

# CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

## ACADEMIC SENATE

### AGENDA

THURSDAY, MARCH 16, 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. March 2, 2023
- C. Announcements and Information
  - a. President Zelezny's Report (**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 *(handout)*
    - iv. Academic Support & Student Services Committee (AS&SS)- E. Correa
    - v. Budget and Planning Committee (BPC)- C. Lam
    - vi. Faculty Affairs Committee (FAC) – M. Rees
    - vii. Staff Report- S. Miller
- F. Resolutions (**Time Certain: 10:45 AM**)
  - a. Consent Agenda
  - b. New Business
    - RES 222318 Graduation Writing Assessment Requirement (GWAR) Committee Membership and Charge
    - RES 222319 Discontinuation of the Master of Science in Administration
    - RES 222320 Bylaws Change to the Composition of the Budget and Planning Committee
    - RES 222321 Faculty Hall of Fame – Handbook Change
  - c. Old 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, MARCH 2, 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 (Alt.), S. Miller (virtual), J. Rodriguez (virtual), A. Rodriguez, M. Rush, D. Solano, M. Rees, T. Salisbury (virtual), A. Sawyer (virtual), B. Street, J. Tarjan, M. Taylor (virtual), C. Vollmer (Alt.), D. Wu

**Guests:** E. Adams (virtual), D. Alamillo (virtual), A. Anderson (virtual), J. Barrios (virtual), J. Basilio (virtual), D. Boschini (virtual), J. Cornelison, J. Cornelison (virtual), M. Croney (virtual), J. Deguia (virtual), R. Dugan(virtual), M. Espinoza(virtual), D. Fowler, J. Gonzalez (virtual), F. Gorham (virtual), A. Grombly (virtual), G. Guizar(virtual), M. Harville (virtual), D. Jackson, A. Jacobsen (virtual), J. Luna (virtual), V. Mayorga (virtual), D. Mendez (virtual), Y. Moreno (virtual), Y. Morones(virtual), H. Niemeyer (virtual), D. Perez-Granados (virtual), I. Pesco (virtual), E. Poole-Callahan (virtual), J. Puentas, S. Roberts (virtual), E. Sanchez (virtual), F. Sanchez, A. Sixtos (virtual), L. Zelezny, K. Ziegler-Lopez (virtual)

- 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. E. Correa moved to approve the Minutes from February 16, 2023. M. Rush seconded. Approved.
- C. Announcements and Information
  - a. President Zelezny's Report –
    - Black History Month – Thank you to the Black Faculty and Staff Association.
    - Thank you to R. Dugan for facilitating a really wonderful student panel
    - Advocacy Day – the President will have face-to-face time with leaders
    - Western Association of Schools and Colleges, Senior College and University Commission (WSCUC) - Thank D. Jackson for her leadership on their special visit
  - b. Elections and Appointments- M. Danforth  
School Senators elected:
    - A&H – T. Tsantsoulas – Philosophy & Religious Studies
    - BPA – S. Sarma – Management & Marketing
    - NSME – D. Solano – Chemistry & Biochemistry

- SS&E – Z. Zenko - Kinesiology

Senators At-Large Election ends Monday March 6, 6:00 p.m. Candidates are:

- Monica Ayuso – English
- Elaine Correa - Human Development, CAFS
- John Deal – Economics
- Zachary Hays – Criminal Justice
- Anna Jacobsen – Biology
- Md Nasar – Communications
- Atieh Poushneh – Management & Marketing
- Alicia Rodriguez – History
- Brian Ryals - Mathematics
- Qiwei Sheng – Mathematics
- Amber Stokes - Biology

- c. Guest: Dr. Debra Jackson, AVP Academic Affairs (*presentation in the agenda*)  
 WSCUC visit is March 7-10, 2023. All meetings are virtual. (D. Jackson) Thank you to D. Jackson for her leadership and hard work on this report. Thank you to the entire university community and their efforts to bring CSUB into compliance. (V. Harper)

Q: Are we graduating students with a lesser GPA? (A. Lauer)

A: It's a research question that is not answered in the report. All of our students need to graduate with a GPA of 2.0 to get their diploma. Our goal is much higher than that, so they are competitive for graduate school. (V. Harper)

