms with classes to occur in mornings, evenings and Fridays. There is some incentive and some requirements to generate a solution to filling-up the rooms. (C. Lam) Space database at the CO may not be correct. It's an Academic Operations issue. Errors can negatively impact utilization. (M. Danforth)

iv. FAC (M. Rees)

Referral #20 RTP Review Calendar Timeline: The language was discussed to keep it at a minimum of 28 days for the unit committee. The recommendation is to have reviews for RTP, PTR and Lecturer all consistent. The recommendations were sent to C. Lam to help BPC to construct a resolution.

Referral 2021-2022 # 20 Instructional Materials – The Handbook Appendix has information that is in the referral. The suggestions to the committee don't seem to call for a resolution. Perhaps give a report to the Senate. The department maintains a master textbook list. The university could explore any automatic system which could prompt a "check yes/no" to order. The committee suggested that the textbook order deadline be before advising starts and to put it on the Academic Calendar. The Provost's Office could compile a list of faculty who haven't ordered. The process has hick-ups. (M. Rees) AS&SS and FAC are discussing ATI for instructional materials simultaneously. (M. Danforth)

Referral # 3 Holding Exams on the Last Day of Class: There are requirements that exams not occur at time of Commencement. The

Senate could send a reminder of final exam policy when people are working on syllabi (May, August).

b. Provost Update (V. Harper)

i. The Provost did a walk-through of DDH. The needs are great. As a result, the \$250,000 spend was updated. Each of the schools will get release time for scholarship and creative activities. There's funding for the Media Arts Center.

ii. Q: What are we hoping the students accomplish? Part of the information they can get from their smart phones and part of it is learning skills. Having intensive feedback in class is very important, whether in person or online. Consider how we can better support students' growth and development. We spend \$18 million a year on athletics and the attendance is very low. The Homecoming event was poorly attended. Supposedly those events are to help students' growth and development and foster a sense of community. Are we misspending money? There are other ways in this new learning environment to help students grow, develop, receive mentorship, spend time with others and in groups to develop those soft skills. It's not just about delivering content, whether it's better on-line or not. For example, University of Phoenix has a really good students services, but no athletics. However, reason CSUB is here is because it's much more than delivering content. (J. Tarjan)

iii. Modality – There is an open meeting scheduled for DCLC to discuss the impact of the pandemic on modality and instruction. (V. Harper) Some MPPs are expressing their opinions on social media. (M. Danforth) J. Tarjan requested that leadership enunciate their philosophy on modalities. A. Hegde discussed modality with the President. She said it's faculty's decision. It will be brought before the Senate and a decision will be made. (A. Hegde)

iv. Dashboard from IRPA to be presented to DCLC – modality history. Comment: There are coding issues with some of the data. Don't trust it until things have been worked out between Academic Operations and IRPA. An analysis is needed on what was entered into People Soft and the Chancellor's Office database. (M. Danforth)

v. COVID Policies (deferred)

vi. ITS Policy Timing (deferred)

vii. CO Update (deferred)

c. Office hours flexibility – FAC: Office Hours should be in person. (J. Tarjan)

6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)

