

# CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

## ACADEMIC SENATE

### AGENDA

THURSDAY, MARCH 2, 2023

10:00 A.M. – 11:30 A.M.

*LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411  
AND ZOOM VIDEO CONFERENCE \**

- A. Call to Order
- B. Approval of Minutes
  - a. February 16, 2023
- C. Announcements and Information
  - a. President Zelezny's Report (**Time Certain: 10:10 AM**).
  - b. Elections and Appointments- M. Danforth
  - c. Guest: Dr. Debra Jackson, AVP Academic Affairs (*handout*)(**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 (*attached*)
    - 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
    - RES 222316 Interim Director of Academic Advising Recommendations
    - RES 223317 Periodic Evaluation/Performance Review Calendar-Handbook Change
- G. Open Forum (**Time Certain: 11:15 AM**)
- H. Adjournment

\*Contact [ebywaters@csub.edu](mailto:ebywaters@csub.edu) for link.

# CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

## ACADEMIC SENATE

### Minutes

THURSDAY, FEBRUARY 16, 2023

10:00 A.M. – 11:30 A.M.

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

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

**Absent:** A. Sawyer

**Guests:** E. Adams, J. Basilio, D. Boschini, J. Cornelison, D. Fowler, A. Gomez-Navarro, F. Gorham, D. Jackson, E. Poole-Callahan, H. Niemeyer, M. Malhotra, G. Ochoa Vega, S. Roberts, F. Sanchez, D. Wilson, L. Zelezny, K. Ziegler-Lopez

A. A. Hegde called the meeting to order. He read a statement acknowledging CSUB's stewardship of the land of the Tejon Tribe.

B. Approval of Minutes

a. February 2, 2023 (Tabled)

C. Announcements and Information

a. President Zelezny's Report

- Search for CSU Chancellor – thank you to those who participated in the open forum for the search for a new Chancellor. The students, faculty and staff are looking for a DEI champion and someone who is a skilled advocate with the Governor and Legislative Body
- Super Sunday – CSUB will participate in the annual event February 26 at the Church of God on Oswell St.
- CSUB Faculty Unity Awardees: Faculty Bre Evans-Santiago, Staff Emily Callahan, and Student Uchechi Okey-Dike
- Congratulations to J. Kraybill as her expungement clinic was a featured article in the Bakersfield California newspaper today.

b. AIMS GE Program Activity Report – A. Gebauer gave his report. *(attached)*

Q: Who owns the syllabi? (F. Gorham) A: The faculty and the department. (A. Hegde)

Suggestion – When people do assessments, apply statistical methods. At least we know the results are somewhat objective. (A. Lauer) Comment – A separate external evaluation of the differences is what was cited, and they were found to be statistically significant. (A. Gebauer)

Q: Description of support is not included. What else is needed? (E. Correa) A: Summer stipend aligned with what is done for the department chairs. The GE Director does not get anything for Winter Intersession processing of course approval requests. The Senate added requirement that GE Director approve Intersession courses, about 15-16

Interession courses. The syllabi meet the GE requirements. The course has to be translated from 15 weeks to 10 days. (A. Gebauer)