D. Approval of Agenda

E. Correa moved to approve the Agenda. C. Lam seconded. Approved.

E. Reports

a. Provost's Report

- Black History Month – Thank you to the Black Faculty and Staff Association.
- Future Runner's Day – March 18, led by D. Cantrell, AVP Enrollment Management.
- \$250,000 investments in the classrooms planned.
- Facilities put money in for the improvements, too.
- DCLC meeting discussed modality. It sits with departments and faculty. Mary Slaughter creating sub-committee of DCLC to talk about it.
- BPA Dean Search – There are four great candidates. The campus final visit is anticipated in the next two weeks.
- Antelope Valley Campus (AV) - Starbuck's take-over was this morning to show our appreciation.
- WSCUC visit - Participation is very important to show support of CSUB

Q: When the Provost discusses modality with the chairs, will it include room usage and moving forward with new buildings? (M. Rees)

A. Yes, it's a significant variable in that conversation. M. Malhotra, AVP IRPA, has a modality dashboard for deans and department chairs. The conversations have been exploratory. M. Slaughter and the sub-committee will work on how the circumstances of the chairs can be improved. We are aligning ourselves in this post-pandemic world. ASI gave great feedback when visited recently. (V. Harper) There is frustration from chairs where some faculty feel it's their right to teach the modality they want. The students feel the same. ASCSU discussed and it's left to the individual campuses. The suggestion for CSUB is to decide on modality, whether it's every school or campus-wide, settled by the Senate. The guidelines need to make it fair to everyone. (M. Martinez) We do have a policy on modality and any changes will need to go through the Senate. (A. Hegde)

b. ASCSU Report

AB 927 – This permits Community Colleges to offer B.A. degrees. It is an important topic for the next meeting. (M. Martinez)

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 (Alt. M. Espinoza)

- Election events hosted for next year's board and interviews are taking place for two positions.
- Spring Fling Week - Offers many fun events coming up
- Affordable learning – Working with AVP ITS, F. Gorham
- Antelope Valley Campus visit – A meeting is planned with ASI AV director, M. Dorman to discuss the results of the student survey.

ii. Executive Committee - M. Danforth – Two meetings held.

Referrals – The Interim Director of Academic Advising, and Performance Review Calendar were discussed. New referrals sent to committees: Definitions of Emphasis versus Concentrations, GECCo Director Review and Appointment, The Effect of Sabbatical on Assigned Time and Release Time. The EC discussed time-blocks and space utilization, reports from sub-committees, and FAC is discussing accessible instructional materials as it relates to faculty's timely submittal of textbook orders, so the bookstore has time for those resources to become available to students who need screen readers, etc. AS&SS is talking more generally about accessibility of instructional materials and how we should update our Handbook Appendix. The EC is preparing for the WSCUC site visit.

iii. Academic Affairs Committee (AAC) - J. Tarjan

The two items that may be coming to the Senate are about the 1) Function of the GVAR Committee – its composition and appointment

and relationship with GECCo, and 2) Definitions of Emphasis and Concentration. Currently, we are not applying the definition with consistency. The definition of Concentration and Emphasis depends upon the number of Units in major core that's required by all students regardless of their emphasis or concentration.

- iv. Academic Support & Student Services Committee (AS&SS) - E. Correa (*attached*) - Voting members continued to discuss questions with V. Harper after the joint meeting ended.
- v. Budget and Planning Committee (BPC) - C. Lam - The committee met separately with AS&SS and approved the proposed RES 222316. The committee met separately with FAC on time block issues and then invited the Vice-Provost from CSU San Marcos to a joint meeting March 23 to explain how their "puzzling scheme" of time blocks works.
- vi. Faculty Affairs Committee (FAC) – M. Rees – The committee discussed final exams and the consistency of faculty applying the Handbook policy. The recommendation is that a message goes out to faculty referencing [RES 212218](#) when faculty are devising their syllabi. The policy on textbook accessibility orders and master textbook list is in the Handbook. The committee's suggestion is that the order deadline be placed on the Academic Calendar, before advising begins. FAC met with BPC and started discussion on Director of Programs. Q: Final Exam schedule: What can we do when someone violates policy consistently? (M. Martinez) The expectation is for people to follow policy after it's been fully communicated and has a formal approval process. First, we address the culture coming out of the pandemic. There are a lot of new faculty. (M. Rees) It gets to equity, and office hours. The people who post office hours and then don't show puts pressure on the chairs and others who are doing the work of people who are not here. (M. Martinez) The final exam schedule does not have set-aside time for all classes in the Fall. A Friday class meets at 4:00 p.m. There was nothing in the final exam schedule for Friday at 4:00. Academic Operations needs to build a final exam schedule that includes a final exam for all the time blocks. (M. Danforth) Regarding maintaining office hours and holding exams during the assigned time block, there is a mechanism for the Chair to have a conversation on professional duties. There is policy for that. There are working files where things can be added in the file. Irrespective of whether an exam is given, that time block is a time to meet and an opportunity to give feedback to students (B. Street) The Biology department has professional attitude in the RTP criteria. (A. Lauer)
- vii. Staff Report - S. Miller – Nothing to report.

