

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
**ACADEMIC SENATE**  
**AGENDA**  
**Thursday, August 25, 2022**  
**Health Center Conference Room and Zoom Video Conference**  
**10:00 a.m. – 11:30 a.m.**

1. Call to Order
2. Approval of Minutes  
May 12, 2022 (handout)
3. Announcements and Information
  - President Zelezny (Time Certain 10:10)
  - Orientation documents (handout)
  - Elections and Appointments – M. Danforth
4. Approval of Agenda (Time Certain 10:05)
5. ASCSU Report
6. Provost's Report
7. Committee and Report Requests  
(Minutes from [AAC](#), [AS&SS](#), [BPC](#) and [FAC](#) are posted on the Academic Senate Webpage)
  - a. Executive Committee (M. Danforth)
  - b. Academic Affairs Committee (J. Tarjan)
  - c. Academic Support & Student Services Committee (E. Correa)
  - d. Faculty Affairs Committee (M. Rees)
  - e. Budget & Planning Committee (C. Lam)
  - f. Staff Report (S. Miller)
  - g. ASI Report (C. Vollmer)
8. Resolutions – **(Time Certain 10:45 a.m.)**
  - a. Consent Agenda  
Standing Committee membership approval (handout)
  - b. Old Business
  - c. New Business
9. Open Forum Items- (Time Certain 11:15)
10. Adjournment

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**

**ACADEMIC SENATE**

**AGENDA**

**Thursday, May 12, 2022**

**Student Union Multi-Purpose Room and Video Conference**

**10:00 a.m. – 11:35 a.m.**

Session One

**Members: A. Hegde (Chair), M. Danforth (Vice-Chair), B. Frakes, R. Gearhart (Alt.), A. Grombly, V. Harper, H. He, J. Kraybill, C. Lam, A. Lauer, J. Li, S. Magaña, M. Martinez, J. Millar, S. Miller, J. Moraga, M. Rees, A. Rodriguez, A. Sanchez, D. Solano, B. Street, J. Tarjan**

**Absent: J. Kraybill** (excused)

**Visitors: J. Basilio, D. Boschini, S. Bozarth J. Deal, R. Dugan, F. Gorham, D. Jackson, H. Niemeyer, V. Martin, A. Rathburn, S. Roberts, J. Rodriguez, M. Rush, T. Salisbury, L. Vega, K. Watson, L. Zelezny**

1. Call to Order

A. Hegde called the meeting to order. This is the first meeting in person, with virtual access, since March 2020. Gratitude was expressed to all who were in attendance. Hopefully, in Fall the Senate will resume meeting in the Student Health Center in person.

A. Hegde read a statement acknowledging CSUB's stewardship of the land of the Tejon Tribe.

2. Approval of Minutes

E. Correa moved to approve the minutes of April 28, 2022. B. Street seconded. Approved.

3. Announcements and Information

- Session One - Outgoing Senate business
- Session Two - Incoming Senate and Standing Committee Chair Selection
- President Zelezny
  - Congratulations to faculty and staff service awardees. Special thanks to K. Flachmann for her 50 years of service to CSUB.
  - ASI President, S. Magaña, has been inducted into the Order of Engineers. Thanks to S. Magaña for stellar leadership of ASI. Congratulations to new ASI President, Carson Vollmer. He is a Helen Hawks Honors Scholar and Philosophy Major.

- State of California May Revised Budget will go before the Legislature this week. We'll get news on the CSU allocation and the augmentation CSUB asked for. The funding for the Energy and Engineering Innovation Building at CSUB is on the consent agenda for the budget.
- Commencement – Thanks to D. Ebeling for doing an outstanding job for our students. Various affinity group graduation events are scheduled.
- Cheer to leaders who are transitioning: VP University Advancement (UA), V. Martin, will be moving to University of Puget Sound, WA. K. 'Ziggy' Siegfried has been appointed the new Athletic Director of University of Evansville, IL. H. Niemeyer has a one-year appointment as Interim VP UA. C. Goodman has been appointed the Interim Athletics Director. M. Malhotra has been appointed to the permanent AVP Institutional Research Planning and Assessment (IRPA). I. Sumaya has been appointed as the Interim AVP Grants, Sponsored Research Programs (GRaSP).
- Community College (CC) Proposal to offer Bachelor Degrees – This is of great concern. The research does not show a positive Return-on-Investment (ROI) on bachelor's degrees offered by CCs in terms of quality or student success. There is an upcoming proposal from Bakersfield College for a Public Safety four-year bachelor's degree that mimics CSUB's Criminal Justice bachelor's degree. The President requests that faculty vet the proposal. The proposal is decided at a state level. Academic Senate CSU (ASCSU) representatives need to take the voice of CSUB to the statewide Senate. The decision is made in consultation with UC and CSU. The President requested faculty to join her on proactive measures.
- University Council virtual meeting is on May 13. All are welcome.
- Thank you for making this academic year positive despite significant challenges. The President is grateful to faculty for their extraordinary dedication to students, scholarship, and shared governance to make it a year of progress.
- Thank you to the Academic Senate for being extraordinarily special. B. Bywaters, Senate Analyst, will be truly missed. We are happy for B. Bywaters' next chapter.
- Q: What are the CCs arguments for bachelor's degrees? Could it be that the CSU and UC systems are not able to generate a big enough workforce? (A. Lauer) A: It has been passed by the CA legislature. It's not about serving students. It's truly political. For example, BC's proposal for Public Safety would cost students \$9,000 per year. It's not a great deal for the students because it is cheaper at CSUB. The faculty, not the President, need to vet and be vocal. The CC are not allowed to have a competitive bachelor's degree. Faculty needs to make the argument that it's not in alignment. Example: Research Lab Technician. CCs are not research institutions. UC did not weigh in as a problem for them. It is an applied degree that passed. However, it very much mimics

