



Academic Senate

Agenda

THURSDAY, AUGUST 31, 2023

10:00 A.M. – 11:30 A.M.

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

Zoom Link: <https://csub.zoom.us/j/82118036177?pwd=SjZvdWd6ei9TaVRMaGIPU1N5bUtWdz09>

- A. Call to Order
- B. Approval of Minutes (tabled)
 - a. May 4, 2023
- C. Announcements and Information
 - a. President's Report – L. Zelezny (**Time Certain: 10:10 AM**).
 - b. Elections and Appointments- M. Danforth
 - c. Senate Orientation (**handout**)
 - d. NAGPRA Research Moratorium and CSUB Commitment MEMO – V. Harper (**handouts**)
- D. Approval of Agenda (**Time Certain: 10:05 AM**).
- E. Reports
 - a. Provost's Report – V. Harper
 - b. ASCSU Report - J. Millar
 - 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- D. Alamillo
 - ii. Executive Committee- M. Danforth
 - iii. Academic Affairs Committee (AAC) - D. Solano
 - iv. Academic Support & Student Services Committee (AS&SS) - E. Correa
 - v. Budget and Planning Committee (BPC) - D. Wu
 - vi. Faculty Affairs Committee (FAC) - M. Rush
 - vii. Staff Report- J. Cornelison
- F. Resolutions (**Time Certain: 10:45 AM**)
 - a. Consent Agenda

- i. Standing Committee Appointments
- b. New Business
 - i. RES 232401 Statement on Campus Modality – EC
 - ii. RES 232402 Statement on Reducing Educational Material Cost at CSUB – AS&SS
- c. Old Business

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

H. Adjournment



To: Campus Community
From: Vernon B. Harper Jr.
Provost and Vice President for Academic Affairs
Date: 7-1-2023
Subject: CSUB's Commitment to Exceeding NAGPRA and CALNAGPRA Compliance and Full Repatriation of Remains

A handwritten signature in black ink, appearing to read "V. Harper".

Campus Community,

California State University, Bakersfield is fully committed to meeting the legal expectations prescribed in the Native American Graves Protection and Repatriation Act (NAGPRA) and its state equivalent. The California Native American Graves Protection and Repatriation Act (CalNAGPRA), passed by the State Legislature in 2001, and revisions in 2019 and 2020 mandates that all entities, that receive state funding and have possession or control over collections of human remains or cultural items to establish a procedure for the identification and return of those human remains and cultural items to the appropriate Tribes, and consult with Tribes regarding steps leading to repatriation. CalNAGPRA also gives the Native American Heritage Commission (NAHC), a state agency, oversight to ensure compliance.

With this letter and the attached moratorium directive, CSUB continues its journey to fully satisfying the standards of compliance outlined by these culturally and morally relevant legal frameworks. To this end, CSUB is in the process of identifying the location of all Native American human remains and cultural items on campus and will be consulting with the appropriate Tribes to repatriate relevant items. This process may take years. CSUB has begun to invest in facilities, security, software, and NAGPRA-related personnel to assist with the important work and bring CSUB into compliance.

The attached directive is a cornerstone of CSUB's academic and ethical commitment to Native American and Indigenous communities across the nation and the world. As described, all non-compliant research, scholarship, and teaching using Native American human remains and cultural items will cease immediately. CSUB has established the Native American Consultation and Repatriation Committee which, with Tribal representatives, will guide future compliance activities. Lastly, CSUB joins many universities, museums, and repositories, both nationally and internationally in recognizing our institutional roles in indigenous hardship.

Directive Title

NAGPRA/CalNAGPRA Moratorium on Native American Remains and Cultural Items

Status

DRAFT

Affected Units

All Academic Departments

Background

The federal Native American Graves Protection and Repatriation Act (NAGPRA), and the California Native American Graves Protection and Repatriation Act (CalNAGPRA), requires the protection of Native American graves on federal and state lands and the return of Native American human remains and cultural remains. Additionally, CalNAGPRA requires all entities that receive state funding and have possession or control over collections of California Native American human remains and cultural items to engage in consultations with California Native American Tribes to create inventories of those human remains and cultural items for repatriation. Further as a state agency, CSUB has duty to consult with Tribes for their recommendations about how CSUB should handle human remains and cultural items while they are in CSUB's custody.