#### F. Resolutions

- a. Consent Agenda – N/A

b. New Business

RES 222316 Interim Director of Academic Advising Recommendations – The resolution is limited to the Interim Director of Academic Advising, not about the advising structure or the process of advising. (A. Hegde) The resolution presented by E. Correa on behalf of AS&SS and BPC. AS&SS and BPC held a joint meeting to discuss the Director of Advising proposal and revised memo provided by the Provost. The discussion reflected the diverse opinions, perspectives, and experiences of committee members given their varied pedagogical approaches and philosophies related to the types of support students need to be academically successful, that will eventually contribute to their ability to secure gainful employment in the workforce.

Several concerns were identified related to whether one individual could assume this role and make a difference, given the history of various concerns that have been identified with advising and the ‘customized experience’ that CSUB provides students within each School.

There were also concerns related to increasing the number of administrators and whether the cost of an additional new line would have an increase in student tuition.

While there remain differences in whether the Director of Advising proposal is the best solution for moving forward, the sub-committee chairs decided to vote on the proposal and bring the discussion to the Senate Floor.

The resolution before us reflects support of the Director of Advising proposal based on the revised memo provided by the Provost.

Several committee members expressed support for this proposal indicating that the Director position would:

1. Gives CSUB a place at the system-wide table to secure resources for CSUB.
2. Responds to the on-going concerns related to providing a ‘customized experience’ for students, while creating basic procedural structures across all schools.
3. Recognizes and addresses the needs of the different campus constituencies systematically.
4. Acknowledges the specific needs of our diverse student population with a point person to respond to concerns.
5. Increases equity of representation for advisors with an advocate/leader of Advising attending the Provost Council.

6. Provides a different approach to respond to Advising concerns based on the reports and recommendations identified from different campus groups.
7. It is an interim appointment with an opportunity to re-evaluate.
8. Demonstrates CSUB's attention to external review recommendations.
9. Ensures that coordinators in the advising centers will actively participate and contribute to defining the role.
10. And most importantly, it is supported by ASI on behalf of CSUB students

The rationale of the Provost's memo is in the resolution's rationale.

Comment: The concern is pulling an advisor out of a current advising position when they're strapped for resources. (D. Solano)

Response: From the meeting with the Advising Leads, the position would be backfilled with temporary staff. There wouldn't be any loss of functionality.

The vacating line would be backfilled and held for the person filling the interim role to step back in if they chose to. (V. Harper)

From BPC's perspective, it's the least we can do. We are not comfortable with the proposed advising structure in the Academic Advising Report. We are hoping that the Interim Director will work organically with the seven major advising units on campus to figure out a way to move forward. (C. Lam)

Q: How are we using the word "conditional" and how does that word differ from Interim? (M. Rush)

A: The committee did not consider that. We certainly can. Primarily, it looked at the revised memo provided by the Provost in response to the concerns and questions we initially had about the Director of Advising. (E. Correa)

ASI is in support of the resolution and submitted their own resolution (see attachment to RES 222316). (M. Espinoza)

The Provost has worked with Academic Advisors for seven years. They are deeply committed and they are part of why the graduation rates have improved. The goal is to preserve customized experience of students. (V. Harper)

It would be helpful to have additional staff advisors, but what support is there for faculty advisors? (A. Lauer)

When we get to the structure of advising, that will be discussed. (A. Hegde)

Q: What is the structure of the Search Committee for the Director of Advising? (D. Solano)

There is an opportunity for staff advisors to help construct the job description. D. Jackson's office will run the call. (V. Harper)

In the development of the job description it would be appropriate that the Faculty Advising Council be consulted. (M. Danforth)