- c. Elections and Appointments- M. Danforth
    - i. Statewide Senator Election Result – B. Street, Kinesiology
    - ii. Senators for Schools Result of Nominations (election to be held next week)
      - A&H: M. Ayuso-English, T. Tsantsoulas-Philosophy & Religious Studies
      - BPA: J.T. Chen-Management & Marketing, J. Deal-Economics, A. Poushna-Management & Marketing, S. Sarma-Management & Marketing, J. Wang-Accounting & Finance
      - NSME: A. Jacobsen-Biology, D. Solano-Chemistry, K. Kaur-CEE/CS
      - SS&E: E. Correa-HD/CAFS, Z. Zenko-Kinesiology
  - d. CSUB Nursing Program – D. Wilson. It's impacted and this is the annual notice to stakeholders. We are still trying to favor local students because they stay in Kern County and that fills the shortage of nurses. Local students can't make 3.2 GPA for entry. It has been lowered to 3.0 and includes interviews about program expectations. These changes may help with attrition.
- D. Approval of Agenda – The Agenda approved by a show of hands.
- E. Reports
- a. Provost's Report
    - Black History Month – 50-year anniversary
    - Department Chair Leadership Council (DCLC) – this week's topics included enrollment, facilities, and modality. DCLC meets next week to further discuss modality.
    - California Energy Research Center (CERC) RFP coming up soon.
    - Interdisciplinary Council is meeting about distribution of resources. It includes release time. Money going to GRaSP. Deans will have some resources. \$7,000 equipment for those facilities.
    - The Provost did a walk-through the Romberg Center renovation and Simulation Lab
    - Media Arts Center opens Fall 2023
    - \$100,000 allocated for academic classroom upgrades
    - Scholarly equipment funds to be finalized soon
    - Renovation of some DDH classrooms will support scholarship and research
    - WSCUC visit March 7 – 10<sup>th</sup>
    - Two meetings held regarding school conduct – Explanation requested. (J. Millar) There were events regarding CSU restructure of DEI and Title IX, and how we address it. There are two licenses for Maxient software. One is used for the Provost Office, and a separate license is used for student incidences. (V. Harper) The meeting is a discussion about the process and what we are doing to handle Title IX issues. (A. Hegde) Comment: It should have been shared with the union. (T. Salisbury) It has been in K. Anthony's hands. (V. Harper) Suggestion: Rename the meetings. (H. He) There are a lot that goes on in the faculty union that is

not recognized. (M. Martinez)

- DEI - The cluster hires on track
- Survey – E. Correa had discussion with arts community about representing campus as an HSI – The Provost Office and Facilities each invested \$15,000 in campus murals. The need came out of the Campus Climate Survey. (V. Harper) There are a lot of suggestions that have to be taken. We started with what would help the students recognize something relatable to them.
- Q: How does the \$100,000 set aside for facilities help pay for more space for counseling services? (J. Millar) Decisions go through the Space Management Committee. There are requests for instructional resources and for research. V. Harper is biased toward scholarship. There is a larger deferred maintenance pool and it's difficult to get certain requests placed on that. It's up to the Space Management Committee to balance space for research and faculty office space. (V. Harper)

b. ASCSU Report (*in agenda*)

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 – ASI elections have begun. ASI has created a new position, Director of Special Populations (example, Guardian Scholars, Project Rebound, etc.) for populations who need additional support. CAAS conference forthcoming where ASI advocates for CSUB students and all CSU students. (C. Vollmer) Q: Will the Director of Special Populations address the unique needs of older students? (J. Tarjan) Student-parents and non-traditional students are the purview of Director of Student Support. (C. Vollmer)
- ii. Executive Committee- M. Danforth (deferred)
- iii. Academic Affairs Committee (AAC)- J. Tarjan (*in agenda*)
- iv. Academic Support & Student Services Committee (AS&SS)- E. Correa (*attached*)
- v. Budget and Planning Committee (BPC)- C. Lam (*in agenda*)
- vi. Faculty Affairs Committee (FAC) – M. Rees
- vii. Staff Report- S. Miller (deferred)

#### F. Resolutions

- a. Consent Agenda – N/A
- b. New Business – N/A
- c. Old Business
  - i. [RES 222315](#)- "Academic Probation" Terminology Change AAC and AS&SS – E. Correa supports the resolution. Vote resulted in unanimous approval.