- a. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD)
- b. GECCo Review – The three-year term of the GE Faculty Director is coming up for review. The GE Director could be treated as a Chair in their review. The EC does not have a role in evaluation. Give faculty constituency an opportunity for feedback in the review. Faculty from various schools can reach out to other faculty for feedback. (J. Tarjan) For info coming to the Senate, how does that info get to the group when conducting the review? (E. Correa) It goes to D. Jackson. (A. Hegde) Who is in charge? (M. Martinez) Send a referral to FAC to clarify for the Handbook: 1) How the Faculty Director is reviewed. 2) The position is for another three-year appointment. The process of review of the Faculty Director has started. GECCo initiates the call. The review goes to D. Jackson and is not shared. The appointment is up to the Provost. Consider providing the faculty a chance for feedback. (A. Hegde)
- c. Elections and Appointments – M. Danforth
 - i. General Studies (GST) Review Committee
 - 1. Fall 22 FYS and GST Instructors due for review
 - ii. HIPs taskforce [RES212212] 5th resolve- composition discussion
 - iii. U-wide RTP criteria taskforce (equity) (HOLD)
 - iv. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change
 - v. Committee proliferation and
- d. Standing Committee Bylaws change – (Section IV) - BPC
 - i. Chair Election Statement of Interest (J. Tarjan’s suggestion) – EC
 - ii. Two-years on Senate requirement
 - iii. Structure of BPC
 - iv. Strike “at least” (J. Tarjan’s suggestion)
 - v. Term limits
- e. Retention Tenure and Promotion (RTP) - FAC
 - i. Clarify handbook language for 3-year Lecturers and PTR Committee – FAC
 - ii. 2nd Year Review Materials; drafted referral - Concern is for second-year faculty. URC spends Thanksgiving for review. If moved back another 2 weeks to give unit committee more time for review, URC review goes into final exams period. (C. Lam) A joint meeting with BPC and FAC was suggested. (M. Danforth)
 - iii. Review letter thoroughness; including reviewers addressing all criteria.
- f. Academic Administrators (deferred)
 - i. Evaluation of Academic Administrators – Handbook 311.1
 - ii. Academic Administrators Search and Screening Procedures
 - iii. Dean Professional Development [Orientation] – FAC
 - 1. Responsiveness
 - 2. Understanding/following the Handbook
 - 3. Understanding/following the CBA
 - 4. Supporting (not undercutting) chairs
- g. Campus Modality Philosophy – Handbook Appendix

- h. Order of Business – Bylaws change (Section III. A.) (deferred)
 - i. Sabbatical Eligibility Language – Handbook? (deferred)
 - j. Various policies (deferred)
 - i. Policy Documents: Program Review Guidance, Honor’s Program, Campus Survey of Items of Cultural Significance
 - ii. School/ College Creation Policy Holder [SEEC to issue report]
 - iii. Canvas access policies
 - iv. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/>
 - v. Course Drop Policy – AAC
 - vi. Policies: Reimbursement Rate, and Professional Development Funding (HOLD- check with Provost)
 - k. Open Educational Resources (OER) (deferred)
 - l. Carry-over from 2021-2022 Annual Report (Possible New Referrals) (deferred)
 - i. Honorary Doctorate – Handbook Change
 - ii. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty –FAC
 - iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (HOLD- pending action from President)
 - m. Resolution on CCC baccalaureate degrees [AB 927] – EC
 - n. Exam Modality for Flex Classes – AAC and AS&SS: See comment under Provost Report
 - o. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- check with Provost on if award still exists)
 - p. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
 - q. Investment Divestiture – BPC (deferred)
7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, FEBRUARY 28, 2023

10:00 A.M. – 11:30 A.M.

LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411

AND **ZOOM VIDEO CONFERENCE**

<https://csub.zoom.us/j/86276576714?pwd=bVFjVzdDSG1HekJnZDQzck45Y0NxQT09&from=addon>

- A. Call to Order
- B. Approval of Minutes
 - a. February 16, 2022 (attached)
- C. Announcements and Information
 - a. President’s Report – Lynette Zelezny (**Time Certain: 10:10 AM**).
 - b. Elections and Appointments- M. Danforth
 - c. Guests- (**Time Certain: 10:20 AM**).
- D. Approval of Agenda (**Time Certain: 10:05 AM**).

E. Reports

- a. Provost's Report
- b. ASCSU Report
- c. Committee Reports: *(Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage; Senate Log attached)*
 - i. ASI Report- C. Vollmer
 - ii. Executive Committee- M. Danforth
 - iii. Academic Affairs Committee (AAC)- J. Tarjan
 - iv. Academic Support & Student Services Committee (AS&SS)- E. Correa
 - v. Budget and Planning Committee (BPC)- C. Lam
 - vi. Faculty Affairs Committee (FAC) – M. Rees
 - vii. Staff Report- S. Miller

F. Resolutions **(Time Certain: 10:45 AM)**

- a. Consent Agenda
- b. New Business
- c. Old Business

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

H. Adjournment

8. ADJOURNMENT

- A. Hegde adjourned the meeting at 11:30.