#### RES 223317 Periodic Evaluation/Performance Review Calendar – Handbook

Change – M. Rees presented on behalf of the FAC and BPC. Depending on what kind of review it is, faculty reviews occur at different times in the calendar. Some types of faculty review were given four weeks for the unit committee to review a file and others have only 12 days to review a file. FAC and BPC are suggesting that every review gets 28 calendar days at the unit

committee level. We also attempted to clean up the other areas of the Handbook where applicable. The language was expanded to make it clear. (M. Rees) It doesn't anticipate or set aside time for chair review. (J. Tarjan) It has been discussed. The chair's review can happen at the same time as the unit review. The rebuttal period is included in the timeline. (M. Rees) The tightest deadline is the 2<sup>nd</sup> year faculty review, even with four weeks with the unit committee. The Provost has seven weeks. We have enough time even with the tightest timeline. (C. Lam) For item g., there is a side-effect by changing RTP to review. It conflicts with PTR language in Section 305.6.1. Perhaps add "with exception of post-tenure review". (M. Danforth) We can define "cycle". (M. Rees)

#### G. Open Forum

Topic: Second Annual Sustainability Symposium, April 12-15, with the support of the Provost and others. See the Sustainability website. Schools are invited to participate, and tables will be set-up for networking. There will be a drawing competition. Speaker sessions will be delivering what students are doing with research, etc. We have partnered with the Kegley Institute. (A. Lauer)

Topic: Pandemic Research Group has its Symposium on April 19, 2023, 9am-noon at the Dezember Reading Room, WSL, and on Zoom. Call for participation going out soon. People can present a poster and/or a 5-10 minute presentation. (M. Danforth)

Topic: Big West tournament – Several students brought a letter claiming to be from the Faculty Athletic Representative (FAR) asking them to go to the Big West tournament as spectators, but it wasn't from the current FAR, Kyle Susa. At least one faculty was pressured to change her exam from in-class to online. There is concern from a faculty perspective to change teaching modality/pedagogy for students to go as a spectator. Kyle Susa has been informed. (M. Danforth) Thanks to Kyle Susa for bringing it to the Provost. (V. Harper) It's voluntary for faculty to have a discussion about the event and approve changes. (L. Zelezny)

Topic: Expungement Clinic held by J. Kraybill at County Building - It was a huge success. They began the process of wiping off small crimes of 107 that were served. Several attorneys were on hand, providing their services free of charge. It's the first time this have been done, statewide. People in line remarked positively to her efforts. J. Kraybill is getting calls from community groups who want to work with her and our students. If you see J. Kraybill, thank her. (M. Martinez)

Topic: Sustainability Practices: The Sustainability Committee is constantly having problems with Facilities. The trees outside DDH are cut too much. There is no feedback to the committee. They are killing the squirrels with methods are questionable. We have talked about alternative strategies, but they don't employ them. There is no collaboration. The good thing is that pesticide use has been reduced by 25%. (A. Lauer) If the Senate desires, the AVP Facilities can be invited to this meeting. (A. Hegde)

Topic: ASI VP of University Affairs talked about her advising experience, majoring in Accounting and Philosophy. For BPA, the advising experience was good throughout

her years. When transferred to major in SSE, it wasn't the same level of care. She didn't know who to contact. Sometimes it's directly to advisor or through RunnerConnect. (D. Alemeo)

Topic: MyCSUB, every page moves. Can we get it to stop? (M. Rees) The AVP of ITS is in the meeting and taking notes. (A. Hegde)

Topic: ASI share: 1) NSME student Testimony: Chem and Biology issues with double majors and advisors failed to process declaration of changing majors. It resulted in possible delay in his academic endeavors. 2) Student Testimony: Due to classes not being offered as stated in catalog, it caused delay in graduation. 3) Enrolling for classes requires a student do everything alone and when reaching out, there is surface level support. Time and frustration could have been avoided. (M. Espinoza)

Topic: Advisors Task Force Group report - K. Grappendorf spoke on behalf of the Advisors Task Force Group, which she chaired. The campus has put off making a decision on the advising process and structure. The group spent time producing job descriptions. She disagrees with RES 222316. As a faculty member for 26 years, 15 years as advisor and former department chair it's frustrating. It's a faculty and staff advising issue. A lot of details are there. Work has been done. Faculty members need to see the report; they are a critical part of the advising structure. Contact K. Grappendorf if there are questions. (K. Grappendorf)

Topic: Returning student and the advising hasn't changed since she was here 10 years ago.