what all of you do in your labs. (L. Zelezny) Comment: B. Street supports the President's recommendation that, as a body, faculty want to tackle the issue full force. Upon reviewing the proposal, it affects CSUB in a large way. The BC proposal says it is not a conflict but it mimics one-to-one what we are doing. It is in conflict of the whole educational structure and lineage of the UC, CSU, and CC and how they were meant to support each other. (B. Street) There is AS Junior College accreditation which covers two-year degrees. Are they still eligible for Pell Grants with four-year degrees? The CSU must jump through more hoops to offer accreditation for four-year degrees and above. (J. Tarjan) In meetings that L. Zelezny attends at the regional and statewide levels, the CSU is being asked to address CCs as universities because they are offering four-year degrees. It stands on faculty to act. The President is a loud voice at the CSU Board of Trustees. Thank you to B. Street for reaching out. The CCs are allowed to put in 15 proposals a year. The expectation is that they will submit that number every year. She underscored the importance of faculty voicing their objection. (L. Zelezny) The systemwide Senate Chairs meet monthly. Executive Vice-Chancellor (EVC) A. Alva joined the last meeting. There are ten proposals this year and the CSU is fighting four of them. In the fall, the Senate will pass a resolution in objection to the legislative decision. (A. Hegde) The issuance of bachelor's degrees is part of a larger mission creep from CCs. For example, Ethnic Studies (ES). CCs have made the case that their ES courses qualify for what we need in the CSU. However, do they meet the letter and intent of the law? If we want to be strategic about it, we want to look at the entire picture. The CCs want more programs and resources. The distinction of the law and the mission of the university should be front and center in our efforts in Fall. The CCs are very aggressive across the state. (M. Martinez) This is very concerning for the Criminal Justice program in Antelope Valley. Is this fought at the campus or at the state level? (M. Taylor) The advocacy starts at CSUB and then to the EVC of Academic Affairs at the statewide level, as well as those at the legislative offices who speak to the legislators. The ASCSU representatives need to make it happen. K. Watson has been working on this around the clock. The Research Lab Tech degree was already approved. Now, we need to share what the problems are with the legislators. (L. Zelezny) M. Taylor will send a strong statement on how this affects the Criminal Justice program to Provost Harper and ASCSU Representative M. Martinez.

- University Advancement – V. Martin, H. Niemeyer – VP V. Martin is moving on and we're taking a moment to appreciate him. (A. Hegde) CSUB has been a large part of his life for nine years. Adoration is felt for the students, and it's been a privilege to work with faculty. Faculty are at the forefront of big issues to be addressed. Faculty are the content experts in sharing CSUB's message. You're in great hands with Interim H. Niemeyer. (V. Martin) V.

Martin leaves us in a good position; we have good relationships with the community and campus. This meeting is a nice picture of shared governance. It made it easy to say yes to this new role and confidence in moving forward. (H. Niemeyer)

- Elections and Appointments – M. Danforth – Refer to the handout in the agenda for the list of appointments and recommendations. There will be a second call in the Fall to fill vacancies.
- Intercollegiate Athletics Advisory Committee (IAAC) Annual Report – Refer to the handout in the agenda.

#### 4. Approval of Agenda

Request made to remove RES 212239 from the agenda, due to new information. (E. Correa) No objections.

RES 212240 Commencement May 2022 on the Consent Agenda. E. Correa moved to approve the agenda as amended. C. Lam seconded. Approved.

#### 5. Provost Report

- Faculty – Thank you for a remarkable year where we started virtually and then pivoted to a safe return to campus. Thank you for outstanding scholarship and service.
- Academic Senate – Thank you to the current membership and welcome to the new.
- Executive Committee (EC) – Expressed appreciation that its members are part of the leadership team and the confidence they keep on the issues the Provost has brought to EC and are working through.
- Service Award – The 50-year award will be presented to K. Flachmann
- ASI Presidents – The Provost spoke with outgoing President, S. Magaña and incoming President, C. Vollmer. S. Magaña will be missed. Welcome C. Vollmer to the Senate
- Searches:

Dean BPA meeting tomorrow to discuss extension of the search. Thank you to J. Tarjan for leading the search committee.