| Academic Affairs Committee (AAC) continued... | | | | | | |
|---|--|-----------------|--|--------------------|-------------------|-----------------------|
| Date | Item | Status | Action | Approved by Senate | Sent to President | Approved by President |
| 11/02/2022 | 2022-2023 #11 GVAR Committee Structure | IP; Sent to AAC | AAC Address the question of the GVAR committee structure; consider who to report to, role in approving GVAR courses and committee composition. <i>IP; continued discussions.</i> | | | |
| 11/02/2022 | 2022-2023 #12 A2 and A3 Skills Reinforcement in AI History and AI Government | Complete | AAC Design of the AIMS GE program; consider removing A2 pre-requisites for AIH and A3 pre-requisites for AIG. MEMO received. No further action needed 1/26/2023. | - | - | - |
| 11/09/2022 | 2022-2023 #13 Proposal to add minor in Environmental Sustainability | IP; Sent to AAC | AAC Review the proposal to add a minor in Environmental Sustainability to the Environmental Resource Management (ERM) Program. <i>IP; in contact with department chair.</i> | | | |
| 11/09/2022 | 2022-2023 #14 Proposal to add a minor in Public Health | Complete | AAC Review the proposal to add a minor in Public Health. RES 222313 - Approval of Minor in Public Health | 12/1/2022 | 12/12/2022 | 12/13/2022 |
| 11/09/2022 | 2022-2023 #14 Proposal to add a minor in Public Health | Complete | AAC Review the proposal to add a minor in Public Health. RES 222313 - Approval of Minor in Public Health | 12/1/2022 | 12/12/2022 | 12/13/2022 |
| 11/09/2022 | 2022-2023 #15 New FYS Course for Business Majors | Complete | AAC Review the proposal for a new FYS course BPA 1028 for Business majors. MEMO received. No further action needed 1/26/2023. | - | - | - |

| Academic Affairs Committee (AAC) continued... | | | | | | |
|---|--|----------|--|--------------------|-------------------|-----------------------|
| Date | Item | Status | Action | Approved by Senate | Sent to President | Approved by President |
| 11/22/2022 | Proposal for New GST 2230 Course | Complete | AAC Consider the addition of GST 2230 Course to the CSUB course catalog. MEMO received. No further action needed. 01/30/2023 | - | - | - |
| 01/19/2023 | 2022-2023 #18 Academic Probation Proposed Terminology Change | | AAC and AS&SS Consider the proposed terminology change from “Academic Probation” to “Academic Notice” | 2/16/2023 | | |
| 2/21/2023 | 2022-2023 #21 Concentration vs. Emphasis to Describe Size of Program | | AAC Use of the terms “Concentration” and “Emphasis” and whether CSUB is using appropriate term(s) in reporting | | | |
| | | | | | | |

| Academic Support and Student Services (AS&SS): Elaine Correa/Chair, meets 10:00 AM in EDUC 123 and/or via video conference. Dates: 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27 | | | | | | |
|---|---|---------------------------|---|--------------------|-------------------|-----------------------|
| Date | Item | Status | Action | Approved by Senate | Sent to President | Approved by President |
| 10/19/2021 | 2021-2022 #28 Academic Testing Center Exploratory Sub-Committee | IP; 21-22 Carryover | AS&SS Reference RES 202123. Form sub-committee & include AVP EM, Director Testing Center, ASI & provide path <i>IP; Committee members conducting more research.</i> | | | |
| 09/08/2022 | 2022-2023 #07 Advising Task Force Recommendations | Canceled | AS&SS and BPC Address and consider taskforce report recommendations; consider current advising structure and whether to accept all recommendations, a few of them, or if other recommendations are needed. <i>Canceled- New referral 2022-2023 #21 Drafted.</i> | - | - | - |
| 10/17/2022 | 2022-2023 #10 Knowmia Replacement Project | Complete | AS&SS Address and consider replacement options for Knowmia Techsmith video media management service; consider FTLC/ITS report and evaluation and expected timeline of implementation. RES 2223010- Knowmia Replacement Project | 12/1/2022 | 12/12/2022 | 12/13/2022 |
| 01/19/2023 | 2022-2023 #18 Academic Probation Proposed Terminology Change | | AAC and AS&SS Consider the proposed terminology change from “Academic Probation” to “Academic Notice” | 2/16/2023 | | |
| 1/25/2023 | 2022-2023 #21 Advising Task Force Recommendations- Director of Advising | IP; Sent to AS&SS and BPC | AS&SS and BPC Address the need, role and duties of a Director of Advising position. <i>IP; Updated position description to be discussed.</i> | | | |

Budget and Planning Committee (BPC): Charles Lam/ Chair; meets 10:00 AM in SCI III-100 Conference room and/or via video conference.