Statement Text

As part of CSUB's commitment to NAGPRA, CalNAGPRA, and working with Native and Indigenous communities, the university is placing a moratorium on the research, teaching, display, imaging, and circulation of human remains and cultural items (including archival material, notes, movies, and data) that are potentially subject to NAGPRA and CalNAGPRA. Collections at CSUB will remain locked and secure, with access overseen by the NAGPRA/CalNAGPRA Coordinator. Further, CSUB will not accept additional collections for curation purposes.

The university requests that all university property that has been loaned to or borrowed by other scholars or entities that contain Native American human remains and cultural items or are from Native American cultural sites, be returned to campus as soon as possible. These items should be returned to the Repository Director, with an electronic notification to both the respective School Dean and CalNAGPRA/NAGPRA Coordinator.

This moratorium will remain in place until the CSUB Native American Consultation and Repatriation Committee establishes procedures in consultation with tribal partners.

Standing Committees 2023-2024

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

| Academic Affairs Committee (AAC) | Seven Faculty (One from each school and three At-Large) | Alternate |
|---|--|------------------|
| Arts and Humanities | Tiffany Tsantsoulas | |
| Business & Public Administration | John Deal | |
| Natural Sciences, Mathematics & Engineering | Danielle Solano, Chair | |
| Social Sciences & Education | Alice Hays | |
| At-Large | Heidi He | |
| At-Large | Michael Szolowicz | |
| At-Large | Jing Wang | |
| One Student (ASI VP Univ. Affairs) | Larry Gonzales; asi-universityaffairs@csu.edu | |
| <i>Ex-Officio, Non-Voting Members</i> | | |
| AVP Academic Affairs | Debra Jackson | |
| Director of Enrollment Systems | Tommy Holiwell | |
| GE Faculty Director | Eduardo Montoya | |

| Academic Support & Student Services (AS&SS) | Six Faculty (one from each school & two At-Large) | Alternate |
|--|--|------------------|
| Arts and Humanities | Alicia Rodriquez | Mary Slaughter |
| Business & Public Administration | Atieh Poushneh | |
| Natural Sciences, Mathematics & Engineering | Antje Lauer | |
| Social Sciences & Education | Elaine Correa, Chair | |
| At-Large | Melanie Taylor | |
| At-Large | Eric Vaughn Lord | |
| One Librarian | Matthew McCoy | |
| One Student Services Professional | Janine Cornelison | |
| One Staff Member | Luis Hernandez | |
| ASI Executive VP or designee | Ignasio Castillo; asi-vicepresident@csu.edu | |
| <i>Ex-Officio, Non-Voting Members</i> | | |
| Assoc. Dean of Undergrad & Grad Studies | Denver Fowler | |
| VP Student Affairs or designee | Markel Quarles (<i>designee</i>) | |
| AVP Student Affairs & Student Success or designee | TBA | |
| AVP Enrollment Management or designee | Jennifer McCune (<i>designee</i>) | |
| Dean of Library or designee | Sandra Bozarth | |

Standing Committees 2023-2024

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

| Budget and Planning Committee (BPC) | <u>Six Faculty (one from each school & two At-Large)</u> | <u>Alternate</u> |
|---|--|------------------|
| Arts and Humanities | Christopher Eicher | |
| Business & Public Administration | Di Wu, Chair | |
| Natural Sciences, Mathematics & Engineering | Charles Lam | |
| Social Sciences & Education | Rhonda Dugan | |
| At-Large | Adam Sawyer | |
| At-Large | Joseph Flores | |
| One Librarian | Amanda Grombly | |
| One Associate VP Student Affairs | Ilaria Pesco | |
| One Staff Member | Valeri Kirkbride | |
| President, ASI or designee | Daisy Alamillo; asi-president@csu.edu | |
| <i>Ex-Officio, Non-Voting Members</i> | | |
| Provost/VP of Academic Affairs | Vernon Harper | |
| VP Business and Administrative Services | Thom Davis | |
| Chair, Academic Senate | Aaron Hegde | |

| Faculty Affairs Committee (FAC) | <u>Six Faculty (one from each school & two At-Large)</u> | <u>Alternate</u> |
|---|--|------------------|
| Arts and Humanities | Mandy Rees | Monica Ayuso |
| Business & Public Administration | Sumita Sarma | |
| Natural Sciences, Mathematics & Engineering | Maureen Rush, Chair | |
| Social Sciences & Education | Zachary Zenko | |
| At-Large | JT Chen | |
| At-Large | Anna Jacobsen | |
| One Librarian | Kristen Gallant | |
| <i>Ex-Officio, Non-Voting Member</i> | | |
| CFA President or Designee | Tracey Salisbury | |
| Associate VP for Faculty Affairs | Deborah Boschini | |



Statement on Campus Modality

RES 232401

EC

RESOLVED: That the Academic Senate, California State University, Bakersfield hereby makes a Statement on Campus Modality to highlight the campus philosophy toward education post-pandemic.