Dean Antelope Valley – The Provost will talk to the two candidates next week.

Dean Library – The Provost meets with the Library Committee to hear their recommendations.

Interim AVP GRaSP - Appreciation expressed to I. Sumaya for taking the position.

- Cluster Hire – Launching next week. Thanks to D. Boschini and C. Catota.

#### 6. Academic Senate CSU (ASCSU) Report (deferred) - Refer to discussion on CC in ANNOUNCEMENTS, and discussion on RES 212233.

7. Committee and Report Requests (deferred)

(Minutes from [AAC](#), [AS&SS](#), [BPC](#) and [FAC](#) are posted on the Academic Senate Webpage)

- a. Executive Committee (M. Danforth)
- b. Academic Affairs Committee (J. Tarjan)
- c. Academic Support & Student Services Committee (E. Correa)
- d. Budget & Planning Committee (C. Lam)
- e. Faculty Affairs Committee (M. Rees)
- f. Staff Report (S. Miller)
- g. ASI Report (S. Magana)

8. Resolutions

- a. Consent Agenda

**RES 212240 Commencement May 2022** – Approved upon approval of agenda.

- b. New Business

**RES 212239 Faculty Handbook Appendix K: IMAP \* - WITHDRAWN**

**RES 212241 Initiation, Assignation, and Change of Course Prefixes** – J. Tarjan

introduced on behalf of the AAC. The referral was about who is responsible for course prefixes. The committee did a search and could not find any written policy on who determines how course prefixes are used and assigned to courses. The resolution suggests that the departments and school Curriculum Committees be in charge of prefixes. There are some prefixes that don't have a single home department or school. For example: INST, GST and CSUB prefixes. AAC, acting as the interschool curriculum committee, would be responsible for those courses. Q: If Geology applies and gets approval from the NSME Curriculum Committee of a GEOL course that is going to be a General Education (GE) course, does this resolution means that Geology department decides whether it moves forward or is removed as GE course? (A. Rathburn) For course numbers, we have a numbering convention and GECCo has amended proposals to be in alignment with that convention. Under this policy, GECCo could not amend the prefixes. (J. Tarjan) What if the Chancellor's Office (CO) makes changes that would require changing the subject codes? If the controlling authority is within all of these groups, does it leave out the CO? (V. Harper) The first resolve has language to address that. (J. Tarjan) A proposed amendment to the first resolve to further address this concern was passed. This is not new. The resolution provides clarity to what was assumed and is already existing practice. Naming conventions are non-controversial. J. Tarjan hasn't spoken to anyone who thinks this is not our current practice. The vote to waive First Reading carried. The vote resulted in approval as amended.

- c. Old Business

**RES 212232 GECCo Structure, Course Approvals, and Reporting** – J. Tarjan summarized on behalf of AAC. There are several issues addressed. One is how GECCo fits into shared governance. While the Faculty Director has been charged with giving a report to the Senate every semester, there is no clear guidance on that. The resolution lists specific items to be included. The CO GE Advisory Committee reports to the ASCSU through the Academic Affairs committee. It is recommended that this structure be replicated on our campus by making the Faculty Director an ex-officio member of AAC. The resolution also clarifies that GECCo is not charged with changing the unit count or structure of GE. The creation of new GE requirements and changes to existing GE requirements would have to be approved by the Academic Senate. Another issue is that people who have submitted courses are often not aware of the progress of their course proposals being considered by GECCo. The current Faculty Director, A. Gebauer, asked for sufficient resources to make that happen. The fourth resolve reflects that. The vote resulted in approval.

**RES 212233 New Undergraduate Academic Integrity Policy** – The resolution is brought forward by AAC and AS&SS and introduced by J. Tarjan on behalf of both committees. The Senate discussed having various types of penalties for various types of academic integrity violations. The decision was to limit the number of actions that could happen as a consequence of those violations. The Academic Integrity Working Group recommendations outlined the different types of violations and levels of severity, the need to address these violations with varying types of consequences, and the need for faculty input when there are repeat violations. After careful review of EO 1098, a paragraph on academic integrity violations was inserted in the middle of the policy. It's an inappropriate consequence for plagiarism to have the student banned from campus or be issued a restraining order. There was input from AS&SS. The work of the Academic Integrity Working Group is acknowledged. The attempt was to produce a document that was easier to understand and to align with system policy. In EO 1098, the Student Conduct Officer is charged with making the initial determination and assignation of sanctions for violations of academic integrity. The proposed policy has a faculty committee as an advisory group to the Student Conduct Officer. (J. Tarjan) It was discussed at AS&SS that often faculty are not reporting violations. They assume it's the first time the student is violating, when the student may have violated academic integrity several times. Repeat violations are not coming to light if faculty don't report. Faculty may need to be encouraged to report or put in the policy that it's required to report. This is a big problem in NSME. If violations are not reported, then the policy is not meaningful and the problem is not solved. Respect for the university is being lost. (A. Lauer) Comment: Course sanctions are under the purview of faculty. University level sanctions are recommended by the Student Conduct Officer. There would be a faculty committee that understand the policy and have a voice in issuing sanctions.