Dates: 9/1, 9/15, 10/13, 10/27, 11/10, 11/17, 01/26, 02/09, 02/23, 03/09, 03/23, 04/13, and 04/27

| Date | Item | Status | Action | Approved by Senate | Sent to President | Approved by President |
|------------|---|------------------------|--|--------------------|-------------------|-----------------------|
| 08/24/2021 | 2021-2022 #02 Department Formation Criteria Revision | Complete | AAC, BPC, and FAC The need to clarify and extend the current department formation procedures. Task Force sent recommendations to EC 12/1/ 2021. See EC Agenda 12/7/21. See 3/1 Minutes EC drafts resolution. RES 222308- Department Formation Criteria. | 11/03/2022 | 11/14/2022 | 11/15/2022 |
| 06/01/2022 | 2022-2023 #01 Time Blocks and Space Utilization | IP; Sent to BPC | BPC The need to reconsider Time Blocks for classes. <i>IP; still in discussion.</i> | | | |
| 06/01/2022 | 2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility | ON HOLD | AAC, BPC, and FAC Whether one person serving as ombudsperson is enough; funding to support Ombudsperson position; Ways the Committee on Professional Responsibility works with the Faculty Ombudsperson. | ON HOLD | | |
| 08/23/2022 | 2022-2023 #05 Reclassify Assistant VP of IRPA to Associate VP of IRPA | ON HOLD | BPC The need to reclassify Assistant VP of IRPA to Associate VP of IRPA per Dr. Harper's request. <i>IP: HOLD- pending position description from Provost.</i> | ON HOLD | | |
| 08/26/2022 | 2022-2023 #06 Addendum to Academic Calendar 22-23 | Complete | BPC Addendum to change campus evacuation date from April 4 to April 11 when campus is open RES 222303- Addendum to Academic Calendar- sent to Senate 9/8/22 | 9/8/2022 | 9/20/2022 | 9/30/2022 |

| Budget and Planning Committee (BPC) continued... | | | | | | |
|--|---|---------------------------|--|--------------------|-------------------|-----------------------|
| Date | Item | Status | Action | Approved by Senate | Sent to President | Approved by President |
| 9/28/2022 | 2022-2023 #09 Addendum to the Academic Calendar 22-23 | IP | BPC Addendum to add federal holiday Juneteenth as a campus holiday. <i>IP; New information received, pending resolution</i> | | | |
| 11/09/2022 | 2022-2023 #17 Academic Calendar 2023-2024 | Complete | BPC Address the Academic Calendar 2023-2024 as presented by the Calendar Committee. RES 222314- Adoption of Academic Calendar 2023-2024 | 12/1/2022 | 12/12/2022 | 12/13/2022 |
| 1/19/2023 | 2022-2023 #20 RTP Review Calendar Timeline | IP; Sent to BPC and FAC | BPC and FAC Consider changes proposed to RTP review calendar timeline. <i>IP; Discussions started. FAC to share information w/ BPC.</i> | | | |
| 1/25/2023 | 2022-2023 #21 Advising Task Force Recommendations- Director of Advising | IP; Sent to AS&SS and BPC | AS&SS and BPC Address the need, role and duties of a Director of Advising position <i>IP; Updated position description to be discussed. .</i> | | | |

