



Academic Senate Meeting – Fall 2023

Agenda

THURSDAY, OCTOBER 26, 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
 - a. September 28, 2023 (**handout**)
 - b. October 12, 2023 (*in progress*)
- C. Announcements and Information
 - a. President's Report – L. Zelezny (**Time Certain: 10:10 AM**).
 - b. AVP for Academic Affairs and Dean of Academic Programs- Debra Jackson (**Time Certain: 10:20 AM**) (**handout**)
 - c. Elections and Appointments- M. Danforth
- D. Approval of Agenda (**Time Certain: 10:05 AM**)
- E. Reports
 - a. Provost's Report – V. Harper
 - b. ASCSU Report (tabled)
 - c. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC 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 (**handout**)
 - iv. Academic Support & Student Services Committee (AS&SS) - E. Correa (**handout**)
 - v. Budget and Planning Committee (BPC) - D. Wu (**handout**)
 - vi. Faculty Affairs Committee (FAC) - M. Rush (**handout**)
 - vii. Staff Report- J. Cornelison
- F. Resolutions (**Time Certain: 10:45 AM**)
 - a. Consent Agenda
 - b. New Business
 - i. [RES 232408](#) ATI Instructional Materials- Handbook Change-AS&SS (**handout**)

- ii. [RES 232409](#) Option to Retreat [Policy](#) – Handbook Change- FAC (*handout*)
- c. Old Business
 - i. [RES 232404](#) Posthumous Degree [Policy](#) – AAC (*handout*)
 - ii. [RES 232405](#) Standing Committee- Bylaws Change – FAC (*handout*)
 - iii. [RES 232406](#) RTP and PTR Committees- Handbook Change – FAC (*handout*)
 - iv. [RES 232402](#) Statement on Reducing Educational Material Cost at CSUB – AS&SS (*handout*)
- G. Open Forum (**Time Certain: 11:15 AM**)
- H. Faculty Recognition (**Time Certain: 11:25 AM**)
- I. Adjournment

Academic Program Performance Review FAQs

In a memorandum from the Chancellor's Office to CSU Presidents, dated October 5, 2023, campuses are asked to include a review of low degree-conferring programs in the academic planning reports that will inform the March 26-27, 2024, CSU Board of Trustees agenda item on academic planning.

1. What information has the Chancellor's Office asked campuses to provide?

By January 4, 2024, each campus must submit (1) the quantitative and qualitative metrics utilized to review and evaluate credit-bearing academic programs and, utilizing these metrics, (2) the programs identified as in need of action to improve. Additionally, campuses are expected to develop and submit action plans for programs identified as in need of action by May 10, 2024.

2. Why is the Chancellor's Office asking for this information?

At the Board of Trustees meeting on September 10-13, 2023, [Resolution REP 09-23-04](#) was passed, stating "that the 1971 California State University document "Performance Review of Existing Major Programs" (AP 71-32) be reaffirmed to reinforce and strengthen the role program performance review plays in the strategic academic planning process, appropriate resource allocation and realistic goals for growth and innovation."

3. What is the gist of the 1971 document "[Performance Review of Existing Major Programs](#)"?

Referencing statements from the then Chancellor, the Board of Trustees, and the Coordinating Council for Higher Education, the document recognizes the performance review of academic programs as a major planning function at the campus and system levels and directs campuses to determine whether "low degree-conferring programs" should be discontinued or consolidated with other existing programs and, if not, on what grounds the program(s) should be retained.

4. How are "low degree-conferring programs" defined?

Following the 1971 memo, the Chancellor's Office defines "low degree-conferring programs" as those baccalaureate programs producing fewer than 10 degrees in a year and those post-baccalaureate programs producing fewer than 5 degrees in a year.

5. What grounds qualify a "low degree-conferring program" to be retained?

The 1971 memo identifies four reasons for retaining a "low degree-conferring program": (1) evidence of increasing enrollment and future degree completion of students in that program; (2) evidence that the low number of degrees conferred is a temporary fluctuation and not a downward trend; (3) the program's requirements are servicing other viable majors or general education requirements; or (4) the program is an essential offering not available to students at other State colleges.