#### G. Open Forum

Topic: Technology driving policy and procedures – Drop request after drop deadline form was emailed to M. Rees for her to sign rather than provide an opportunity to have a mentoring conversation with the student on the implications. The chance for communication with students is missing. Suggestion: Insert a button on the form that notifies the student that they must contact <sup>5</sup>

faculty on this matter. (M. Rees)

Topic: Requests when advisors initiate Adobe Sign – A student wants to add two courses. One instructor says yes and the other says no. How does the chair respond? A suggestion is to have some type of guidance or policy to follow when a student initiates forms in conjunction with an advisor. (J. Tarjan) If the process were to have students meet with Advisor, the meeting may be delayed due to the advisor's workload and may not in the student's interest to wait. (K. Ziegler) This is an item to be included in the EC agenda for further discussion. (A. Hegde)

Topic: Final Exams scheduled during Commencement – If a student is affected by a conflict, refer to [RES 212218 Final Exam Policy – Interim Policy Change](#). (M. Danforth)

Topic: Academic Integrity – There is discussion about cheating using AI platforms. We could redefine academic integrity and inform instructors how they can determine if the work the students submit is really their work. (D. Wu) Comment: 1) There are amazing tools that create content off other peoples' content 2) the AI software does not do a good job at providing sources and there are requests that more sources are added 3) Vendors are working toward offering their own AI detection tools. Thus far, AI detection software is only 8-20% accurate (F. Gorham) Suggestion: The Senate could take up AI. Perhaps form an Interdisciplinary Task force or something. (J. Tarjan) The Statewide Chairs began discussion about ChatGPT and other AI programs. (A. Hegde)

Topic: Skipping waitlists – A student sits in the class and then asks to be added without respect to the waitlist. Some students get in the course before others on the waitlist. How does the system allow it to happen? (T. Salisbury) When a seat opens up in a course and the system pulls students from the waitlist, there is a check of max units, holds, time conflicts, etc. which allows students on the waitlist who have no such issues to jump ahead of those on the waitlist with such issues. Students on the waitlist with such issues have to watch for an opening then check with the department Administrative Support Coordinator to be manually added before overnight waitlist processing, otherwise someone is going to bypass them. (M. Danforth)

Topic: Safety protocols discussed at DCLC (E. Correa) – Faculty members are concerned about physical safety on campus. The Police Chief Williamson to be invited to the Senate to hear faculty concerns. Please ask your colleagues to share their concerns and submit them to the Chair. (A. Hegde)

#### H. Adjournment

A. Hegde adjourned the meeting at 11:30

# WSCUC Special Visit Senate Preparation

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Debra Jackson

Accreditation Liaison Officer



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**



# WSCUC Special Visit

A Special Visit is not a comprehensive evaluation of the institution; it is intended to be limited in scope, providing an opportunity for WSCUC to understand the progress made by the institution in addressing specific issues identified by the Commission during the last accreditation review.

# WSCUC Recommendations

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## **Institutional Research**

Further develop the capacity of institutional research to provide high quality, accurate data and analysis for use in program review, assessment, planning, student success initiatives, resource allocation, and overall institutional effectiveness.

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## **Program Review**

To foster a culture of continuous improvement, re-establish a system for completing rigorous and consistent program reviews.

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## **Academic Support Services**

Ensure consistency, effectiveness, and quality of academic support services, including advising, tutoring, supplemental instruction, and course scheduling, to enhance student success for all students.

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## **Graduation Rates**

Demonstrate considerable progress toward achieving the institution's goals for GI 2025 first time freshman 4-year and 6-year graduation rates.

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## **Faculty and Staff Diversity**

Through a comprehensive institutional strategy, demonstrate substantial progress toward increasing faculty and staff diversity.

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## **Strategic Planning**

Continue the implementation of the new strategic plan by identifying key metrics of success, and aligning the plan to budget, resource allocation, and organizational structure.

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## **Administrative Assessment**

Establish the process of regular assessment of administrative units, including external reviews where appropriate, to engage in continuous improvement and ensure effectiveness.