Faculty may not be aware of the reporting and the consequences. There are technical difficulties involved in student confidentiality of the process. J. Tarjan recommends that there be a subsequent referral to look at violations at the program level. There could be violations in other schools, such as when students were taking GE courses, and the program faculty have not been made aware of it. Because these important issues need more discussion, the committees went with the resolution here to get something passed this year. Follow-up can happen next year. (J. Tarjan)

Senator Frakes moved to extend by 15 minutes. Senator Miller seconded. Approved.

The importance of faculty making the initial reports is recognized, regardless of whether it may be a repeat offense. ASCSU voiced concern because faculty don't report. There will be a resolution through ASCSU about the importance of reporting. Faculty need to follow through with what the regulations and what the EO 1098 requests of us. (J. Millar) This is the first of a series of resolutions regarding academic integrity violations. The vote on RES 212233 resulted in approval. Thank you to the Academic Integrity Working Group and especially to AAC and AS&SS. (A. Hegde)

**RES 212234 CSUB Faculty Retention and Tenure Density Priority** – C. Lam spoke on behalf of BPC. Comments came after the finalization of the resolution in committee. The resolution calls for the President to present and implement a plan with resources to increase tenure density by one percent (1%) per year. Experience informs us that there may be years with economic fluctuation causing state budget allocations where we are unable to achieve that, and we don't want to penalize administration nor create harm to another portion of the university. C. Lam motioned to amend the resolution in the fifth resolve to "...greater pending budget availability and in consultation with the Academic Senate". B. Street seconded the amendment. President Zelezny thanked BPC and the work before us to increase the number of TT lines. However, the tenure density ratio does not necessarily reflect that. She was on the committee at the CSU that wrote the report on tenure density. There are a couple of issues that may have unintended consequences. 1) If she were to sign the resolution, she would have to know the actual budget number for the 1% increase and where the funding comes from. It's base money which is permanent money. 2) The potential for unintended consequences needs to be understood. If she is strapped for money but feels obligated to meet this resolution, the way to control tenure density is to control the denominator, which is the number of Tenure Track (TT) faculty plus Lecturers. This would imply reducing Lecturers. However, if the number of Lecturers is reduced, it could affect the Graduation Initiative (GI). Deans could not hire Lecturers at the last minute when we need them for the classes. The workload issues have been recognized. The resolution implies that the President will send extra budget to Academic Affairs to increase tenure lines. She prefers the term "tenure lines" to "tenure density" because Lecturers are

needed. Tenure density was greatest at the time Lecturers were laid off. She requested tabling the resolution and then work with C. Lam and BPC. (L. Zelezny) Based on analysis starting in 2007, the student/faculty ratio is where we should be compared with sibling institutions. In a period of a few years, the student/faculty ratio shot up and we haven't recovered yet. We could have more Lecturers than what accreditation standards require. Lecturers are valuable. The biggest concern is whether we have enough qualified faculty overall. (J. Tarjan) The amended language covers the administration's concern. This isn't a resolution to say "if we had the extra money". This is a prioritization document. The perspective is that, with the money we do have, we prioritize tenure density. As the campus grows, we need to have faculty to support the increase in students. (B. Street) B. Frakes moved to table the resolution. M. Rees seconded. Tabling means the resolutions dies. The same issue would have to be referred to committee in the Fall. (A. Hegde) The vote resulted to table the resolution.

Meeting extended for another 15 minutes.

**RES 212235 Maintenance and Space Utilization Priority** – C. Lam spoke on behalf of BPC. Based on the comments from the last meeting, additional language was added regarding space utilization and faculty space allocation according to CSU policy. (C. Lam) With the new hires coming, B. Frakes is not yet in support of the resolution. (B. Frakes) If the President were to allocate support for AA, it means that the Provost would approach T. Davis to purchase trailers for faculty, or purchase or rent space off campus. There is a physical limit to the space we have. This is a difficult resolution to absorb if we were to expand faculty. (V. Harper) Motion to add the words "when feasible" (J. Tarjan) Any consideration for online instruction? (F. Gorham) Faculty have office space regardless of mode of instruction. (C. Lam) The amendment was approved by a vote. B. Frakes moved to table the resolution for more analysis. M. Martinez seconded. (M. Martinez) M. Rees opposed. Now that we are in person, faculty need to hold in person office hours. (M. Rees) The motion to table the resolution resulted in defeat. Vote on resolution as amended. The resolution was approved as amended.

**RES 212236 Notification to Chairs of Assigned Time \*** – M. Rees spoke on behalf of FAC. This is our attempt to help chairs with scheduling and getting assigned time so that courses can be scheduled appropriately. The feedback from First Reading was to change the date of department chair review in the Handbook from April to March. The selection of the chair to be by April 1. No discussion. The vote resulted in approval.

