

ACADEMIC SENATE: EXECUTIVE COMMITTEE EXTRA

AGENDA

TUESDAY, APRIL 11, 2023

10:00 A.M. – 11:00 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
March 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. CO Update
6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)
 - a. School to Colleges Renaming
 - b. Posthumous Degree Policy - (**handout**)
 - c. Option to Retreat Policy - (**handout**)
 - d. Campus Modality Philosophy – Handbook Appendix – (**handout**)
 - e. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
 - f. Elections and Appointments – M. Danforth
 - i. U-wide RTP criteria taskforce (equity) (HOLD)
 - g. Academic Administrators
 - i. Evaluation of Academic Administrators – Handbook 311.1 (**handout**)
 - h. Order of Business – Bylaws change (Section III. A.)
 - i. Various policies

- i. Policy Documents: Program Review Guidance, Honor's Program, Campus Survey of Items of Cultural Significance (**handout**)
- ii. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/>
- iii. Policies: Reimbursement Rate, and Professional Development Funding (HOLD- *check with Provost*)
- j. 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*)
- k. Resolution on CCC baccalaureate degrees [AB 927] – EC
- l. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*)
- m. Strategic Plan Group data gathering instrument(s) - BPC
- n. Investment Divestiture – BPC
- o. Proposals Direct to ASCSU (E. Correa's request)

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, APRIL 20, 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. March 30, 2022 (*attached*)
- C. Announcements and Information
 - a. President's Report – Lynette Zelezny (**Time Certain: 10:10 AM**).
 - b. 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; 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
RES 222326 Addendum to Academic Calendars 2022-23 and 2023-24 Juneteenth
- b. New Business
- c. Old Business
RES 222322 Change Title from Small Business Management Concentration in the SBSB Program to “Entrepreneurship Concentration”
RES 222323 Reclassify Assistant VP to Associate VP IRPA and Associate VP GRaSP
RES 222325 Bylaws Change to Membership of Academic Support and Student Services Committee

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

H. Adjournment

8. ADJOURNMENT

ACADEMIC SENATE LOG – APRIL 11, 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 – APRIL 11, 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 GWAR Committee Structure		AAC Address the question of the GWAR committee structure; consider who to report to, role in approving GWAR courses and committee composition. RES 222318 GWAR Committee Membership & Charge	3/30/23		
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 – APRIL 11, 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	Second Reading 4/20/2023	AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member. RES 222325 Bylaws Change to Membership of AS&SS Committee			
3/7/2023	2022-2023 #27 Standing Committee Bylaws Change Section IV		AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications.			
3/7/2023	2022-2023 #28 MS Administration Discontinuance		AAC Whether there is any impact to students, university or community. RES 222319 Discontinuation of the MS in Administration	3/30/23		
3/14/2023	2022-2023 #36 Graduate Studies Committee		AAC Whether the proposed language change to the Graduate Studies Committee Bylaws benefit students and the university at-large.			
			AAC continued next page...			

ACADEMIC SENATE LOG – APRIL 11, 2023

Academic Affairs Committee (AAC) continued...						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
3/21/2023	2022-2023 #39 Small Business Concentration Name Change – Entrepreneurship Concentration	Second Reading 4/20/23	AAC Consider rationale and impact on students in the program. RES 222322 Change in Title from Small Business Management Concentration in the BSBA Program to Entrepreneurship Concentration			

ACADEMIC SENATE LOG – APRIL 11, 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 <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” RES 222315	2/16/2023	2/24/23	2/24/23
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising		AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations	3/16/2023	3/24/2023	3/24/2023
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change	Second Reading 4/20/2023	AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member. RES 222325 Bylaws Change to Membership of AS&SS Committee			
			AS&SS Continued next page			