6. What are the next steps?

The Office of Academic Programs is working with the Office of Institutional Research Planning and Assessment to verify the accuracy of the list of "low degree-conferring programs" and compiling the qualitative and quantitative metrics the campus currently uses via the new program development, program review, program suspension and program discontinuation policies.

Academic Affairs Committee (AAC)

Report to the Academic Senate

Thursday, October 19th, 2023

AAC discussed RES 232404 (Referral 2023-2024 #18) - Posthumous Degree Policy after having received feedback from the first reading at Senate. We made the following changes:

- Changed graduate program “coordinator” to “director” to better align with the terminology used in most graduate programs.
- Discussed adding an appeals process in for families, but ultimately decided that an “appeal” seemed too formal.
- Edited the section on Exceptional Circumstances to remove the portion specifying that “upon consideration of the recommendation of the school and departmental leadership, and the Provost” (to allow for recommendations from anyone to be considered).
- Removed the section on Honors at Graduation and blended this into the section on Presentation of the Degree we also added some clarity here.

We also discussed RES 232405 (Referral 2023-2024 #10) - Standing Committee — Bylaws Changes as put forth by FAC and were generally in favor of the proposal. The only suggestion that we propose is changing the last line for ADA compliance and in the event where a nominee cannot attend. We decided on the following: “Each nominee is expected to express their interest at the organizational meeting.”

Dr. Debra Jackson presented on the “Performance Review of Existing Degree Major Programs”, a Board of Trustees resolution reaffirming a 1971 communication regarding program review. This document requires regular review of low degree conferring programs (a low degree conferring program is defined as a program that graduates fewer than 10 undergrads in a year, or for grad programs, graduates fewer than 5 in a year). The Academic Master Plan (which AAC approves annually) must now, per the resolution, include a list of programs in need of improvement. By May, our campus must provide an action plan to improve those programs. Dr. Jackson will be sending a referral to the Senate to develop a policy for review of low enrolled programs (which will likely come to AAC) to assist with the May deadline.

We also discussed the status of the DNP Program Proposal. It was just sent to the Senate Executive Committee, so we should have the referral in time for our next meeting.

Report to Academic Senate for AS&SS

October 19, 2023

The meeting began with the introduction of Mike Kwon who will serve as the Director for ASI as of Nov. 6, 2023, and he will serve on AS&SS. The addition of the ASI Director to AS&SS now completes the committee structure. AS&SS committee members revised Referral #16 Statement on OER with the recommendations provided from the first reading. The committee approved the ATI appendix changes (Referral #41) and will provide a resolution for the next senate meeting. AS&SS members discussed the Academic Integrity Pledge (Referral #37) lead by Dr. Melanie Taylor who also provided examples of pledges used at other institutions. The committee will respond to referral #41 with recommendations to the Executive Senate. Prof. Matt McCoy presented an update on the survey to faculty and the survey to students for the testing center referral. Three committee members will participate as representatives from AS&SS (Dr. Atieh Poushneh, Luis Hernandez, and Mike Kwon). Dr. Jennifer McCune provided an update on Referral #14 Skipping Wait Lists. As this was a carry over referral, Dr. McCune indicated that there have not been many issues with wait lists over the past year and a half. She indicated that each CSU has different platforms, and that her office is always open to considering what else can be done to assist students but right now, there have not been many issues.



AY2023-2024 Budget and Planning Committee Report

Thursday, October 19, 2023

10:00-11:30 AM

Zoom

BPC committee met via Zoom and focused on the following issues:

1. Campus Budget Form has been rescheduled to November 6, 11am to 12pm. More details to follow.
2. BPC reviewed the additional data provided by Tommy Holiwell about percentage of courses offered outside of currently adopted time blocks by school and department and decided to invite Tommy Holiwell to visit BPC in the next meeting. There are several issues: 1) confirmation of data accuracy; 2) separating AV data from Bakersfield data; 3) graduate program courses may be largely offered outside of normal time blocks.
3. BPC reviewed Referral 11 and suggested to prepare a separate section in 309 clarifying issues of involving search firms.
4. Chair Hegde mentioned two degree program proposals will be forwarded to BPC for the review soon.