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Recommendation	Progress Achieved	Next Steps
<b>Institutional Research Capacity</b>	Hired new AVP for IRPA and 5 new staff Academic Tree Manager updated Enrollment Dashboards released	Degree Mapping Table updates Faculty Workload data alignment
<b>Program Review</b>	RES 212230 UPRC Changes passed Improved compliance	UPRC initiated review for overdue self-studies
<b>Academic Support Services</b>	Academic Operations relocated to Enrollment Management Academic Advising Task Force completed Advising survey completed	Senate action on advising structure and advising survey
<b>Graduation Rates</b>	FTF 6-year rate at 49.7% (up from 46.3% in AY 2019/20) FTF 4-year rate at 29.5% (up from 21.6% in AY 2019/20)	Continue efforts re: retention, re-enrollment, and closing equity gaps
<b>Faculty and Staff Diversity</b>	Great Colleges to Work For survey DEI Commission formed Cluster Hire searches underway	Faculty and Staff Diversity Action Plan DEI Fellows program
<b>Strategic Planning</b>	Updates presented at Campus Open Forum	Strategic Plan Dashboard
<b>Administrative Assessment</b>	55 Administrative Units developed mission statements, goals, outcomes, measures, and 5-year assessment plans	Administrative Review Policy and Procedures

# Schedule Highlights

Wed, March 8 8:00-8:45 am	<ul style="list-style-type: none"><li>• Team meets with Academic Senate Executive Committee</li></ul>
Wed, March 8 9:00-9:45 am	<ul style="list-style-type: none"><li>• Open Forum with Faculty</li></ul>
Wed, March 8 10:00-10:45 am	<ul style="list-style-type: none"><li>• Open Forum with Staff</li></ul>
Wed, March 8 11:00-11:45 am	<ul style="list-style-type: none"><li>• Open Forum with Students</li></ul>
Thurs, March 9 10:00-10:45 am	<ul style="list-style-type: none"><li>• Team meets with Academic Affairs Committee</li><li>• Team meets with Faculty Affairs Committee</li></ul>
Thurs, March 9 11:00-11:45 am	<ul style="list-style-type: none"><li>• Team meets with Budget and Planning Committee</li><li>• Team meets with Academic Support and Student Services Committee</li></ul>
Fri, March 10, 11:30 am	<ul style="list-style-type: none"><li>• Exit meeting with Visiting Team and Institution</li></ul>

For up-to-date accreditation information  
visit <https://www.csub.edu/wscuc>



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

ACADEMIC SENATE LOG – MARCH 2, 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. <b>RES 222308</b> - 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. <b>RES 222304</b> – 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	<b>ON HOLD</b>	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.	<b>ON HOLD</b>		
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. <b>MEMO</b> 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. <b>RES 222305</b> – GVAR Concerns	10/20/2022	10/31/2022	-

ACADEMIC SENATE LOG – MARCH 2, 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. <b>MEMO</b> 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. <b>RES 222313</b> - 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. <b>RES 222313</b> - 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. <b>MEMO</b> received. No further action needed 1/26/2023.	-	-	-

ACADEMIC SENATE LOG – MARCH 2, 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. <b>MEMO</b> 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			

ACADEMIC SENATE LOG – MARCH 2, 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. <b>RES 2223010-</b> 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 2, 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. <b>RES 222308-</b> Department Formation Criteria.	11/03/2022	11/14/2022	11/15/2022
06/01/2022	2022-2023 #01 Time Blocks and Space Utilization	<b>IP;</b> 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	<b>ON HOLD</b>	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.	<b>ON HOLD</b>		
08/23/2022	2022-2023 #05 Reclassify Assistant VP of IRPA to Associate VP of IRPA	<b>ON HOLD</b>	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>	<b>ON HOLD</b>		
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 <b>RES 222303-</b> Addendum to Academic Calendar- sent to Senate 9/8/22	9/8/2022	9/20/2022	9/30/2022

ACADEMIC SENATE LOG – MARCH 2, 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. <b>RES 222314-</b> 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			

ACADEMIC SENATE LOG – MARCH 2, 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. <b>RES 222308-</b> 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. <b>RES 222309-</b> Personnel Action File (PAF) and the Working Personnel Action File (WPAF)	12/1/2022	12/12/2022	12/13/2022

ACADEMIC SENATE LOG – MARCH 2, 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	<b>ON HOLD</b>	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 <b>MEMO-</b> 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 2, 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.			