Topic: Provost Harper thanked K. Grappendorf and B. Street for their reports. The pace of progress is deliberative. Shared governance takes time. (V. Harper)

#### H. Adjournment

A. Hegde adjourned the meeting at 11:30

ACADEMIC SENATE LOG – MARCH 16, 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 16, 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	First Reading 3/16/23	AAC Address the question of the GVAR committee structure; consider who to report to, role in approving GVAR courses and committee composition. RES 222318 GVAR Committee Membership & Charge			
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- Approval of Minor in Public Health</b>	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- Approval of Minor in Public Health</b>	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 16, 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			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			
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	First Reading 3/16/23	AAC Whether there is any impact to students, university or community. RES 222319 Discontinuation of the MS in Administration			

ACADEMIC SENATE LOG – MARCH 16, 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” RES 222315	2/16/2023	2/24/23	2/24/23
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising	Second Reading 3/16/2023	AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations			
			AS&SS Continued next page			

ACADEMIC SENATE LOG – MARCH 16, 2023

<b>Academic Support and Student Services (AS&amp;SS) continued</b>						
<b>Date</b>	<b>Item</b>	<b>Status</b>	<b>Action</b>	<b>Approved by Senate</b>	<b>Sent to President</b>	<b>Approved by President</b>
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.			

ACADEMIC SENATE LOG – MARCH 16, 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
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			

ACADEMIC SENATE LOG – MARCH 16, 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	Second Reading 3/16/2023	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	Second Reading 3/16/2023	AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			
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	First Reading 3/16/23	BPC Whether to edit membership, CFO or <u>designee</u> RES 222320 Bylaws Change to the Composition of BPC			

Budget and Planning Committee (BPC) continued...

ACADEMIC SENATE LOG – MARCH 16, 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.			



ACADEMIC SENATE LOG – MARCH 16, 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	First Reading 3/16/23	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			
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 16, 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 16, 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	Second Reading 3/16/23	BPC and FAC Consider changes proposed to RTP review calendar timeline. RES 222317 Periodic Evaluation/Performance Review Calendar – Handbook Change			
2/21/2023	2022-2023 #22 GECCo Review and Appointment		FAC Whether GECCo draws the review of Faculty Director etc. and whether the position is open for another three-year appointment			
3/1/2023	2022-2023 #23 Effect of Sabbatical on Assigned Time and Release Time		FAC Where a person serving on a committee should step down. What is effect on assigned time & release time.			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			
3/7/2023	2022-2023 #25 RTP 2 <sup>nd</sup> Year Review Materials		FAC Whether the URC and other higher levels should consider entire 1 <sup>st</sup> 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.			
3/7/2022	2022-2023 #32 Three-Year Lecturers and PTR Committee – Handbook Change		FAC Language regarding 3 <sup>rd</sup> -Yr Lecturers and post-tenure faculty, PTR Committee Structure, and outside department procedures.			

**Faculty Affairs Committee (FAC) Continued...**

ACADEMIC SENATE LOG – MARCH 16, 2023

Faculty Affairs Committee (FAC) Continued...						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
3/7/2023	2022-2023 #33 Sabbatical Eligibility Language – Handbook Change		FAC Whether the Handbook 307.1 language should be changed to match the language of the Collective Bargaining Agreement (CBA) Article 27.2			

**AAC Report**  
March 9, 2023 Meeting

1. Visit with the WSCUC Visiting Team
  - a. We gave an overview of the functions and roles of the committee and recent agenda items.
  - b. We were asked to comment on
    - i. assessment
    - ii. Changes to the program review process
    - iii. Faculty morale
    - iv. The role of IRPA in assessment,
2. GVAR Committee and Reporting Structure
  - a. We perfected our resolution and sent it forward to the Executive Committee.
3. Discontinuation of the MSA Program
  - a. The program which is delivered via EEGO is suffering from low enrollment and may no longer address critical workforce needs.
  - b. The committee prepared and approved a resolution in support of discontinuation via email given the need to give clear information to the program to continuing and prospective students.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

AAC

**Graduation Writing Assessment Requirement (GWAR) Committee Membership  
and Charge**

RES 212318

**RESOLVED:** That the GWAR Committee function as a subcommittee of GECCo and be delegated the following responsibilities, subject to existing GECCo submission and review procedures and timelines.

- Development and maintenance of course requirements and learning outcomes for GWAR courses.
- Ongoing review of GWAR courses to help instructors ensure that they meet the current requirements and learning outcomes.
- Oversight of policies related to the GWAR.
- Assessment of GWAR courses.
- Approval of courses fulfilling the GWAR requirement.
- Approval of GWAR course substitutions.

And be it further

**RESOLVED:** That the GWAR Committee be composed of the following individuals, including the first six members who will be appointed by the Senate Executive Committee for staggered, renewable, three-year terms.