ACADEMIC SENATE LOG – APRIL 11, 2023

Academic Support and Student Services (AS&SS) continued						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
3/7/2023	2022-2023 #27 Standing Committee Bylaws Change Section IV		AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications.			
3/14/2023	2022-2023 #34 Advisor and Student Initiated Course Add/Drops in Adobe Sign		AS&SS Whether there is a need for guidance or policy when student initiates form, when there is compound input from faculty, etc.			
3/14/2023	2022-2023 #35 Skipping Course Waitlist		AS&SS Whether it's possible to skip queue, roll students off waitlist, policy change, etc.			
3/14/2023	2022-2023 #37 Academic Integrity Pledge		AS&SS Creating an Academic Integrity Pledge to be included in matriculation, place in student file, etc.			
3/14/2023	2022-2023 #38 Disability Accommodations Statement in Syllabus		AS&SS Whether the current statement for all faculty use contains the correct info, and include links			
3/21/2023	2022-2023 #41 Statement on Open Educational Resources OER		AS&SS Support and obligation to reduce costs for students, ways to incorporate OER, Bookstore terminology change			

ACADEMIC SENATE LOG – APRIL 11, 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 3/21/23	2022-2023 #05 Reclassify Assistant VP of IRPA to Associate VP of IRPA	Second Reading 4/20/2023	BPC The need to reclassify Assistant VP of IRPA to Associate VP of IRPA per Provost Harper’s request. Resent 3/21/23 with updated job description – proposed Handbook change Section 104. RES 222323 Reclassification of Assistant VP to Associate VP IRPA and Associate VP GRaSP.			
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 AS&SS Membership – Bylaws Change	Second Reading 4/20/2023	AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member. RES 222325 Bylaws Change to Membership of AS&SS Committee			

ACADEMIC SENATE LOG – APRIL 11, 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	First Reading 4/20/2023	BPC Addendum to add federal holiday Juneteenth as a campus holiday RES 222326 Addendum to Academic Calendar 2022-23 and 2023-24 Juneteenth			
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		BPC and FAC Consider changes proposed to RTP review calendar timeline. RES 222317 Periodic Evaluation/Performance Review Calendar – Handbook Change	3/30/2023		
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising	Complete	AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations	3/16/2023	3/24/2023	3/24/2023
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change	Second Reading 4/20/2023	AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member. RES 222325 Bylaws Change to Membership of AS&SS Committee			
3/7/2023	2022-2023 #27 Standing Committee Bylaws Change Section IV		AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications.			
3/7/2023	2022-2023 #29 BPC Membership – Bylaws Change		BPC Whether to edit membership, CFO <u>or designee</u> RES 222320 Bylaws Change to the Composition of BPC	3/30/23		

Budget and Planning Committee (BPC) continued...

ACADEMIC SENATE LOG – APRIL 11, 2023

Budget and Planning Committee (BPC) continued...

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
3/7/2023	2022-2023 # 30 Election Attempt Limit – Revert to Appointment-Handbook Change		BPC Whether to revert elected positions open to eligible faculty after four attempts			
3/7/2023	2022-2023 #31 Academic Administrators Search & Screening-Handbook Change		BPC Whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat.			
3/21/23	2022-2023 #40 Search Committee Composition AVP GRaSP 309.5, 310	Complete	BPC Clarify Handbook sections 309.5 and 310 regarding composition of Search Committee. MEMO from BPC stating use of Section 309.5 applies.			

ACADEMIC SENATE LOG – APRIL 11, 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		FAC Whether selection process should move to FHAC; whether time conflict with Faculty Awards, data transfer RES 222321 Faculty Hall of Fame Selection Process – Handbook Change	3/30/23		
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 – APRIL 11, 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>Summer Handbook review committee pending Provost approval. Summer Session topic.</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	Complete	FAC MEMO from FAC: <i>University Handbook</i> already gave suitable guidelines regarding holding exams on the last day of class. FAC recommends that the Senate Chair sends out reminders about the finals policy at least twice a year during times that faculty might be devising their syllabi.			
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	Complete	FAC Whether deferment of classroom observations GST and FYS instructors who do not have home departments should be considered. Deferment already happened.			