## **Report to Academic Senate for AS&SS**

**February 23, 2023**

AS&SS had a joint zoom meeting with BPC to discuss Referral #21 – Director of Advising with the revised memo provided by Dr. Harper. Committee members identified concerns and raised questions about the revised proposal, as well as the justification for the Director of Advising position. Voting members of AS&SS continued to discuss questions with Dr. Harper after the joint meeting ended. After discussion, AS&SS voting members indicated support for Referral #21 based on the revised memo.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

Interim Director of Academic Advising Recommendations  
RES 222316

AS&SS and BPC

**RESOLVED:** That the Academic Senate supports the appointment of an Interim Director of Academic Advising as a conditional one-year appointment.

**RATIONALE:** The Academic Senate recognizes the need for an Interim Director of Academic Advising to ensure that CSUB has representation at the systemwide level as well as at the campus level. The problem solver and consultant will provide academic leadership in advising. The proposed plan for the advising structure will be provided to the Academic Senate no later than November 1<sup>st</sup>, 2023. Resources (operating budget) are committed for academic advising, with five additional permanent academic advisor lines over the next 3 years.

**Attachments:**

Memo Rationale for Director of Advising from the Provost  
ASI SB201 – Support for Creating Director of Undergraduate Advising

**Distribution List:**

President  
AVP for Academic Affairs and Dean of Academic Programs  
AVP Faculty Affairs  
School Deans  
Library Dean  
Dean Antelope Valley  
Department Chairs  
General Faculty



## Memorandum

DATE: February 20<sup>th</sup>, 2023  
TO: Senate Executive Committee  
FROM: Vernon Harper, Provost, and Vice President for Academic Affairs  
RE: Rationale for *Interim Director of Advising* (v3 REVISIONS in blue)

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### Overview

Academic advising of students is fundamental to student success and in reaching CSUB’s institutional goals. Student graduation, retention, health, well-being, and overall student progression are tied to the critical relationship established by academic advisors. CSUB’s academic advisor cadre is filled with dedicated and committed professionals that work hard each day to assist students in numerous ways, particularly seeking best practices to ensure student success. CSUB continues to refine and improve critical services for students. After years of reports, recommendations, and consultants, it is clear the university needs to consider alternative approaches to reach institutional goals that focus on improving student progress by doing more to support the academic advisors.

One approach that has not been considered previously, is to create an *Interim Director of Academic Advising*. The proposed Interim Director of Academic Advising would be a crucial first step to providing equity in leadership for advisors. This person would advocate for advisors to ensure vital resources are allocated. The individual would be responsible to serve as the liaison, communicating and responding to the needs of the unit to ensure continued growth and success. Moreover, the person would be expected to continue and defend CSUB’s custom experiences for students but endeavor to foster consistent underlying processes.

This person’s appointment would be for 12 months from the date of appointment to determine if a permanent appointment is necessary. This memorandum provides several detailed rationales for the role, as well as a description of institutional support for the proposed position.

### Rationales

#### **A seat at the table**

As noted above, resources are essential to support and improve advising such as securing additional advisor positions to reduce student-advisor ratios. Moreover, there is a need for recurring resources for professional development, technology, and policy development. At present, there is no leader whose sole responsibility is to advocate for advising resources. It cannot be overstated how important it is for a unit to have an advocate. The proposed Interim Director, reporting to the AVP for Academic Affairs and Dean of Academic Programs, would be able to make consistent resource requests for the improvement of the advising function.

### **A problem-solver and consultant**

Importantly, there has been no decision made regarding the structure of professional advising, nor has a decision been made regarding the balance between faculty and academic advising. These decisions must be vetted through shared governance and supported by the Academic Senate. The purpose of the proposed interim position is to help the academic leadership and the Senate with those decisions. This consultative role of the proposed Director is consistent with the expectations of every administrator in Academic Affairs.