Preamble

CSU Bakersfield has a long and proud history of “meeting our students where they are” academically and maintaining a commitment to student success as our overriding and enduring value. In recent years, CSUB has been recognized nationally as a leader in student success, in particular, with facilitating the career success of first-generation, Pell-eligible students who reflect the diversity of our area. We have made great progress in reducing, and even closing achievement gaps. Indeed, we are consistently recognized as a regional and national leader in providing valuable educational experiences leading to career success for our students.

CSUB is primarily a face-to-face (FTF) institution of learning. As a dedicated campus community (faculty, administration, and staff), we affirm our support of student learning, holistic student development and growth. Face-to-face interactions can play a large part in promoting student success. Student development is fostered in multiple ways: in classes and courses; in classrooms, with group projects and discussions; in the library, with research and workshops; in study spaces, with peer interactions; as well as in faculty offices and hallways, in student organizations, clubs, and activities on campus and in the community. Faculty play a pivotal role in student development as instructors, mentors, advisors, counselors, and role models.

Approaches to Instructional Modality

The success of various instructional modalities varies across individual students due to learning needs, preferred learning styles and individual circumstances. Instructional modalities can also vary across courses and instructors. However, CSUB continues to be a primarily FTF institution. The following principles can help guide department decisions in consultation with faculty regarding instructional modalities.

- Modalities should be identified based on learning and personal development in classes that complements co-curricular and extracurricular activities.
- Modalities should be chosen which support overall learning and development decisions.

- Modalities should be chosen which maximize accomplishment of course learning outcomes for students.
- Modalities should be consistent across sections of courses, except when student circumstances or program needs require multiple modalities to ensure access to all and/or achieve program goals.

Decisions Regarding Instructional Modalities

- The many important faculty roles listed above should be kept in mind as modality decisions are made within programs and across courses.
- Instructor circumstances can be taken into consideration but should not be determinative.
- While learning outcomes vary across courses, helping students develop necessary foundational and “soft” skills should be outcomes integrated into every program.
- Decisions about modality should be reached by consensus across program/department faculty.
- Decisions about modality must be in compliance with the program modality approved by the regional accreditor (WSCUC) and, if applicable, specialty accreditation bodies for the program.

RATIONALE:

As we emerge from the pandemic, we the faculty, want to commit to our mission and to our strength as an institution that meets the needs of our student as a primarily face-to-face institution.

Distribution List:

President
 Provost
 VP Student Affairs
 AVP Faculty Affairs
 AVP Academic Affairs
 School Deans
 Antelope Valley Dean
 Library Dean
 EEGO Dean
 Department Chairs
 General Faculty



Statement on Reducing Educational Materials Costs at CSUB

RES 232402

AS&SS

RESOLVED: That the Academic Senate support the California Compact which has the goal of reducing overall educational costs by 50 percent for students by 2025 through the lowering of educational costs by suggesting faculty adopt one or more of the following recommendations as appropriate:

1. Adoption of Open Educational Resources (OER) instead of textbooks,
2. Utilizing electronic or digital media subscriptions through a library license,
3. Reducing the number of assigned textbooks for courses,
4. Reusing older editions of books that students can obtain at a cheaper cost,
5. Providing copies of materials on Library Reserve,
6. Posting pdf copies (copyright and accessibility compliant) on LMS.

and be it further

RESOLVED: That to further facilitate reducing costs for students, the Academic Senate recommend that information about available affordable textbook options be included in the mandated notification about textbook costs.

The bookstore notification should include a statement indicating that there are low-cost and/or free resources available at CSUB, and that students should contact their instructor for details.

RATIONALE: Textbook affordability remains a pressing issue for students that impacts student academic success. In compliance with the California Compact, it is critical that CSUB reduce the cost of instructional materials by 50 percent by 2025. Faculty contributions to lowering instructional material costs is key to CSUB's efforts in reducing equity gaps and increasing retention to graduation with ensuing instructional materials are easily available and accessible.