**RES 212237 Exceptional Service Application and Screening** – M. Rees spoke on behalf of FAC. The only feedback on the resolution was positive. The form accompanying the resolution was edited to clarify the word "rank". The language was changed to "rating". No discussion. The vote resulted in approval

**RES 212238 Eligibility for Faculty Awards \*** - M. Rees spoke on behalf of FAC. The committee was asked about someone winning an award multiple times. The resolution allows for that within a five-year cycle. FAC discussed extending the time but felt that five years was a good baseline. The resolution has not changed from first reading. (M. Rees) D. Solano moved to change from five years to ten years. (D. Solano) No discussion. The vote on the resolution as amended resulted in approval.

**RES 212250 Commendation of Elizabeth Bywaters** – A. Hegde recognized the Senate Analyst on behalf of the of the Academic Senate. J. Tarjan read the commendation. B. Bywaters thanked the Senate for the opportunity to work with faculty leaders.

Heartfelt thanks to A. Hegde and M. Danforth and B. Bywaters for an outstanding job during a very difficult two years. (J. Tarjan)

9. Open Forum Items (deferred)

10. Adjournment

A. Hegde thanked the Senators of 2021-2022 and B. Bywaters for getting the Senate through a difficulty year. A. Hegde adjourned the First Session at 11:35.

\* Changes to be made to University Handbook

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**

**ACADEMIC SENATE**

**AGENDA**

**Thursday, May 12, 2022**

**Video Conference**

**11:35 a.m. – 11:50 a.m.**

Session Two

**Members: A. Hegde (Chair), M. Danforth (Vice-Chair), M. Ayuso, E. Correa, A. Grombly, V. Harper, H. He, C. Lam, A. Lauer, M. Martinez, J. Millar, S. Miller, J. Moraga, M. Rees, J. Rodriguez, A. Rodriquez, M. Rush, T. Salisbury, A. Sawyer, M. Taylor, D. Solano, B. Street, J. Tarjan, C. Vollmer, D. Wu**

**Absent:** M. Ayuso, J. Moraga, M. Rush, T. Salisbury, A. Sawyer

**Visitors:** D. Boschini, R. Dugan, S. Roberts

1. Call to Order

A. Hegde called the meeting to order. He welcomed the new Senators 2022-2023 and those Senators completing their term.

2. Introduction of Members (deferred)

3. Approval of Academic Senate Meeting Schedule 2022-2023 (deferred)

4. Election of Standing Committee Chairs

- Academic Affairs Committee - Di Wu nominated J. Tarjan. Approved.
- Academic Support and Student Services Committee- M. Danforth nominated E. Correa. Approved.
- Budget and Planning Committee - Di Wu nominated C. Lam. Approved.
- Faculty Affairs Committee – J. Tarjan nominated M. Rees. A. Rodriguez also nominated M. Rees. Approved.

5. Adjournment

A. Hegde thanked all who stayed over time. The meeting adjourned at 11:50.



# **The Academic Senate: How It Works**

**California State University,  
Bakersfield**



## ACADEMIC SENATE CSU

- Provides the official voice of the faculty in matters of system-wide concern
- Provides the means for the faculty to participate in the collegial forms of governance which is based on historic academic traditions as recognized by California law
- Provides advice to the central administration, the Board, and the legislature/ Governor (ICAS to the Legislature/Governor)
- Promotes academic excellence
- Is the formal policy-recommending body on system-wide academic, professional, and academic personnel matters

**(Academic Senate CSU Constitution, Article 1, Section 1)**

**<http://www.calstate.edu/AcadSen/>**

# Role of the Academic Senate CSU



- **Offers advice on all issues regarding the operations of the system while respecting the principle of campus autonomy through:**
  - Resolutions
  - Senate and CSU system-wide committee participation
  - Position papers
  - Direct communication with the administration
- **Promotes two-way communication to/from local senates**
  - Academic Senate Chairs Council
  - Intersegmental Committee of the Academic Senates (ICAS) - Represents three systems

# **CSUB Academic Senate**

**The purposes of this organization shall be:**

- (1) to exercise the rights and authority specifically delegated to the Faculty by the Board of Trustees as well as the Chancellor of the CSU**
  - developing policy that governs the awarding of grades and granting of degrees**
  - making recommendations to the University President on matters including fiscal policies and budgetary priorities (added June 28, 2018)***
  
- (2) to serve as the primary consultative body in the University in formulating, evaluating and recommending to the president policies concerning**
  - curriculum & instruction**
  - appointments, promotion, evaluation & granting of tenure to faculty members**
  - academic administrative matters of the institution**
  
- (3) to serve as the primary body through which members of the faculty may express opinions on matters affecting the welfare of the University**