- Six instructors who are teaching GWAR courses at the time of appointment, including at least one member from each school in which a GWAR course is being offered, whenever feasible. When such faculty cannot be appointed, members may be drawn from those who have taught a GWAR course within the past two years or are currently teaching from written communication reinforcement courses. The committee should include at least two instructors with graduate training in teaching composition.
- The CSUB Writing Program Coordinator, who will serve as an *ex officio*, voting member

And be it further

**RESOLVED:** That any appeals made to decisions related to GVAR courses follow the same procedures as all appeals of decisions related to courses reviewed by GECCo, namely be adjudicated by the Academic Affairs Committee in its role as the inter-school curriculum committee.

**RATIONALE:** The technical expertise required to evaluate upper-division writing courses makes oversight of the Graduation Writing Assessment Requirement by GVAR faculty advisable.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

AAC

**Discontinuation of the Master of Science in Administration**

RES 212219

**RESOLVED:** That the Master of Science in Administration be discontinued; and be it further

**RESOLVED:** That all policies relative the program discontinuation be observed including a pathway for all currently active students to finish their program of study.

**RATIONALE:** The program, while meeting a workplace need in the past, is suffering from declining enrollments and is not sustainable as a self-support program. It is likely that other programs can better meet the changing needs of the workplace and are the cause of the enrollment declines.

Attachments:

MSA Discontinuance MEMO

MSA Proposal for Discontinuance

MSA Proposal for Discontinuance Teach Out Plan

MSA Discontinuation Plan

**February 1, 2023**

**From:** Mark Novak, Dean, Extended Education and Global Outreach

**To:** Debra Jackson, AVP for Graduate Studies and Dean of Undergraduate Studies

---

## **Proposal for Discontinuance of the Self-Support Master of Science in Administration Program**

### **Rationale**

The Master of Science in Administration (MSA) has been offered through CSUB Extended Education since 2002. Over the past 10 years, MSA enrollments have consistently declined, although extensive energy has gone into marketing the program. As a result, revenue has also declined, making it difficult to sustain the program.

### **Justification**

Enrollment Decline:

- Enrollments for the current 2022-2023 academic year shows a decrease between 37% - 48% when compared to previous academic years between Fall 2016 and the current year.

Admissions Decline:

- Admissions for the current 2022-2023 academic year shows a decrease between 9% - 49% when compared to previous academic years between Fall 2016 and the current year.

Revenue Decline:

- Revenue for the current 2022-2023 academic year shows a decrease between 22% - 60% when compared to previous academic years.
- Year over year since 2019, the MSA program has seen significant revenue loss between \$22,000 and \$79,000. Such revenue loss is unsustainable. Current revenue is at 2013 levels, and yet expenses are at 2023 levels.

### **Request**

Extended Education is self-supported, and loss of revenue can have serious effects on its operations. Declines in enrollment and revenue in the MSA program lead us to request discontinuance of the program.

## **MS Administration Proposal for Discontinuance Teach-Out Plan**

The MSA program has 45 active students. Plans to teach-out the program is as follows:

- The program will be taught out over the next two years beginning Fall 2023 and ending Spring 2025.
- Each student will be individually advised regarding their graduation path and provided an updated outline each term over the duration of the teach-out.
- Course scheduling will be based on the needs of remaining students.



**SCHOOL OF BUSINESS AND  
PUBLIC ADMINISTRATION**  
CSU BAKERSFIELD

**Memorandum**

**Date:** February 2, 2023

**To:** Dean Mark Novak, Extended Education and Global Outreach

**From:** Interim Dean Seung Bach, School of Business and Public Administration

**SUBJECT:** Discontinuance of Master of Science in Administration (MSA)

---

Dear Dean Novak,

Upon the consultation with BPA Department Chairs, BPA concurred with and supported the proposal from the Extended Education and Global Outreach, regarding the discontinuation of Master of Science in Administration.

CC'ed

Associate Vice President & Dean Debra Jackson

(Interim) Associate Dean Lori Paris

BPA Department Chairs

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

BYLAWS CHANGE TO COMPOSITION OF BUDGET AND PLANNING  
COMMITTEE  
RES 222320

BPC

**RESOLVED:** That the Academic Senate recommend revisions to the Academic Senate Bylaws, Section IV, B.3.a as specified below:

**3. Budget and Planning Committee (BPC)**

- a. The Budget and Planning Committee shall consist of the following voting members: seven faculty, including at least one student services officer, one librarian, one staff member, and the President of the Associated Students or a designee. In addition, the Academic Senate Chair, the Provost, and Business and Administrative Services (BAS) Chief Financial Officer (CFO) **or designee** shall serve as ex officio and non-voting.

