

ACADEMIC SENATE: EXECUTIVE COMMITTEE EXTRA

AGENDA

TUESDAY, MARCH 7, 2023

10:00 A.M. – 11:25 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

Members: A. Hegde (Chair), M. Danforth (Vice-Chair), J. Millar, M. Martinez, E. Correa, 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
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
 - d. February 28, 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. Standing Committee Bylaws change – (Section IV)
 - i. Chair Election Statement of Interest, Two-years on Senate requirement, Term limits
 - ii. Structure of BPC
 - iii. Strike “at least” (J. Tarjan’s suggestion)

- b. MSA discontinuance, EEGO
- c. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
- d. Elections and Appointments – M. Danforth
 - i. Voting platform replacement - BPC
 - ii. General Studies (GST) Review Committee
 - 1. Fall 22 FYS and GST Instructors due for review
 - iii. HIPs taskforce [RES212212] 5th resolve- composition discussion
 - iv. U-wide RTP criteria taskforce (equity) (HOLD)
 - v. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change
 - vi. Committee proliferation
- 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 (**handout**)
 - iii. Review letter thoroughness; including reviewers addressing all criteria.
- f. 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
- g. Campus Modality Philosophy – Handbook Appendix
- h. Order of Business – Bylaws change (Section III. A.)
- i. Sabbatical Eligibility Language – Handbook?
- j. 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*)
- k. Open Educational Resources (OER)
- l. 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)*
- m. Resolution on CCC baccalaureate degrees [AB 927] – EC
- n. Exam Modality for Flex Classes – AAC and AS&SS
- 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
- q. Investment Divestiture – BPC
- r. Academic Integrity Policy AI
- s. Proposals Direct to ASCSU (E. Correa’s request)
- t. Advisor-initiated course adds in Adobe-Sign – (M. Rees request)
- u. Skipping Course Waitlist
- v. Advisory Group to Academic Integrity (J. Tarjan)

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, MARCH 16, 2023

10:00 A.M. – 11:30 A.M.

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

- 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. Enrollment Management – D. Cantrell **(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

RES 222316 Interim Director of Academic Advising Recommendations

RES 222317 Periodic Evaluation/Performance Review Calendar -
Handbook

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
 - 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)
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 - v. Committee proliferation and
- d. Standing Committee Bylaws change – (Section IV) – BPC (deferred)
 - 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 (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**)
 - iii. Dean Professional Development [Orientation] – FAC
 - 1. Responsiveness
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- g. Campus Modality Philosophy – Handbook Appendix (deferred)
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- 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=add>
on

- 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 SENATE LOG – MARCH 7, 2023

Academic Affairs Committee (AAC): John Tarjan/Chair, meets 10:00 AM in BDC 134 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
04/26/2022	2021-2022 #45 Academic Programs Assessment Quality Feedback	Complete	AAC Whether committee be formed, or whether to include task in School Curriculum Committee duties. RES 222304 – Reconstitution of the Campus Assessment Team	10/20/2022	10/31/2022	11/2/2022
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		
08/29/2022	Removal of courses from catalog: GST 1030, GST 1040, GST 1160, and GST 2400	Complete	AAC, acting as university curriculum committee Reviews the rationale for remove and then sends memo to Senate. Completed 9/15/2022.	n/a	n/a	n/a
09/09/2022	Removal of courses from catalog: GST 1050, 1400, 1410 and to update the degree requirement for BA in Interdisciplinary Studies w/ concentration in WGSS	Complete	AAC, acting as university curriculum committee Reviews the rationale for removal and update and then sends memo to Senate. MEMO received 9/12/2022. No further action needed.	n/a	n/a	n/a
09/28/2022	2022- 2023 #08 GVAR Exam and/or Course Requirement	Complete	AAC Generate a statement in response to memo from Chancellor’s Office re GVAR Exam and/or course requirement. RES 222305 – GVAR Concerns	10/20/2022	10/31/2022	-