Faculty Affairs Committee (FAC): Mandy Rees/Chair, meets 10:00 AM in HOB 100 and/or via video conference.
Dates: 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27

| Date | Item | Status | Action | Approved by Senate | Sent to President | Approved by President |
|------------|--|-----------------------|---|--------------------|-------------------|-----------------------|
| 08/24/2021 | 2021-2022 #02 Department Formation Criteria Revision | Complete | AAC, BPC, and FAC The need to clarify and extend the current department formation procedures. Task Force sent recommendations to EC 12/1/2021. See EC Agenda 12/7/21. See 3/1 Minutes EC drafts resolution. RES 222308- Department Formation Criteria. | 11/03/2022 | 11/14/2022 | 11/15/2022 |
| - | 2019-2020 #08 Honorary Doctorate – Handbook Change | Carryover from 3 AYs; | FAC refer to RES 121329 Procedures for Honorary Doctorate Nominations and Selection REVISED | | | |
| 08/31/2021 | 2021-2022 #20 Accessibility of Instructional Materials | IP; 21-22 Carryover; | FAC Identify owner and maintainer of textbook master list, specify policies for adopting a textbook. <i>IP; discussions started.</i> | | | |
| 09/21/2021 | 2021-2022 23 Faculty Hall of Fame Selection Process Change | 21-22 Carryover; | FAC Whether selection process should move to FHAC; whether time conflict with Faculty Awards, data transfer | | | |
| 10/19/2021 | 2021-2022 #27 Composition of Search and Screening Committees – Handbook Change | Complete | FAC Handbook 309.5: clarify candidate eligibility, add “General Faculty”, reconstitute committee > 18 months. RES 222301- Composition of Search and Screening Committees. | 9/22/2022 | 10/6/2022 | 10/6/2022 |
| 03/01/2022 | 2021-2022 #39 The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) – Handbook Change | Complete | FAC Whether the PAF or WPAF is the official file...flow chart of levels of involvement. RES 222309- Personnel Action File (PAF) and the Working Personnel Action File (WPAF) | 12/1/2022 | 12/12/2022 | 12/13/2022 |

| Faculty Affairs Committee (FAC) Continued... | | | | | | |
|--|--|----------------------|---|--------------------|-------------------|-----------------------|
| Date | Item | Status | Action | Approved by Senate | Sent to President | Approved by President |
| 03/01/2022 | 2021-2022 #40 Digitizing the Performance Review Process | 21-22 Carryover; | FAC Access, process, CFA & HR perspective, training of chairs & deans. | | | |
| 03/01/2022 | 2021-2022 #41 Sixth-year Lecturer Review – Handbook Change | IP; 21-22 Carryover; | FAC Purpose and outcome(s) of the Sixth-year Lecturer Review, etc. <i>IP; discussion started. Semi-hold in lieu of more pressing discussions.</i> | | | |
| 06/01/2022 | 2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility | ON HOLD | AAC, BPC, FAC Whether one person serving as Faculty Ombudsperson is enough; funding to support position; ways the committee Professional Responsibility works with the Faculty Ombudsperson. | | | |
| 08/29/2022 | 2022-2023 #03 Holding Exams on the Last Day of Class | Sent to FAC | FAC Identifying the time of the final exam data collection challenges, possible solution, whether there are adequate resources, potential consequences. | | | |
| 08/29/2022 | 2022-2023 #04 Scheduling Office Hours Policy | Complete | FAC Whether changes need to be made to the existing office hours policy MEMO- No change to existing policy; Report in materials for 9/8/2022 AS meeting. | n/a | n/a | n/a |
| 11/16/2022 | 2022-2023 #16 GST Instructor Classroom Observations | IP; Sent to FAC | FAC Whether deferment of classroom observations GST and FYS instructors who do not have home departments should be considered. <i>IP;</i> | | | |

| Faculty Affairs Committee (FAC) Continued... | | | | | | |
|--|--|-------------------------|---|--------------------|-------------------|-----------------------|
| Date | Item | Status | Action | Approved by Senate | Sent to President | Approved by President |
| 1/19/2023 | 2022-2023 #20 RTP Review Calendar Timeline | IP; Sent to BPC and FAC | BPC and FAC Consider changes proposed to RTP review calendar timeline. <i>IP; discussion started.</i> | | | |
| 2/21/2023 | 2022-2023 #22 GECCo Review and Appointment | | FAC Whether GECCo draws the review of Faculty Director etc. and whether the position is open for another three-year appointment | | | |
| | | | | | | |
| | | | | | | |

FROM: Aaron Hegde, Academic Senate Chair

TO: Mandy Rees, Faculty Affairs Committee (FAC) Chair



DATE: January 9, 2023

cc: Katie Van Grinsven, Academic Senate Administrative Analyst

At its meeting on November 29, 2022, the Academic Senate Executive Committee requested that the Faculty Affairs Committee (FAC) address the Retention, Tenure, and Promotion (RTP) process for second year probationary faculty and whether or not it should include materials from the first-year review as well.