Faculty Affairs Committee

Thursday, October 19, 2023

10:00 –11:30 AM

1. 2023-24 Referral #10: Standing Committee — Bylaws Change Section IV – draft resolution to the Senate attached.
2. 2023-24 Referral #12: Three-Year Lecturers and PTR Committee - **Handbook Change** – draft PTR portion attached.
3. 2023-24 Referral #17: Option to Retreat Policy – Handbook Change?

FAC considered the comments from the Academic Senate during its first reading of the two resolutions (second reading today). We also considered referral #17 and have a resolution today for first reading. A new referral, #22 Evaluation of Academic Administrators, will be considered at our next meeting.

FAC also recommended that the Task Force look into CANVAS as a viable option for Digitizing the Performance Review Process (referral #17 and working Senate resolution #232407)

2023-2024 Academic Senate Log

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws	Approved by S	Sent to Presi	Approved by P
9/6/2023	-	RES 232401 IP	EC	Carry over from 2022-2023	RES 232401 Statement on Campus Modality <i>(1st Reading 9/6/2023)</i>				
10/19/2021 09/6/2023	2023-2024 #01 Academic Testing Center Exploratory Sub-Committee		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 9/6/2023	2023-2024 #02 Digitizing the Performance Review Process	RES 232407 IP	FAC	Access, process, CFA & HR perspective, training of chairs & deans. FAC recommends that discussion be postponed until new software is selected. <i>Carry over referral 2021-2022 #40 Digitizing the Performance Review Process</i>	RES 232407 Pilot of Interfolio <i>(1st reading 10/12/2023)</i>				
3/1/2022 9/6/2023	2023-2024 #03 Sixth-year Lecturer Review – Handbook Change		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 Review – Handbook Change</i>					
6/1/2022 9/6/2023	2023-2024 #04 Time Blocks and Space Utilization		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 9/6/2023	2023-2024 #05 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	Withdrawn	AAC, AS&SS, 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> <i>WITHDRAWN at Summer Senate 05/25/2023.</i>					
1/9/2023 9/6/2023	2023-2024 #06 ATI Instructional Materials - Handbook Change Appendix K	RES 232408 IP	AS&SS	New goals and metrics from the CO <i>Carry over referral 2022-2023 #19 ATI Instructional Materials - Handbook Appendix K</i>	RES 232408 ATI Instructional Materials- Handbook Change <i>(1st reading 10/26/2023)</i>	Handbook; Appendix K			
2/21/2023 9/6/2023	2023-2024 #07 Concentration vs. Emphasis to Describe Size of Program	Complete	AAC	Use of the terms "Concentration" and "Emphasis" and whether CSUB is using appropriate term(s) in reporting. <i>Carry over referral 2022-2023 #21 Concentration vs. Emphasis to Describe Size of Program</i>	RES 232403 Definitions of Undergraduate Concentrations and Emphases	No	9/28/2023	10/6/2023	10/9/2023
2/21/2023 9/6/2023	2023-2024 #08 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. <i>Carry over referral 2022-2023 #22 GECCo Review and Appointment</i>					
3/1/2023 9/6/2023	2023-2024 #09 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. 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 9/6/2023	2023-2024 #10 Standing Committee- Bylaws Change Section IV	RES 232405 IP	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>	RES 232405 Standing Committee <i>(1st reading 10/12/2023)</i>	Bylaws change- Section IV			
3/7/2023 9/6/2023	2023-2024 #11 Academic Administrators Search & Screening - Handbook Change		FAC	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>		Handbook; 311.1, 311.2, 311.3			
3/7/2023 9/6/2023	2023-2024 #12 Three-Year Lecturers and PTR Committee – Handbook Change	RES 232406 IP	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 Committee – Handbook Change</i> Note: RES 232406 - Addresses part 1 of the referral	RES 232406 RTP and PTR Committees <i>(1st reading 10/10/2023)</i>	Handbook; 305.6.1, 305.6.3			
3/14/2023 9/6/2023	2023-2024 #13 Advisor and Student Initiated Course Add/Drops in Adobe Sign		AS&SS	Whether there is a need for guidance or policy when student initiates form, when there is compound input from faculty, etc. <i>Recommendations drafted; carry over referral 2022-2023 #34 Advisor and Student Initiated Course Add/Drops in Adobe Sign</i>					
3/14/2023 9/6/2023	2023-2024 #14 Skipping Course Waitlist		AS&SS	Whether it's possible to skip queue, roll students off waitlist, policy change, etc. <i>Carry over referral 2022-2023 #35 Skipping Course Waitlist</i>					
3/14/2023 9/6/2023	2023-2024 #15 Academic Integrity Pledge		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 9/6/2023	2023-2024 #16 Statement on Open Educational Resources (OER)	RES 232402 IP	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 232402 Statement on Reducing Educational Material Costs at CSUB <i>(1st Reading 9/6/2023)</i>				