ACADEMIC SENATE LOG – MARCH 7, 2023

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 SENATE LOG – MARCH 7, 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	Complete	AAC and AS&SS Consider the proposed terminology change from “Academic Probation” to “Academic Notice”	2/16/2023	2/24/23	2/24/23
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			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			

ACADEMIC SENATE LOG – MARCH 7, 2023

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	Complete	AAC and AS&SS Consider the proposed terminology change from “Academic Probation” to “Academic Notice”	2/16/2023	2/24/23	2/24/23
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising	First Reading 3/2/2023	AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations			

ACADEMIC SENATE LOG – MARCH 7, 2023

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
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			

ACADEMIC SENATE LOG – MARCH 7, 2023

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	First Reading 3/2/23	BPC and FAC Consider changes proposed to RTP review calendar timeline. RES 222317 Periodic Evaluation/Performance Review Calendar – Handbook Change			
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising	First Reading 3/2/2023	AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			

ACADEMIC SENATE LOG – MARCH 7, 2023

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

ACADEMIC SENATE LOG – MARCH 7, 2023

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>			

ACADEMIC SENATE LOG – MARCH 7, 2023

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	First Reading 3/2/23	BPC and FAC Consider changes proposed to RTP review calendar timeline. RES 222317 Periodic Evaluation/Performance Review Calendar – Handbook Change			
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			
3/1/2023	2022-2023 #23 Effect of Sabbatical on Assigned Time and Release Time		FAC Where a person serving on a committee should step down. What is effect on assigned time & release time.			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			



Dr. Aaron Hegde
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2022-2023 REFERRAL # RTP- 2nd Year Review Materials

FROM: Aaron Hegde, Academic Senate Chair

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

A handwritten signature in black ink, appearing to read "Aaron Hegde".

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.

309 Search and Screening Procedures for Administrators

309.1 General Policy

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

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

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

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

309.2 Policies on Diversity

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

309.3 Responsibilities of the Search and Screening Committee

The responsibilities of each Search and Screening Committee, in cooperation with the appointing officer, include formulating criteria for selection appropriate to the stated

roles and responsibilities of the position, developing a position announcement, recruiting and screening candidates, and recommending to the appointing officer only qualified and acceptable candidates. The committee, in cooperation with the appointing officer, establishes a calendar, with milestones, for accomplishing its responsibilities. Upon authorization of the appointing officer and written approval by the chair of the committee, search firms may be used to assist in the search and screening process. The written approval will detail which responsibilities may be delegated to/shared with the search firm.

It is also the responsibility of the committee to keep complete and accurate records of the selection and recommendation process. Upon the discharge of the committee, the chair shall forward these records to the appropriate administrative officer for retention pursuant to university policy.

309.4 Confidentiality of Search and Screening Committee Activities

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

309.5 Composition of the Search and Screening Committees Administrators

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

(Revised 7-02-20)

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

- A. For university-wide positions: five full-time tenured faculty members one from each school and one at-large (drawn from the General Faculty including librarians, counselors, and coaches). For individual school, Library or Antelope Valley Dean positions: four full-time tenured faculty members drawn from and elected by the affected constituency. *(Revised 7-02-20)*
- B. One administrator appointed by the appointing officer in consultation with the Cabinet.
- C. One student selected by the Executive Committee of Associated Students, Inc.
- D. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.

- E. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate maintaining the majority faculty membership. The appointments shall be made to assure representation of the entire university.
- F. The search committee shall elect its chair. In the case of cabinet level positions, the President in consultation with the search committee will appoint the chair.

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

- a. One full-time tenured faculty member, representative of and elected by the affected constituency. *(Revised 7-02-20)*
- b. One administrator appointed by the appointing officer in consultation with the Cabinet.
- c. One student selected by the Executive Committee of Associated Students, Inc.
- d. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.
- e. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate. The appointments shall be made to assure representation of the entire university.