# How Business Moves Through CSUB Faculty Governance

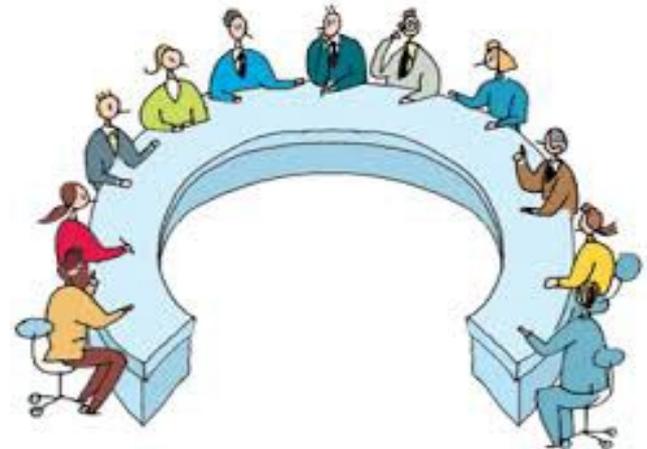


Detailed [Process Map on Senate Website!](#)

# Procedures

**The regular order of business subject to change by majority vote:**

1. Call to Order
2. Approval of Minutes of Previous Meeting
3. Announcements and Information (Guests: limited time/time certain; Floor: brief)
4. Approval of Agenda
5. Report from CSU Academic Senators
6. Provost's Report
7. Committee Reports (Can be suspended or delayed for urgent business)
8. Resolutions
  - a. Consent Agenda (automatically approved with agenda)
  - b. Old Business
  - c. New Business
9. Open Forum Items
10. Adjournment

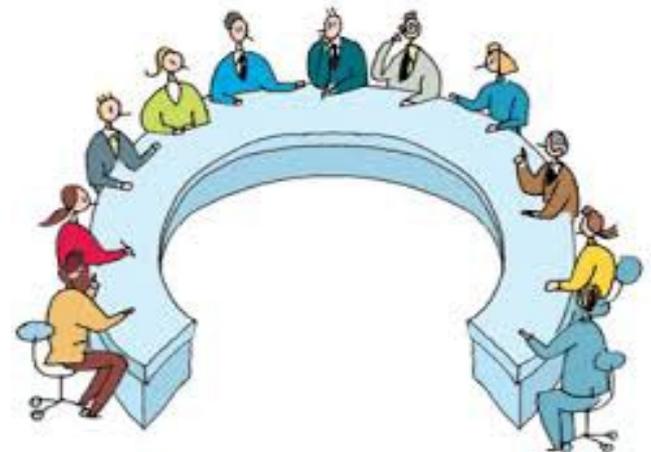


# Robert's Rules: Making a Motion

A motion is a proposal that the entire membership take action or a stand on an issue.

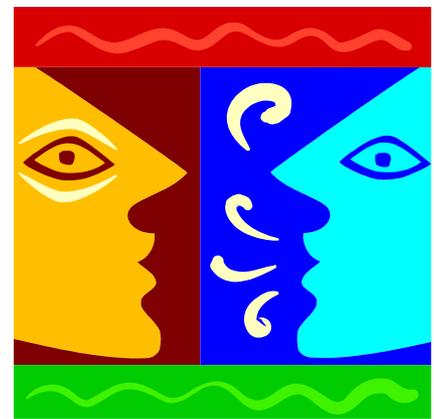
## How to make a motion

1. Raise hand, get permission to speak
2. "I move that (BAS) CFO be added as an ex-officio non-voting member to BPC"
3. Wait for your motion to be seconded
4. Chair will restate if seconded
5. Expand your motion
6. Put question to Membership
7. Vote on motion



See handout *Introduction to Robert's Rules of Order*

# Resolution Process



## Two reading rule

- Allows Senators time to reflect on the issues
- Can be waived under certain circumstances

## Facilitating rules move discussion within democratic process:

- Reading materials before the Senate meeting
- Request to be added to the speaker list (Vice Chair maintains)
- Speaking only twice on an issue and not repeating comments
- Comments must concisely address the merits of the motion on the floor

# Standing Committee Rules

- Standing Committee Chairs shall be elected by the Academic Senate from its membership at the Organizational Senate meeting at the end of Spring semester
- The Summer Senate shall appoint members of each Standing Committee, which shall be subject to ratification at the first regular Senate meeting of the Fall semester
- Topics for policy recommendations come to a Standing Committee only on *Referral* from the Academic Senate Executive Committee or the Senate Chair
- *Notice of Referral* shall be included in the Academic Senate Log, which shall be attached to the next Senate Agenda



# Standing Committee Rules

- Each Standing Committee Chair may appoint subcommittees without membership restrictions.
- All Standing Committee meetings shall be open. Committees may, by a simple majority vote, go into closed session to consider matters that are required to be held confidential, such as but not limited to appointments, recommendations concerning naming of facilities, or other similar items. However, regular business of each committee shall be in open session.
- The presence of a majority of voting Committee members shall constitute a quorum.
- Standing Committee Chairs shall provide progress reports on the work of their committees at the regular meeting of the Academic Senate.