9/6/2023	2023-2024 #17 Option to Retreat Policy		FAC	Review the proposed CSUB policy regarding administrator's options to retreat.	
9/6/2023	2023-2024 #18 Posthumous Degree Policy	RES 232404 IP	AAC	Review the proposed policy regarding the considering and granting an Posthumous Degree. RES 232404 Posthumous Degree Policy <i>(1st Reading 10/12/23)</i>	
10/3/2023	2023-2024 #19 HSIRB and IACUC Policy Updates- Handbook Change		FAC	Review the proposed policy and procedure updates for HSIRB and IACUC for proposed handbook changes.	Handbook; 303.9.2
10/2/2023	2023-2024 #20 Proposal for emphasis in Biochemistry B.S.		AAC	Whether to approve the proposal for an emphasis in Biochemistry B.S. Update: Per D. Solano, department will be sending revised proposal reflecting RES232403 pending review and approval from NSME curriculum committee- 10/03/2023.	
10/17/2023	2023-2024 #21 Graduate Policies and Curriculum Committee- Handbook Change		FAC	Proposed changes to the handbook regarding Graduate Policies and Curriculum and requests for description of graduate faculty criteria to be added with language for an appeal process.	Handbook; 308
10/17/2023	2023-2024 #22 Evaluation of Academic Administrators- Handbook Change		FAC	Review of 311 Evaluation of Academic Administrators; consideration of proposed edits to 311.1, inclusion of AVP IRPA and AVP EM to 311.2 and review of 311.3 committee membership. Update of AVP of GRASP.	Handbook; 311
IP	2023-2024 #23 New Degree Program Proposal- Bachelor of Music in Music Education	IP; drafting referral 10/25/23	BPC and AAC	Review the new degree program proposal – Bachelor of Music in Music Education	
IP	2032-20224 #24 New Degree Program Proposal- Doctor of Nursing Practice	IP; drafting referral 10/25/23	BPC and AAC	Review the new degree program proposal – Doctor of Nursing Practice	
IP	2023-2024 #25 Academic Master Plan (AMP) 20224-25 through 2033-34	IP; drafting referral 10/25/23	BPC and AAC	Review and approval of the Academic Master Plan (AMP) for 2024-2025 through 2033-2034.	
	2023-2024 #XX BPA Advising Center Name Change	HOLD	BPC and AAC	Review the request for the BPA Advising Center Name Change Update: Awaiting memo from BPA Dean with official request- 10/2/2023.	
	2023-2024 #XX Summer SOCI Issues	HOLD	BPC	SOCI Summer Issue Update: Addressed in Calendar Committee (per D. Wu- EC 9/26/2023). Awaiting memo from Calendar Committee.	



NOTE: A clean copy of the resolution proposed.

ATI Instructional Materials – Handbook Change- Appendix K

RES 232408

AS&SS

RESOLVED: That the CSUB Academic Senate approve the following updates to the Accessible Technology Initiative (ATI) Handbook – Appendix K instructional Materials Accessibility:

IM Goal 1.0- Timely Adoption of Instructional Materials

Faculty submit book orders to the Runner Bookstore before the first week of advising. The Department or Program Chair ensures that appropriate materials are ordered by the first day of priority registration. When faculty have not been identified for normal course offerings before the first week of advising, the Department or Program Chair will notify the Runner Bookstore of the appropriate instructional materials required.

IM Goal 4.0- Instructor Use of LMS (or non-LMS) Course Websites

Faculty ensures two kinds of accessibility when using LMS and non-LMS course websites. First relates to the accessibility of the platform, second accessibility relates to the content placed in LMS.