Distribution List:

President

Provost

VP Student Affairs

AVP Faculty Affairs

AVP Academic Affairs

School Deans

Antelope Valley Dean

Library Dean

EEGO Dean

Department Chairs

General Faculty

2023-2024 Academic Senate Referral List

| Date | Referral | Status | Committee/s Charged | Action | Approved by Senate | Sent to President | Approved by President |
|------------------------------------|--|------------------------------------|----------------------|---|--------------------|-------------------|-----------------------|
| 10/19/2021 1 08/31/2023 3 | 2023-2024 #01 Academic Testing Center Exploratory Sub-Committee | | AS&SS | AS&SS Reference RES 202123. Form sub-committee & include AVP EM, Director Testing Center, ASI & provide path; <i>Carry over referral 2021-2022 #28 Academic Testing Center Exploratory Sub-Committee</i> | | | |
| 3/1/2022 8/31/2023 | 2023-2024 #02 Digitizing the Performance Review Process | | FAC | FAC Access, process, CFA & HR perspective, training of chairs & deans. FAC recommends that discussion be postponed until new software is selected. <i>Software selected; Carry over referral 2021-2022 #40 Digitizing the Performance Review Process</i> | | | |
| 3/1/2022 8/31/2023 | 2023-2024 #03 Sixth-year Lecturer Review – Handbook Change | | FAC | FAC Purpose and outcome(s) of the Sixth-year Lecturer Review, etc. Work has begun on major topic. <i>Notes drafted; Carry over referral 2021-2022 #41 Sixth-year Lecturer</i> | | | |
| 6/1/2022 8/31/2023 | 2023-2024 #04 Time Blocks and Space Utilization | | BPC | BPC The need to reconsider Time Blocks for classes. <i>Memo received 05/03/2023; carry over referral 2022-2023 #01 Time Blocks and Space Utilization</i> | | | |
| 6/1/2022 8/31/2023 | 2023-2024 #05 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility | ON HOLD; 22-23 AY | AAC, BPC, FAC | 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; <i>carry over referral 2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility</i> | | | |
| 1/9/2023 8/31/2023 | 2023-2024 #06 ATI Instructional Materials Handbook Appendix K | | AS&SS | AS&SS New goals and metrics from the CO <i>Carry over referral 2022-2023 #19 ATI Instructional Materials Handbook Appendix K</i> | | | |
| 2/21/2023 8/31/2023 | 2023-2024 #07 Concentration vs. Emphasis to Describe Size of Program | | AAC | AAC Use of the terms “Concentration” and “Emphasis” and whether CSUB is using appropriate term(s) in reporting. <i>Recommendations drafted; carry over referral 2022-2023 #21</i> | | | |
| 2/21/2023 8/31/2023 | 2023-2024 #08 GECCo Review and Appointment | | FAC | FAC Whether GECCo draws the review of Faculty Director etc. and whether the position is open for another three-year appointment. <i>Carry over referral 2022-2023 #22 GECCo Review and Appointment</i> | | | |
| 3/1/2023 8/31/2023 | 2023-2024 #09 Effect of Sabbatical on Assigned Time and Release Time | | FAC | FAC Where a person serving on a committee should step down. What is effect on assigned time & release time. FAC recommends consulting with URC and UPRC to see if a policy is preferred. <i>Carry over referral 2022-2023 #23 Effect of Sabbatical on Assigned Time and Release Time</i> | | | |
| 3/7/2023 8/31/2023 | 2023-2024 #10 Standing Committee Bylaws Change Section IV | | AAC, AS&SS, BPC, FAC | AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications. <i>Recommendations drafted; carry over referral 2022-2023 #27 Standing Committee Bylaws Change Section IV</i> | | | |
| 3/7/2023 8/31/2023 | 2023-2024 #11 Academic Administrators Search & Screening -Handbook Change | | BPC | BPC Whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat. <i>Carry over referral 2022-2023 #31 Academic Administrators Search & Screening -Handbook Change</i> | | | |
| 3/7/2023 8/31/2023 | 2023-2024 #12 Three-Year Lecturers and PTR Committee – Handbook Change | | FAC | FAC Language regarding 3rd-Yr Lecturers and post-tenure faculty, PTR Committee Structure, and outside department procedures. <i>Carry over referral 2022-2023 #32 Three-Year Lecturers and PTR</i> | | | |
| 3/14/2023 8/31/2023 | 2023-2024 #13 Advisor and Student Initiated Course Add/Drops in Adobe Sign | | AS&SS | AS&SS Whether there is a need for guidance or policy when student initiates form, when there is compound input from faculty, etc. <i>Recommendations drafted; carry over referral 2022-2023 #34 Advisor and Student Initiated Course Add/Drops in Adobe Sign</i> | | | |
| 3/14/2023 8/31/2023 | 2023-2024 #14 Skipping Course Waitlist | | AS&SS | AS&SS Whether it's possible to skip queue, roll students off waitlist, policy change, etc. | | | |
| 3/14/2023 8/31/2023 | 2023-2024 #15 Academic Integrity Pledge | | AS&SS | AS&SS Creating an Academic Integrity Pledge to be included in matriculation, place in student file, etc. <i>Recommendations drafted; carry over referral 2022-2023 #37 Academic Integrity Pledge</i> | | | |
| 3/21/2023 8/31/2023 | 2023-2024 #16 Statement on Open Educational Resources (OER) | RES 232401 (1st Reading 8/31/2023) | AS&SS | AS&SS Support and obligation to reduce costs for students, ways to incorporate OER, Bookstore terminology change. <i>Carry over referral 2022-2023 #41 Statement on Open Educational Resources (OER).</i> RES 232401 Statement on Reducing Educational Material Costs at CSUB | | | |
| 8/31/2023 | 2023-2024 #17 Option to Retreat Policy | | FAC | FAC Review the proposed CSUB policy regarding administrator's options to retreat. | | | |
| 8/31/2023 | 2023-2024 #18 Posthumous Degree Policy | | AAC | AAC Review the proposed policy regarding the considering and granting an Posthumous Degree. | | | |