309.6 Roles and Procedures of the Search and Screening Committees

- a. The appointing officer or his/her designee shall convene the first session of the Search and Screening Committee to discuss the agreed upon roles and responsibilities of the position, the qualifications needed in a nominee/applicant for the position, and the criteria for selection. The committee, in consultation with the appointing officer, shall establish a calendar, with milestones, for the completion of its work.
- b. At the beginning of the process, the Diversity Officer of the University shall meet with the committee to discuss issues, strategies, and procedures to be implemented during the search and screening process that will help meet the moral and legal obligations of the University in achieving diversity among its administrators.
- c. The committee shall elect its chair.
- d. A majority of the committee members shall constitute a quorum, although every effort shall be made to have attendance of all committee members at each meeting.
- e. Except for matters of direct consultation, attendance at meetings of the committee shall be restricted to members of the committee. No one outside the committee shall be present when deliberations are in progress. Exceptions can be made to include the appointing officer and/or one member of a search firm with written approval of the chair.
- f. The Search and Screening Committee, in consultation with the appointing officer, shall prepare a vacancy announcement and position descriptions that are widely distributed. The committee shall determine and prioritize the qualifications required for the position commensurate with the roles and responsibilities of the position.
- g. The Search and Screening Committee shall establish appropriate procedures for receiving applications/nominations, acknowledging receipt of all materials, reviewing all materials received, and performing background checks. A search firm may be utilized to complete these tasks upon written authorization of the chair.
- h. The appointing officers and representatives of a search firm may be allowed to contact candidates by written authorization of the chair.

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



California State University, Bakersfield
Division of Academic Affairs

Policy Title: UPRC-Initiated Program Review Guidance
Policy Number: TBD
Policy Status: DRAFT

Affected Units

All Academic Departments

Policy Statement Text

Senate Resolution 212230 states the following:

When programs have not submitted a self-study after one year of their initial deadline, the UPRC shall meet with the Provost and VPAA, the program director or department chair, and the appropriate school dean(s) to decide how to proceed. An additional extension may be granted if appropriate, or the UPRC would make a recommendation to the Provost on how to proceed, which may include a UPRC-initiated review.

The purpose of the guidance is to provide details regarding the implementation of this policy.

- At the beginning of each term, the Provost will request a list of Departments/Programs that have not complied with Senate policy from the Office of Academic Programs.
- The Provost will call a meeting between the respective Department Chair, School Dean, UPRC Chair, AVP for Academic Affairs, and Dean for Academic Programs.
- During the meeting, the Provost will lead a conversation regarding the challenges encountered to complete the program review, including resources.
- At the close of the conversation, the Provost will have an executive conversation with the UPRC Chair and others, which lead to one of the below outcomes:
 - Department may be granted a time-bound extension, with the expectation of a written deliverable. If sufficient progress is not made during the time-bound extension (determined by the Provost), a UPRC-initiated review will automatically be the next step.
 - Department may undergo a UPRC-initiated review. In this case, the UPRC Chair will convene a meeting of the full UPRC to discuss a recommendation for a UPRC recommended review. The UPRC recommendation is due no more than 2 weeks after the meeting. If a UPRC-initiated review is not recommended, the Provost will grant a time-bound extension.
- If a UPRC-initiated review is recommended, the committee will base its review on the following elements to mirror the standard program review process:
 - Program curriculum as described in the course catalog;
 - Evidence of assessment activities as reported in TaskStream;
 - Program annual reports as reported in TaskStream;

- Program data as provided by the Office of Institutional Research, Planning, and Assessment;
- Report provided by External Reviewer (or accreditation agency as appropriate);
- Report provided by the School Dean.
- At the completion of the UPRC-initiated review, the respective department will be invited to a meeting with the respective School Dean, UPRC Chair, AVP for Academic Affairs, and Dean for Academic Programs. The results will be codified with a Memorandum of Understanding and Action Plan (MOUAP).

Consultations

Dean's Council, Senate Executive Committee, DCLC, UPRC, Provost's Council

Approved Date

TBD

Effective Date

TBD

Optional Expiration Date

TBD

Date Submitted to Policy Portal

TBD

DRAFT

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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