### **A system-wide representative**

CSUB is distinct from the other 22 campuses, as decisions are made with great attention to the needs of the campus rather than conformity to other CSUs. While CSUB has continued to seek opportunities and funding, a representative on the CSU Advising Council would be advantageous, for it would create the opportunity for additional monetary resources, technology, and policy support.

### **A partner**

CSUB's student body has consistently indicated areas of needed improvement in our advising structure. Particularly, the student body has noted inconsistent underlying processes, especially for students that change majors. This area of improvement has been identified by multiple consultants, WASC accreditors, and the internal task force. Unlike any other academic unit, the Office of the Provost does not have a sole leader to consult with to address the above issues.

## **Resources**

- The proposed *Interim Director* would not increase the current cadre of administrators in the division, for the position line is currently vacant.
- Office of the Provost is committing to increasing the number of lines allocated for Academic Advisors (5 permanent lines over the next 3 years)
- Office of the Provost would provide resources (60K) to support the Interim Director, including existing support staff and an operating budget to support the technological and professional development needs of the advisors. Administrative support will come for the Office of Academic Programs.

## **Timing**

- If the Senate were to resolve to support an Interim Director of Advising, the Provost would direct the respective Director to develop a proposal that represents the interests of the entire academic community regarding CSUB's future structure of advising. The consultations would be required with each School's faculty, ASI, the School Deans, and the administration. The Interim Director would take advantage of existing evidence and prior reports to build a recommendation for advising. The proposed plan would be delivered to the Academic Senate no later than November 1<sup>st</sup>, 2023.

## **Commitment**

- The call for the proposed *Interim Director of Advising* would be *campus-only* and restricted to staff currently employed in one of CSUB's advising centers. In this way, the advisors who have committed the most to CSUB have the best opportunity to grow while enacting positive structural change.
- The call will be developed jointly between the Provost and the School advising leads task force.



Vollmer

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**SB 201**  
**Support for Creating a Director of Undergraduate Advising**  
**DRAFT**

WHEREAS: The Associated Students, Incorporated (ASI) of California State University, Bakersfield (CSUB) is the official representative body, and the voice of CSUB's more than 11,000 students and is entrusted to represent the best interests of their constituencies; AND

WHEREAS: It is the mission of Associated Students, Inc. (ASI) of California State University, Bakersfield to provide an official voice through which students' opinions and issues may be expressed regarding university and statewide affairs; AND

WHEREAS: ASI is committed to ensuring students have access to academic support services such as academic advising which will help them successfully progress towards their degree; AND

WHEREAS: For the past several years, advising issues have been brought forth to the ASI Board of Directors. Students have continued to struggle with a lack of consistency across inter-departmental advising, with wrong information about classes to take, and with the limited opportunities to see an advisor; AND

WHEREAS: Currently, advising practices are managed differently depending on the school and department. This is extremely problematic to students who want to pursue minors or more than one degree. As stated in the task force report, 'The current structure provides no consistency and impedes effective communication at all levels; AND

WHEREAS: Students have to wait extended amounts of time to meet with advisors and get the necessary guidance they need to graduate on time. The WSCUC visit showed the campus that our advising is failing students and was a recommendation to be changed; AND

WHEREAS: CSUB is only one of two CSU's left in the system who have not implemented a centralized advising system; THEREFORE, LET IT BE

RESOLVED: ASI, as the official voice of students, strongly supports the recommendations presented in the Academic Advising Task Force Report and Proposed Structure.

A Director of Undergraduate Advising will allow students to have a singular person to hold responsible for their advising needs. This Director is necessary to ensure advising is consistent among schools and serves the students best interest over anyone else.