Accessibility of the platform:

- a. Instructor reviews the accessibility guide provided by the LMS provider to understand how they can enhance accessibility while using the LMS.
- b. Instructor runs accessibility checker on their html content.
- c. They follow recommendations to create accessible exams on LMS.
- d. They keep the needs of students who use assistive technology to view materials and exams in mind when using LMS for their course.
- e. When using website or materials from publisher, the faculty contacts the publisher for details about the level of accessibility provided by the publisher.

Accessibility of the content:

- a. Faculty attend the training conducted by FTLC on how to create accessible materials.
- b. They ensure that all documents are in accessible format.
 1. Digital media has closed captions, transcripts, and image descriptions.
 2. They use alt text for images.

3. They add language attribute tags to all foreign language text.
4. They avoid using abbreviations or all caps.

Teaching faculty are encouraged to make all instructional materials available in LMS and training and resources to assist faculty are available through the Faculty Teaching and Learning Center.

IM Goal 5.0- Accessibility Requirements for Multimedia, Interactive Content, and Emerging Instructional Technologies

The Solutions Consulting and Technology Accessibility Review (TAR) Teams (comprised of staff from ITS, Procurement, Library, and SSD) evaluate all software and hardware products purchased by the campus for accessibility and security.

An approved accessibility checker tool will be provided in the LMS to assist instructors with assessing the accessibility of course content.

IM Goal 6.0- Accessibility Requirements for Course Review and Remediation

The University Program Review Committee, Academic Affairs Committee, and School Curriculum Committees shall adopt policies, develop processes, and implement procedures for incorporating accessibility compliance as a required component in the curriculum review and approval process. This includes processes for selecting appropriate course materials, timely accessibility prior to the start of the course, regular evaluations of material accessibility, course content remediation if required, and prioritizing and remediating inaccessible course content. The appropriate University and Academic Senate officers will communicate this requirement, ensuring compliance with all ADA regulations.

IM Goal 7.0- Creation and Adoption of Accessible Instructional Materials

The Faculty Teaching and Learning Center (FTLC) shall provide training and support to faculty to ensure that course materials are available in compliance with Americans with Disabilities Act (ADA) standards and regulations. Additionally, faculty are encouraged to seek further assistance to develop accessible course content materials by requesting guidance from FTLC and the Services for Students with a Disability (SSD) to ensure that any materials that are created and/or adopted are available and accessible for all students.

IM Goal 8.0- Communication Process and Training Plan

The University President shall instruct the appropriate offices to provide training and information to the relevant parties. The ATI Steering Committee is the shared governance body responsible for the communication process. As part of this effort, Services for Students with a Disability (SSD) shall educate their students and develop materials to be distributed in first-year seminar courses for incoming students; the Associate Vice President for Faculty Affairs shall include information on Instructional Materials Accessibility Plan in the new faculty orientation; Human Resources shall include information on Instructional Materials Accessibility Plan in the new staff orientation; and the Academic Senate shall engage with Faculty Teaching and Learning (FTLC) unit, schools, and departments to develop materials

and workshops to inform the faculty about ADA compliance. Presentations are provided regarding course content and materials during University Day.

IM Goal 9.0- ATI Instructional Materials Accessibility Plan

The ATI Instructional Materials Working Group shall work with the appropriate stakeholders (University President, ATI Steering Committee, ATI Officer, ATI Working Group, ATI Subcommittees) on developing an evaluation process to ensure that accessibility plan objectives are met, and the Annual Instructional Materials Plan is implemented.

RATIONALE: Implementing these updates will provide consistency with the goals and objectives of the Chancellor’s Office as well as CSUB’s compliance to meeting State regulations.

Distribution List:

- President
- Provost and VP for Academic Affairs
- VP Student Affairs
- AVP Faculty Affairs
- AVP Academic Affairs and Dean of Academic Programs
- School Deans
- Dean of Libraries
- Dean of Antelope Valley
- Dean of Extended University and Global Outreach
- Department Chairs
- General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:

NOTE: A strike through copy of the Appendix K wording with inserts in the text (where applicable) and in 'red' the proposed changes

ATI Instructional Materials - Handbook Change- Appendix K

RES 232408

AS&SS

RESOLVED: That the CSUB Academic Senate approve the following updates to the Accessible Technology Initiative (ATI) Handbook – Appendix K instructional Materials Accessibility:

CURRENT APPENDIX K

APPENDIX K: Instructional Materials Accessibility Plan (IMAP)

~~1. A process for timely adoption of textbooks by faculty:~~

~~All instructional materials must be accessible to persons with disabilities in order to provide them with effective communication. Communication should be, to the extent possible, as effective for persons with disabilities as it is for persons without disabilities. An essential component of effective communication is timely delivery of course content in accessible formats. To the extent possible, instructional content, including online course materials, should be accessible to students with disabilities at the same time it is available to any other student.~~

~~Faculty will submit book orders to the Runner Bookstore before the first week of advising. The Department or Program Chair will ensure that appropriate materials are ordered by the first day of priority registration.~~

IM Goal 1.0- Timely Adoption of Instructional Materials

Faculty submit book orders to the Runner Bookstore before the first week of advising. The Department or Program Chair ensures that appropriate materials are ordered by the first day of priority registration. When faculty have not been identified for normal course offerings before the first week of advising, the Department or Program Chair will notify the Runner Bookstore of the appropriate instructional materials required.

~~2. A process for identification of textbooks for late-hire faculty:~~

~~When faculty have not been identified for normal course offerings before the first week of advising, the Department or Program Chair will notify the Runner Bookstore of the appropriate instructional materials required.~~

Deleted addressed under new goals by CO

~~3. A process for early identification of students with disabilities who require instructional materials to be provided in an alternate format:~~

~~Students with documented disabilities receive priority registration. The Services for Students with Disabilities (SSD) Office shall keep a current list of students who require instructional materials in alternate formats. In order to assure the timely delivery of alternate formats, students with documented disabilities are responsible for notifying SSD of their schedule within one week of priority registration.~~

Deleted addressed under new goals by CO

~~4. A strategy to increase faculty use of the campus learning management system (LMS) for delivering technology-enabled courses, and for posting syllabi and instructional materials online for traditional face-to-face and hybrid or blended courses.~~

~~Instructional materials distributed in the classroom shall also be available in accessible formats.~~

IM Goal 4.0- Instructor Use of LMS (or non-LMS) Course Websites

Faculty ensures two kinds of accessibility when using LMS and non-LMS course websites. First relates to the accessibility of the platform, second accessibility relates to the content placed in LMS.

Accessibility of the platform:

- f. Instructor reviews the accessibility guide provided by the LMS provider to understand how they can enhance accessibility while using the LMS.
- g. Instructor runs accessibility checker on their html content.
- h. They follow recommendations to create accessible exams on LMS.
- i. They keep the needs of students who use assistive technology to view materials and exams in mind when using LMS for their course.
- j. When using website or materials from publisher, the faculty contacts the publisher

for details about the level of accessibility provided by the publisher.

Accessibility of the content:

- c. Faculty attend the training conducted by FTLC on how to create accessible materials.
- d. They ensure that all documents are in accessible format.
 - 1. Digital media has closed captions, transcripts, and image descriptions.
 - 2. They use alt text for images.
 - 3. They add language attribute tags to all foreign language text.
 - 4. They avoid using abbreviations or all caps.

Teaching faculty are encouraged to make all instructional materials available in LMS and training and resources to assist faculty are available through the Faculty Teaching and Learning Center.

~~5. A process to incorporate accessibility requirements in the purchase of digital or multimedia instructional materials (captions on videos, for example):~~

~~The CSU Procurement Directors have hired a consultant to assist them with a process for incorporating accessibility requirements in the purchase of instructional materials.~~

IM Goal 5.0- Accessibility Requirements for Multimedia, Interactive Content, and Emerging Instructional Technologies

The Solutions Consulting and Technology Accessibility Review (TAR) Teams (comprised of staff from ITS, Procurement, Library, and SSD) evaluate all software and hardware products purchased by the campus for accessibility and security.

An approved accessibility checker tool will be provided in the LMS to assist instructors with assessing the accessibility of course content.