ACADEMIC SENATE LOG – APRIL 11, 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		BPC and FAC Consider changes proposed to RTP review calendar timeline. RES 222317 Periodic Evaluation/Performance Review Calendar – Handbook Change	3/30/23		
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	Second Reading 4/20/2023	AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member. RES 222325 Bylaws Change to Membership of AS&SS Committee			
3/7/2023	2022-2023 #25 RTP 2 nd Year Review Materials		FAC Whether the URC and other higher levels should consider entire 1 st year review.			
3/7/2023	2022-2023 #26 Letters in the RTP		FAC Whether guidance of checklist needed for reliable review of RTP &/or rebuttal & acknowledgement at the next level(s)			
3/7/2023	2022-2023 #27 Standing Committee Bylaws Change Section IV		AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications.			

Faculty Affairs Committee (FAC) Continued...

Faculty Affairs Committee (FAC) Continued...						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
3/7/2022	2022-2023 #32 Three-Year Lecturers and PTR Committee – Handbook Change		FAC Language regarding 3 rd -Yr Lecturers and post-tenure faculty, PTR Committee Structure, and outside department procedures.			
3/7/2023	2022-2023 #33 Sabbatical Eligibility Language – Handbook Change	Complete	FAC Whether the Handbook 307.1 language should be changed to match the language of the Collective Bargaining Agreement (CBA) Article 27.2 MEMO: After further investigating policies in the Collective Bargaining Agreement, discovered that our <i>University Handbook</i> does not contradict the CBA. We are ready to close the referral without further action.			



California State University, Bakersfield
Division of Academic Affairs

Policy Title: Posthumous Degrees

Policy Number: TBD

Policy Status: [Draft]

Affected Units

Cabinet

Deans

Academic Departments and Programs

Policy Statement Text

Students who, at the time of their death, had completed a "substantial portion" of the requirements for graduation may be awarded a posthumous degree by the President upon recommendation of the faculty.

Procedures for Considering and Granting the Posthumous Degree

Baccalaureate Degrees:

The President may, upon recommendation of the faculty, confer a posthumous bachelor's degree to a student who, at the time of death, had completed a "substantial portion" of the requirements for graduation. The request for consideration must come from the dean or associate dean of the student's major school upon the recommendation of the faculty of the student's major program. A "substantial portion" means that at the time of death, the student:

1. was actively matriculated or eligible to be matriculated at the California State University, Bakersfield;
2. had satisfactorily completed at least 100 semester units of coursework;
3. had satisfactorily completed at least 20 semester units of coursework at the University

4. had a grade-point average of 2.0 or higher for all units used in calculating the student's grade-point average, including those grades received at the University and grades accepted by California State University from other institutions.

Master's and Doctoral Degrees

The President may, upon recommendation of the faculty, confer a posthumous master's or doctoral degree to a student who, at the time of death, had completed a "substantial portion" of the requirements for graduation. The request for consideration must come from the dean or associate dean of the student's major school upon the recommendation of the faculty of the student's graduate program coordinator and department chair. A "substantial portion" means that at the time of death, the student:

1. was actively matriculated or eligible to be matriculated at the California State University, Bakersfield;
2. had completed at least 50% of the required units for the formal program;
3. had a grade-point average of 3.0 or higher in all courses attempted to satisfy requirements for the degree; and
4. had received no grade on the study plan below a C.

Normal processing of requests:

In the case of a student's death, the request for consideration of the posthumous degree can be made by the faculty of the student's program or the family of the student.

Requests are routed through the Office of Academic Programs to the Associate Dean, Department Chair, and, if applicable, Graduate Program Coordinator of the student's program.

Once approved by the School and Department faculty and administration, the Office of Academic Programs notifies the President's Office of the approval. If the President also approves the awarding of the degree, the Office of Academic Programs notifies Enrollment Management and requests the awarding of the degree.