**RATIONALE:** Currently, AVP and Chief Budget Office has been substituting Chief Financial Officer in BPC meetings. The change provides flexibility for Chief Financial Officer to designate appropriate officer in this regard.

Distribution List:

President

Provost

CFO

General Faculty

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Faculty Hall of Fame Selection Process - Handbook Change**

RES 222321

FAC

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

## **308 REVIEW PROCEDURES FOR SPECIAL AWARDS AND APPOINTMENTS**

### **308.2 Emeritus Status Awards for Faculty Retired or Separated from the University**

**Two awards are designed to honor those faculty who are retired or separated from the University.** The award of Emeritus status to a retiring or retired faculty member is to be considered ~~an~~ **a career** honor bestowed in recognition of meritorious contributions to the University over an extended period. **The Faculty Hall of Fame honors retired, separated, or deceased faculty members who have made a significant contribution to the University or to their discipline.**

(Revised 2/24/16)

#### **308.2.1 Emeritus Eligibility**

Emeritus status shall be granted to faculty members who, over an extended period of time, have a meritorious record in one or more of the areas of teaching, scholarship, and/or service. Of prime importance is demonstration of a strong commitment to the University, its goals, and general well-being as an academic institution within the community. The awarding of Emeritus status shall not be limited by considerations of rank or status. The Emeritus title shall be appended to the rank or status of the individual at or following the time of retirement.

(Revised 2/24/16) ~~308.2.1b Emeritus Posthumous Eligibility~~

A faculty member may be approved for Emeritus status posthumously, whether death is prior to or after separation from employment.

(Added 2/24/16)

### **308.2.2 Emeritus Nominations**

Nominations and all relevant materials **(including a CV)** for Emeritus awards shall be submitted to the FHAC by any peer or group of peers, preferably from the faculty individual's department or unit. **Self-nominations are disallowed.** In all instances, before making a decision regarding a nomination, the FHAC shall obtain documentation that the nominee's department or equivalent unit consider the nomination and made a collective decision whether to support, oppose, or take no position regarding the nomination. The FHAC will report the department or unit's position to the President as part of the materials they submit on that nominee. Nominations should include a supportive summary statement outlining the meritorious contributions. Recommendations may be supplemented by others or the person nominated. Personnel Action Files will not normally be considered during the award selection process.

*(Revised 07-17-19)*

### **308.2.3 Emeritus Number of Awards**

The FHAC shall provide timely review of all nominations for Emeritus status for faculty members who have retired or for whose anticipated retirement date is within one year of the date of the nomination. Awards are to be regarded as an honor and a continuing commitment of the University to designated faculty members. There shall be no quota or limitation on the number of such awards each year. The committee shall submit all nominations and its recommendations directly to the President in a timely manner. The President shall make the final decision regarding awards.

*(Revised 6/22/16)*

### **308.2.4 Emeritus Privileges and Public Announcement**

Public announcement of any Emeritus awards shall take place during an event suitable to the announcement. The award of Emeritus status shall entitle the recipient to the following:

- a. A certificate of award of **eE**meritus status at an event suitable to the announcement;
- b. Listing within faculty roster published in the catalog and appropriate University or CSU system bulletins or announcements;
- c. A faculty membership card for purposes of appropriate identification;
- d. Library privileges and services ordinarily accorded to faculty;
- e. Free parking privileges (issued annually);
- f. Continuous access to a University email account.

The award of Emeritus status may also entitle the recipient to the following institutional courtesies or benefits when they are appropriate and available:

- g. Timely notice of all General Faculty meetings and events of the University and such other notices as desired;
- h. Mail services, including the mailing of appropriate faculty notices;
- i. Space for scholarly or other professional pursuits, as available;
- j. Access to and appropriate use of campus buildings, including spaces for conference and laboratory facilities;
- k. Use of campus recreational facilities with payment of membership fee;
- l. Discounts for specified commercial events or programs sponsored by CSUB;
- m. Free passes or discounts to University athletics events;
- n. Limited use of telephone and Reprographics services;