2023-2024 AY Meeting Schedule

Academic Senate

Fall 2023

August 31
September 14, 28
October 12, 26
November 9
December 7

(Thanksgiving Break 11/23/23 – 11/24/23; Winter Break 12/21/23 – 1/18/24)

Spring 2024

January 25
February 8, 22
March 7, 21
April 11, 25
May 9 (last 2023-2024 meeting and 2024-2025 organizational meeting)

(Spring Break 3/24/23 – 3/31/23)

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

Location: Dezember Leadership Development Center, Room 409-411 Aera Combo Room

Academic Senate Executive Committee

Fall 2023

August 29
September 12, 26
October 10, 24
November 7, 21
December 5

(Thanksgiving Break 11/23/23 – 11/24/23; Winter Break 12/21/23 – 1/18/24)

Spring 2024

January 23
February 6, 20
March 5, 19
April 9, 23
May 7, 14 (Summer Senate; outgoing and incoming Executive Committee)

(Spring Break 3/24/23 – 3/31/23)

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

Location: BDC 134 – BPA Conference Room

FALL 2023

August

8/29 EC
8/31 Senate

September

9/7 Standing Committee
9/12 EC
9/14 Senate
9/21 Standing Committee
9/26 EC
9/28 Senate

October

10/5 Standing Committee
10/10 EC
10/12 Senate
10/19 Standing Committee
10/24 EC
10/26 Senate

November

11/2 Standing Committee
11/7 EC
11/9 Senate
11/16 Standing Committee
11/21 EC

Thanksgiving Break: 11/23/23 -11/24/23

11/30 Standing Committee

December

12/5 EC
12/7 Senate

Winter Break: 12/21/23 - 1/18/24

General Meeting Information:

Executive Committee (EC)

Tuesdays

meetings: 8

Standing Committees

Thursdays

of meetings: 7

Senate

Thursdays

of meetings: 7

All meeting times: 10:00 - 11:30 AM

Location: Refer to Outlook calendars

SPRING 2024

January

1/23 EC

1/25 Senate

February

2/1 Standing Committee

2/6 EC

2/8 Senate

2/15 Standing Committee

2/20 EC

2/22 Senate

2/29 Standing

March

3/5 EC

3/7 Senate

3/14 Standing Committee

3/19 EC

3/21 Senate

Spring Break: 3/24/24 - 3/31/24

April

4/4 Standing Committee

4/9 EC

4/11 Senate

4/18 Standing Committee

4/23 EC

4/25 Senate

May

5/2 Standing Committee

5/7 EC

5/9 Senate

5/14 Summer Senate

General Meeting Information:

Executive Committee (EC)

Tuesdays

of meetings: 9

Standing Committees

Thursdays

of meetings: 7

Senate

Thursdays

of meetings: 8

All meeting times: 10:00 - 11:30 AM

Location: Refer to Outlook calendars

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

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

Why is Parliamentary Procedure Important?