Exceptional Circumstances

Under exceptional circumstances, such as outstanding service to the university, the President may, upon consideration of the recommendation of the school and departmental leadership, and the Provost, confer a posthumous degree regardless of completion of the above requirements.

Presentation of the Degree

At the President's discretion, the posthumous bachelor's, master's or doctoral degree will be awarded either at a private ceremony or at the appropriate commencement exercise.

Honors at Graduation

Students receiving a posthumous bachelor's degree under this policy will be awarded honors at graduation for which their academic performance qualifies.

Consultations

Cabinet

Academic Senate

Provost's Council

Policy Foundations and References

Title 5

Approved Date: TBD

Effective Date: TBD

Date Submitted to Policy Portal: TBD



California State University, Bakersfield
Division of Academic Affairs

Policy Title: Application of the CSU *Employment Policy Governing Administrator Employees' Option to Retreat*

Policy Number: TBD

Policy Status: [Draft]

Affected Units

Administrators

Academic Departments and Programs

Policy Statement Text

The CSU [*Employment Policy Governing Administrator Employees' Option to Retreat*](#) delineates systemwide protocols governing the option for Administrators to Retreat to a faculty position at the end of their administrative appointment and provides conditions under which Administrators are eligible and ineligible to Retreat. The CSU policy, which is intended to provide systemwide consistency in granting options to Retreat, also requires each campus to adopt procedures to guide the process.

Procedures for Considering and Granting the Option to Retreat

1. The search committee will notify the relevant Academic Department of the candidate's request for consideration.
2. The candidate will meet with the (tenured) faculty of the Department during the interview process.
3. The (tenured) faculty of the Department will evaluate the candidate's qualifications, including but not limited to:
 - a. Education
 - b. Background
 - c. Excellence in teaching, scholarship, and/or research and creative activities
 - d. Professionalism
 - e. Previous history of tenure
4. The Department will provide a written recommendation to the search committee and appropriate administrator. If the option to Retreat is supported, the Department will also recommend rank and tenure status (with or without).

5. Final approval is determined by the President or designee.

If appointed to an Administrator position, individuals already holding a tenured faculty appointment in an Academic Department at CSU Bakersfield shall be granted an option to Retreat to their tenured faculty position.

In accordance with the CSU policy, academic candidates who have earned and held a tenured Professor position at another campus within the CSU will ordinarily be granted the option to Retreat to a tenured faculty position.

Non-academic candidates who have never earned or held a tenured position may be granted the option to Retreat, with or without tenure, on a case-by-case basis, provided they:

1. Demonstrate a substantial record meriting such rank
2. Receive the recommendation of the faculty committee
3. Are approved by the campus president or chancellor

Options to Retreat should always be granted at the time of appointment and memorialized in an Administrator's appointment letter. The appointment letter must include the terms outlined in the CSU *Employment Policy Governing Administrator Employees' Option to Retreat*, including:

1. Option to Retreat, with or without tenure
2. Rank (Professor or Associate Professor)
3. Department and School
4. Salary placement details upon Retreat
5. Terms of administrative sabbatical or paid time upon Retreat (if applicable)
6. Amount of time required to provide notice of intent to Retreat
7. Any additional terms
8. Notice of potential ineligibility to Retreat in the event of a Finding

Eligibility to exercise the option to Retreat will be handled at the time the Administrator gives notice of intent to Retreat and must be determined according to the CSU *Employment Policy Governing Administrator Employees' Option to Retreat*.

The Office of Faculty Affairs will maintain documentation of current Administrators who have been granted options to Retreat upon appointment and a list of Administrator positions within Academic Affairs for which an option to Retreat would generally be considered.

Consultations

Academic Senate

Provost's Council

Policy Foundations and References

CSU: *Employment Policy Governing Administrator Employees' Option to Retreat* (revised November 16, 2022)

Approved Date: TBD

Effective Date: TBD

Date Submitted to Policy Portal: TBD

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.



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