# Academic Affairs Committee

The Academic Affairs Committee shall consist of the following *voting* members:

- Eight faculty members
- One student - ASI VP University Affairs

And *ex officio* & *non-voting* members

- AVP for Academic Programs
- Director Academic Operations



# Academic Affairs Committee

The Academic Affairs Committee functions shall be to review and report to the Academic Senate its recommendations regarding:

- All new academic policies, procedures, programs, and curricula having inter-school or all-university impact;
- Proposed changes to the University Catalog that have inter-school or all-university impact;
- The Academic Plan; and
- Proposed changes in the implementation of the General Education Program.

In addition, the Academic Affairs Committee shall serve as the University Curriculum Committee for interschool programs that have required courses for majors and/or minors (i.e., not electives) in more than one school



# Academic Support & Student Services Committee

The Academic Support and Student Services Committee shall consist of the following *voting* members:

- Six Faculty members
- One Librarian
- One Student Services Professional
- One Staff member



Also, *ex officio*, and *non-voting* members:

- Vice President for Student Affairs
- Dean of Libraries
- Executive Director of Associated Student, Inc. (ASI)
- Associate Dean Undergraduate and Graduate Studies
- Vice President for Enrollment Management
- Director of Academic Operations
- Vice President of ASI, or a designee

# Academic Support & Student Services Committee

The Academic Support and Student Services Committee functions shall be to make policy recommendations to the Academic Senate concerning:

- the library
- media services
- student services
- international students
- the cafeteria
- the bookstore
- the computer center
- the campus police



In the performance of this function, the committee shall monitor the University's academic support and student services programs and make recommendations to the appropriate administrator

# Budget & Planning Committee

The Budget and Planning Committee shall consist of the following *voting* members:

- Six Faculty
- One Librarian
- One Staff member
- One Associate VP Student Affairs
- President Associated Students (ASI) or designee

Also, *ex officio and non-voting* members:

- Academic Senate Chair
- Provost
- Chief Financial Officer (VP BAS)



# **Budget & Planning Committee**

**The functions of the Budget and Planning Committee shall be to make recommendations to the Academic Senate on all policies and procedures related to:**

- 1. Setting institutional priorities**
- 2. Allocating and utilizing University resources**
- 3. Jointly with the Academic Affairs Committee**
  - Approve the Academic Plan**
  - Review new academic programs**
  - Review existing programs**
  - Respond to the needs of the University's service region**

**The committee shall monitor the University's planning processes and coordinate revisions to the Mission and Goals Statement**

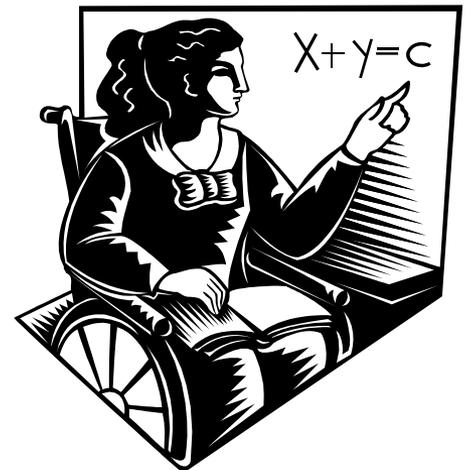
# Faculty Affairs Committee

The Faculty Affairs Committee shall consist of the following voting members:

- Six Faculty
- One Librarian

Also, *ex officio and non-voting* member

- Associate VP for Faculty Affairs
- CFA Representative



# **Faculty Affairs Committee**

**The functions of the Faculty Affairs Committee shall be to:**

- 1. Make recommendations to the Academic Senate on all policies and procedures concerning appointment, promotion, tenure, retention, evaluation, and other closely related matters**
- 2. Review and propose revisions to all sections of the Handbook**
- 3. Review and prepare recommendations concerning policies on faculty development, such as the University Research Council**



# CSU Bakersfield

## Guiding Principles

California State University, Bakersfield is actively committed to academic and personal exploration through open and respectful discourse.

### *As Runners We...*

- Celebrate academic excellence
- Value integrity & self-reflection
- Embrace individual differences
- Collaborate to build community
- Engage in sustainable practices
- Strive to be local and global citizens
- Welcome new ideas
- Pursue life-long learning

In order to honor our shared purpose, we dedicate ourselves to these guiding principles.

Great conversations are based on\*:

**Mutual Respect** – recognizing that everyone has valuable and important contributions to make and are valued for what they bring to the conversation.

**Trust** – having the ability to rely on each other because a safe environment exists in which dialogue can be shared freely without judgment or negative consequences.

**Responsibility** – recognizing the duty to uphold mutual respect, building trust, making contributions, and listening to colleagues.

**Contribution** – sharing your thoughts, experiences, and knowledge with others to enhance the conversation by providing various points of view, exploring many options, and highlighting potential solutions.

**Listening** - paying attention to the person speaking, giving everyone the opportunity to speak, and seeking clarity by asking questions to gain understanding.