During your discussion, please consider:

- Whether the University Review Committee (URC) and other higher levels of review should consider the entire first year review rather than only the spring semester for probationary faculty.

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

Attachments: none.

Attachments: Evaluation of Academic Administrators- Handbook 311.1

Background:

In August 2021, Beth Bywaters interpreted the language of Handbook 311.1 as the call for faculty on Academic Administrator Review Committee (AARC) Provost to be early in Fall '21 semester; the first academic year after the Provost's May 2020 hire. Upon mentioning the Fall '21 formation the AARC to Dee Dee Price, she shared her interpretation, having served as coordinator of many AARCs:

The AARC for Provost would be formed in the Spring of his second year after hire. That would be this semester.

Here is some clarifying language which conforms to the timing and practice of the Academic Administrator Review Committee.

311.1 General Guidelines

Each academic administrator shall be evaluated according to these procedures at three-year intervals. The **first** review **process** should be initiated early in fall semester after their initial hire. **The Academic Administrator Review Committee (AARC) is formed in the following Spring of the administrator's second year.** The President or the President's designee prepares the schedule of the evaluations.

The President may, if he or she believes it is appropriate, call for an evaluation of an individual before a scheduled evaluation.

The supervisor, after consulting with the administrator being evaluated, is responsible for developing the categories to be used for evaluating a director, dean, or academic vice president.

(Revised 12-01-16)

Please consider whether these suggestions go to the EC for discussion and referral.

From: [John Tarjan](#)
To: [Senate Executive Committee Group](#)
Subject: Potential Changes to Search/Screening Procedures for Academic Administrators
Date: Tuesday, December 6, 2022 10:33:30 AM
Attachments: [Search and Screening Procedures for Administrators Edits.docx](#)

Please see attached. JT

John Tarjan
Chair, Management/Marketing
CSU, Bakersfield
BDC A 144 (Department Office)
BDC A 209
661-654-2181 (Department Office)
661-654-2321 (Office)



**California State University, Bakersfield
Division of Academic Affairs**

Policy Title: Honor's Program Department Participation Supplement

Policy Number: TBD

Policy Status: DRAFT

Affected Units

Funds will be available for all Academic Departments

Policy Statement Text

The Helen Hawk Honors program is a very important part of the academic portfolio. The purpose of the policy is to both encourage academic departments to participate in the Honor's Program, while financially supporting those departments that choose to participate.

- Provost's Office will set aside \$4,500 per year to support this policy
- Departments will earn \$750 per term to offer courses in the Honor's Program
- Funding will be provided to the respective departments

In support of this policy, the Honor's Program will develop and publish criteria for course and faculty participation in the program.

Consultations

Provost's Council, DCLC

Approved Date

TBD

Effective Date

TBD

Optional Expiration Date

TBD

Date Submitted to Policy Portal

TBD

From: [Melissa Danforth](#)
To: [Aaron Hegde](#); [Senate Executive Committee Group](#)
Subject: RE: Advising survey on Canvas
Date: Saturday, December 03, 2022 12:49:33 PM

Hi all,

I don't know who published it, but the fact that there is no contact information or consent notice on the initial landing page is also concerning.

Anyone should be able to click the link and instantly know who (individual, division, group, etc.) is running the survey, even for IRB exempt surveys. It's just good survey design.

Melissa

From: Aaron Hegde <shegde@csub.edu>
Sent: Saturday, December 3, 2022 8:50 AM
To: Senate Executive Committee Group <executivecommittee@CSUB.onmicrosoft.com>
Subject: Advising survey on Canvas

Good morning, Colleagues.

Was just on Canvas and noticed a link to a survey on advising (for students) - one of those global announcements. Anyone have any information on this? I am wondering who is conducting this, and what process was followed to get it on to Canvas?

Aaron

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