*(Revised 2/24/16)*

### **308.2.5 Faculty Hall of Fame Eligibility**

**A faculty member will be eligible to be nominated for the Faculty Hall of Fame if that faculty member has fully separated from working at CSUB. Retired, separated from the University, or deceased faculty can be considered. The Hall of Fame honors those faculty who have made a significant contribution that has positively transformed or impacted the University or their discipline. The length of service at CSUB is not a factor.**

### **308.2.6 Faculty Hall of Fame Nominations**

**Nominations and all relevant materials (including a CV) for the Faculty Hall of Fame shall be submitted to the FHAC by any member of the CSUB community, including students, past students and alumni, current and past faculty and staff, and any associates, supporters, friends, or partners of the university. Self-nominations are disallowed. In all instances, before making a decision regarding a nomination, the FHAC shall obtain documentation that the nominee's department or equivalent unit consider the nomination and made a collective decision whether to support, oppose, or take no position regarding the nomination. Nominations should include a supportive summary statement outlining the specific meritorious contribution(s) of the nominee and how the contribution(s) have positively transformed or impacted the University or the nominee's discipline. Recommendations may be supplemented by others or the person nominated. Personnel Action Files will not normally be considered during the award selection process. The FHAC will**

**make its selections known to the President and Provost for announcement on or before February 28.**

**308.2.7 Faculty Hall of Fame Number of Awards**

**The FHAC determines how many honorees are selected in a given year, dependent on suitable nominations.**

**308.2.8 Faculty Hall of Fame Privileges and Public Announcement**

**Honorees will be celebrated and memorialized in the library with a plaque.**

**The library's Historical Research Center (HRC) will develop an in-depth biography of the honoree, which will be placed on HRC's webpage. A reception for the year's honorees will be held in the spring.**

**RATIONALE:** The Faculty Hall of Fame was previously handled by the CSUB Library and, at their request, this award is being transferred to the Faculty Honors and Awards Committee (FHAC) to be consistent with other faculty awards. Since the Hall of Fame is an award given after retirement or separation from the university, as is Emeritus, it appears in the same section of the handbook. Care was given to differentiate the two awards—Emeritus, a career award for meritorious service over an extended period of time versus the Hall of Fame which is for a significant contribution that has transformed the university or a discipline without regards to time spent at CSUB.

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 for a one-year appointment.

**RATIONALE:** The Academic Senate recognizes the need for an Interim Director of Academic Advising. The position will 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, and report directly to the Office of the Provost. 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.

The call for the proposed Interim Director of Advising would be posted to CSUB campus-only and restricted to staff currently employed in one of CSUB's advising centers. Additional funding will be provided to fill the vacancy created with the appointment of an internal advising staff member serving as the Interim Director.

**Attachments:**

Revised Memo Rationale for Director of Advising 2-13-2023 v15 VHarper  
ASI SB 201 Support for Creating Undergraduate Director of Advising

**Distribution List:**

President  
AVP for Academic Affairs and Dean of Academic Programs  
AVP Faculty Affairs  
School Deans  
Dean of Libraries  
Dean of Antelope Valley Campus  
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)

---

### 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

**Associated Students, Incorporated**  
**California State University, Bakersfield**  
9001 Stockdale Highway  
Bakersfield, CA 93301-1002  
(661) 654-3487  
asi-president@csub.edu

**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

**Performance Review Calendar - Handbook Change**

RES 222317

FAC & BPC

**RESOLVED:** That the Academic Senate recommend revisions to the *University Handbook* language regarding the performance review calendar (deletions in ~~strike through~~, 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 review 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 performance and periodic reviews (RTP, PTR, and lecturer reviews) 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 cycles during each academic year:~~

**c. Performance reviews occur throughout the 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), **post-tenure** and tenured faculty requesting consideration for promotion; and
2. Spring review of 1<sup>st</sup> year probationary faculty and temporary faculty. (*Revised 6-28-2018*)

- d. Unit ~~RTP~~ **performance review** criteria 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 cycle~~ **academic year** shall not serve on any review committee in that ~~cycle~~ **academic year**.
- 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)*

### **305.6 The Unit RTP Committee**

#### **305.6.1**

- j. Faculty members undergoing post-tenure review may **not** serve on **review** RTP committees ~~unless they are requesting promotion~~ during that academic year.

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

The word "cycle" that seemed more workable when coordinated with three quarters, has since caused confusion under the semester system, especially when relating to a faculty member's eligibility to serve on committees when under review. We suggest removing the term "cycle" and establish a clear policy regarding faculty serving on unit committees.

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