\* source: adapted from ¡*Excelencia* in Education!

**Thank you for your willingness  
to dedicate your time and effort  
to support shared governance.**

**Your voices and concerns are  
important to the university  
community, as are those  
of the persons you represent.**



# Introduction to Robert's Rules of Order

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## What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

## Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is

- handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
  4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

#### How are Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

## Standing Committees 2022-2023

All terms are one-year and members of all Standing Committees are appointed by the Senate Executive Committee and

<b>Academic Affairs Committee (AAC)</b>		<u>Seven Faculty (One from each school and three At-Large)</u>	
Arts and Humanities		Mary Slaughter	
Business & Public Administration		<b>John Tarjan</b>	
Natural Sciences, Mathematics & Engineering		Dani Solano	
Social Sciences & Education		Janet Armentor	
At-Large		Heidi He	
At-Large		Maureen Rush	
At-Large		Michael Szolowicz	
One Student (ASI VP Univ. Affairs)		TBD	
<i>Ex-Officio, Non-Voting Members</i>			
AVP Academic Affairs		Debra Jackson	
Academic Operations		TBD	

<b>Academic Support &amp; Student Services (AS&amp;SS)</b>		<u>Six Faculty (one from each school &amp; two At-Large)</u>	<u>Alternate</u>
Arts and Humanities		Alicia Rodriguez	
Business & Public Administration		Pratigya Sigdyaal	
Natural Sciences, Mathematics & Engineering		Antje Lauer	Jeroen Gillard
Social Sciences & Education		<b>Elaine Correa</b>	
At-Large		Melanie Taylor	
At-Large		Monica Ayuso	
One Librarian		Matt McCoy	
One Student Services Professional		Mariela Gomez	
One Staff Member		Steve Miller	
<i>Ex-Officio, Non-Voting Members</i>			
Assoc. Dean of Undergrad & Grad Studies		Denver Fowler	
VP Student Affairs or designee		Markel Quarles	
AVP Student Affairs & Student Success designee		TBD	
AVP Enrollment Management or designee		Dwayne Cantrell	
ASI Executive VP or designee		TBD	
Dean of Library or designee		Sandra Bozarth	

<b>Budget and Planning Committee (BPC)</b>		<u>Six Faculty (one from each school &amp; two At-Large)</u>	
Arts and Humanities		Jackie Kegley	
Business & Public Administration		Di Wu	
Natural Sciences, Mathematics & Engineering		<b>Charles Lam</b>	
Social Sciences & Education		Tracey Salisbury	
At-Large		Adam Sawyer	
At-Large		Andrea Anderson	
One Associate VP Student Affairs		Ilaria Pesco	
One Librarian		Amanda Grombly	
One Staff Member		Luis Hernandez	
President, ASI or designee		Carson Vollmer	
<i>Ex-Officio, Non-Voting Members</i>			
Provost/VP of Academic Affairs		Vernon Harper	
VP Business and Administrative Services		Thom Davis	
Chair, Academic Senate		Aaron Hegde	

<b>Faculty Affairs Committee (FAC)</b>		<u>Six Faculty (one from each school &amp; two At-Large)</u>	
Arts and Humanities		<b>Mandy Rees</b>	
Business & Public Administration		John Deal	
Natural Sciences, Mathematics & Engineering		Anna Jacobsen	
Social Sciences & Education		Brian Street	
At-Large		Rhonda Dugan	
At-Large		Zachary Zenko	
One Librarian		Kristine Holloway	
<i>Ex-Officio, Non-Voting Member</i>			
CFA President or Designee		David Gove	
Associate VP for Faculty Affairs		Deborah Boschini	

## 2022-2023 Meeting Schedule

### Academic Senate

#### **Fall 2022**

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August 25  
September 8, 22  
October 6, 20  
November 3  
December 1

*(Thanksgiving Break 11/24/22 – 11/25/22; Winter Break 12/19/22 – 1/18/23)*

#### **Spring 2023**

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February 2, 16  
March 2, 16, 30  
April 20

**May 4 (last 2022-2023 meeting and 2023-2024 organizational meeting)**

*(Spring Break 4/2/23 – 4/9/23)*

All meetings are scheduled from 10:00 - 11:30 a.m.

Location: (Fall 2022) Student Health Services Conference Room; (Spring 2023) TBD

### Academic Senate Executive Committee

#### **Fall 2022**

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#### **Extra**

August 23  
September 6, 20  
October 4, 18  
November 1, 15, 29  
December 6

*(Thanksgiving Break 11/24/22 – 11/27/22; Winter Break 12/19/22 – 1/18/23)*

#### **Spring 2023**

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January 31  
February 14, 28  
March 14, 28  
April 18  
May 2  
**May 16 (Summer Senate; outgoing and incoming Executive Committee)**

*(Spring Break 4/2/23 – 4/9/23)*

All meetings are scheduled from 10:00 - 11:30 a.m.

Location for Fall 2022 and Spring 2023: BDC 134 Conference Room