The Advising Leadership Council will allow for direct collaboration and communication between all departments. ASI asks that as this council forms, two students from ASI be added to represent students since we are majority stakeholder in advising; AND BE IT FURTHER

RESOLVED: ASI supports and recommends the implementation of a Director of Undergraduate Advising and Advising Structure in order to move towards a centralized oversight of advising throughout the school; AND BE IT FURTHER

RESOLVED: ASI urges the Academic Senate to fully support both recommendations set forth by the Task force immediately as advising has been a recognized issue for several years and in doing so will directly help us move closer to meeting our GI 2025 goals; AND IT BE FINALLY

RESOLVED: Copies of this resolution will be distributed widely, including, but not limited to, CSUB President Dr. Lynnette Zelezny, CSUB Vice President of Academic Affairs and Provost Dr. Vernon Harper, CSUB Vice President of Student Affairs Dr. Thomas Wallace, and CSUB Academic Senate.

**Passed unanimously by the Associated Students Inc, Board of Directors on Friday, February 17, 2023.**

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Periodic Evaluation/Performance Review Calendar - Handbook Change**

RES 222317

FAC & BPC

**RESOLVED:** That the Academic Senate recommend revisions to the *University Handbook* language regarding the periodic evaluation/performance review calendar (deletions in ~~strikethrough~~, additions in **bold underline**) as specified below:

**305 RETENTION, AWARD OF TENURE, AND PROMOTION**

**305.4.1 General Provisions**

- a. Performance reviews are required of faculty for purposes of retention, the award of tenure, and promotion. All **probationary** faculty, except faculty who are awarded credit towards tenure, will undergo performance reviews in years 1, 2, 3, 5 and 6 of their probationary period. Faculty who are awarded credit towards tenure are reviewed every year. At any level of the 3rd year review a request for a full review during the 4th year may be made, as part of that review. The probationary faculty member may ask for a full review during the 4th year. **Details of temporary faculty periodic evaluation are found in 306.2.**
- b. The P&VPAA annually establishes timelines for the performance reviews, after considering recommendations from relevant faculty committees. The timelines shall specify the dates by which the ~~RTP~~ **Working Personnel Action File (WPAF)** file is to be ready for review and the dates by which each level of review is to have completed its work. **All Unit Committee reviews (RTP, PTR, and lecturer evaluations) shall have, at minimum, 28 calendar days from the deadline for files to be made available to the Unit Committee until the Unit Committee review deadline.**
- c. There are two RTP **review** cycles during each academic year:
  1. Fall review of 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> year probationary faculty, 4<sup>th</sup> year faculty if requested according to the provisions of 305.4.1a or if required (faculty with credit toward tenure), and tenured faculty requesting consideration for promotion **or undergoing periodic evaluation;** and
  2. Spring review of 1<sup>st</sup> year probationary faculty and temporary faculty. (*Revised 6-28-2018*)
- d. Unit RTP **review** criteria **for performance evaluation** shall be used at each level of review for each faculty.
- e. All eligible tenured faculty are obligated to serve on peer review committees, if elected.
- f. Faculty shall not sit in review of their own cases, or that of a close relative or domestic partner.

- g. Faculty who are undergoing review in a given RTP review cycle shall not serve on any review committee in that cycle.
- h. All deliberations and recommendations pursuant to this section shall be confidential.

Only the affected faculty, peer review committee members, appropriate administrators, and the President shall have access to the performance review documents.

Any faculty member undergoing review who believes that they have a compelling issue that may affect an objective review, may confer with the Provost's office and/or a member of CFA's Faculty Rights Committee for support and guidance in ensuring a fair review process. *(Added 6-28-2018)*

RATIONALE: In the current review calendar, some cycles have very short periods (12-15 days) designated for the Unit Review Committee to complete its work. This resolution will provide the Unit Committees a reasonable and consistent amount of time for thorough reviews during every cycle.

Other changes made are to clean up the language to apply to all faculty reviews (including lecturer and post-tenure) rather than just probationary faculty undergoing the RTP process.