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

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

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

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

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

There are four Basic Types of Motions:

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

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

How are Motions Presented?

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

Voting on a Motion:

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

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

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

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

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

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

Most importantly, *BE COURTEOUS*.

The Academic Senate: How It Works

**California State University,
Bakersfield**



ACADEMIC SENATE CSU

- **Provides the official voice of the faculty in matters of system-wide concern**
- **Provides the means for the faculty to participate in the collegial forms of governance which is based on historic academic traditions as recognized by California law**
- **Promotes academic excellence**
- **Is the formal policy-recommending body on system-wide academic, professional, and academic personnel matters**

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

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

Role of the Academic Senate CSU



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

CSUB Academic Senate

The purposes of this organization shall be:

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

How Business Moves Through CSUB Faculty Governance

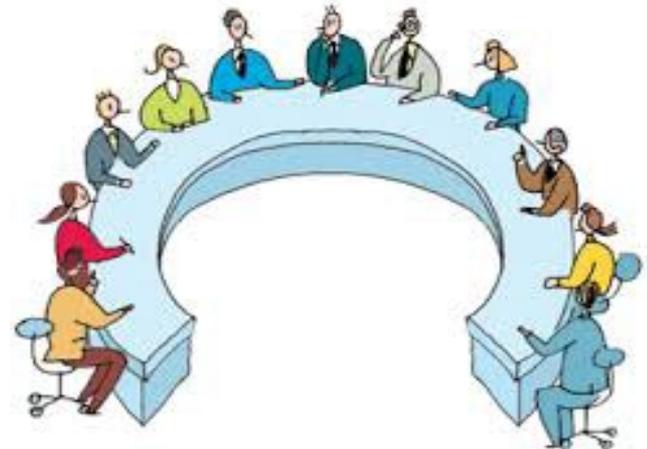


Detailed [Process Map on Senate Website!](#)

Procedures

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

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



Robert's Rules: Making a Motion

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

How to make a motion

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

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

Resolution Process

Two reading rule

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

Facilitating rules move discussion within democratic process:

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

Standing Committee Rules

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



Standing Committee Rules

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



Academic Affairs Committee

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

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

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

- AVP for Academic Programs
- Director of Enrollment Systems

Academic Affairs Committee

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

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

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

Academic Support & Student Services Committee

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

- Six Faculty members
- One Librarian
- One Student Services Professional
- One Staff member
- Vice President of ASI, or a designee

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

- Associate Dean Undergraduate and Graduate Studies
- Vice President for Student Affairs
- Associate Vice President for Student Affairs & Student Success, or a designee
- Dean of Library, or a designee
- Associate Vice President for Enrollment Management, or a designee

Academic Support & Student Services Committee

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

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

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

Budget & Planning Committee

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

- Six Faculty
- One Librarian
- One Staff member
- One Associate VP Student Affairs
- ASI President or designee

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

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

Budget & Planning Committee

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

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

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

Faculty Affairs Committee

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

- Six Faculty
- One Librarian

Also, *ex officio and non-voting* member

- Associate VP for Faculty Affairs
- CFA Representative or designee

Faculty Affairs Committee

The functions of the Faculty Affairs Committee shall be to:

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



CSU Bakersfield

Guiding Principles

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

As Runners We...

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

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

Great conversations are based on*:

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

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

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

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

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

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

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

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



Academic Senate

August 31, 2023



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

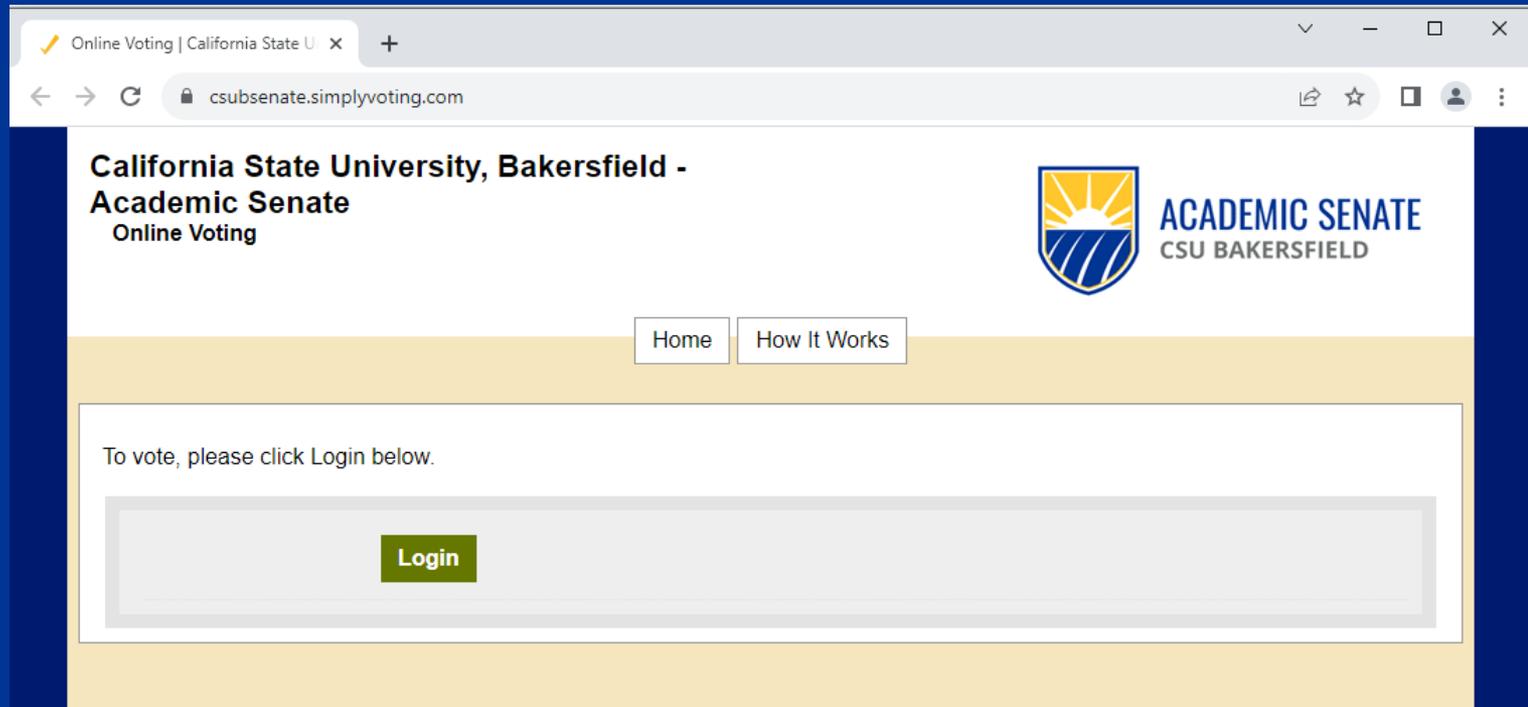


Elections and Appointments



New Online Voting Portal

- ❖ Senate has switched to Simply Voting platform
- ❖ Supports login with CSUB SSO credentials



Fall 2023 Election and Appointment Process

- ❖ Senate Office receives faculty information from Provost's Office, HR, and Academic Operations
- ❖ Senate Office processes info. to determine eligibility and generate voting rosters

Also finds vacated committee positions

- ❖ Senate Office gives each school's voting rosters to School Election Committee (SEC) chair and designated school administrative support

Senate Office and Website

- ❖ Fall process takes time to receive faculty information and update rosters
- ❖ Calls for vacant/unfilled positions will begin when voting rosters are ready

Fall 2023 Election Cycle

Order of Calls for Vacant/Unfilled Positions

1. Urgent calls for the term
 - ❖ Statewide Senator ASCSU
2. Call for university-wide school positions (SEC)
3. If needed, elections for school positions
4. Call for university-wide at-large positions (Senate Office)
5. If needed, elections for at-large positions

Senate Website

SENATE MENU

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Membership

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Senate Membership

Senate Meetings

Executive Committee Meetings

Standing Committees



Resolutions



Faculty Awards



Governing Documents



Academic Senate CSU



University Handbook



Elections and Appointments



General Faculty Meetings



Faculty Feedback

Committee charge, roster, terms, etc.

Thank You !



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