6. A method to incorporate accessibility as a required component in the curriculum review and approval process.

The University Program Review Committee, Academic Affairs Committee, and School Curriculum Committees shall adopt policies, **develop processes**, and **implement** procedures for incorporating accessibility **compliance** as a required component in the curriculum review and approval process. **This includes processes for selecting** The appropriate course materials, **timely accessibility** prior to the start of the course, **regular evaluations of material accessibility**, **course content remediation** if required, and **prioritizing and remediating inaccessible course content**. The appropriate University and Academic Senate officers will communicate this

~~R~~requirement, **ensuring compliance with all ADA regulations**.

IM Goal 6.0- Accessibility Requirements for Course Review and Remediation

The University Program Review Committee, Academic Affairs Committee, and School Curriculum Committees shall adopt policies, develop processes, and implement procedures for incorporating accessibility compliance as a required component in the curriculum review and approval process. This includes processes for selecting appropriate course materials, timely accessibility prior to the start of the course, regular evaluations of material accessibility, course content remediation if required, and prioritizing and remediating inaccessible course content. The appropriate University and Academic Senate officers will communicate this requirement, ensuring compliance with all ADA regulations.

7. A plan to support faculty in the creation of accessible course content.

The Faculty Teaching and Learning Center (FTLC) shall provide training and support to faculty to ensure that ~~seeking to develop accessible~~ course content materials are available in compliance with Americans with Disabilities Act (ADA) standards and regulations. Additionally, faculty are encouraged to seek further assistance to develop accessible course content materials by requesting guidance from FTLC and the Services for Students with a Disability (SSD) to ensure that any materials that are created and/or adopted are available and accessible for all students.

IM Goal 7.0- Creation and Adoption of Accessible Instructional Materials

The Faculty Teaching and Learning Center (FTLC) shall provide training and support to faculty to ensure that course materials are available in compliance with Americans with Disabilities Act (ADA) standards and regulations. Additionally, faculty are encouraged to seek further assistance to develop accessible course content materials by requesting guidance from FTLC and the Services for Students with a Disability (SSD) to ensure that any materials that are created and/or adopted are available and accessible for all students.

8. A communication process and training plan to educate students, faculty, and staff about the campus IMAP.

The University President shall instruct the appropriate offices to provide training and information to the relevant parties. ~~The ATI Steering Committee is the shared governance body responsible for the communication process.~~ As part of this effort, ~~Services for Students with a Disability~~ SSD shall educate their students and ~~shall~~ develop materials to be distributed in ~~CSUB 101 and orientation~~ first-year seminar courses for in-coming students; the Associate Vice President for Faculty Affairs shall include information on Instructional Materials Accessibility Plan in the new faculty orientation; Human Resources shall include information on Instructional Materials Accessibility Plan in the new staff orientation; and the Academic Senate shall ~~engage with Faculty Teaching and Learning (FTLC) unit, schools, and departments~~ to develop materials and workshops to inform the faculty about ADA compliance. Presentations are provided regarding course content and materials during ~~at~~ University Day 2007.

IM Goal 8.0- Communication Process and Training Plan

The University President shall instruct the appropriate offices to provide training and information to the relevant parties. The ATI Steering Committee is the shared governance body responsible for the communication process. As part of this effort, Services for Students with a Disability (SSD) shall educate their students and develop materials to be distributed in first-year seminar courses for incoming students; the Associate Vice President for Faculty Affairs shall include information on Instructional Materials Accessibility Plan in the new faculty orientation; Human Resources shall include information on Instructional Materials Accessibility Plan in the new staff orientation; and the Academic Senate shall engage with Faculty Teaching and Learning (FTLC) unit, schools, and departments to develop materials and workshops to inform the faculty about ADA compliance. Presentations are provided regarding course content and materials during University Day.

~~9. An evaluation process to measure the effectiveness of the plan.~~

IM Goal 9.0- ATI Instructional Materials Accessibility Plan

~~The University Section 504 Compliance Officer/ADA Coordinator shall work with the entities identified in item #8 above to~~ The ATI Instructional Materials Working Group shall work with the appropriate stakeholders (University President, ATI Steering Committee, ATI Officer, ATI Working Group, ATI Subcommittees) on develop an evaluation process to ensure that accessibility plan objectives are met, and the Annual Instructional Materials Plan is implemented.

IM Goal 9.0- ATI Instructional Materials Accessibility Plan

The ATI Instructional Materials Working Group shall work with the appropriate stakeholders (University President, ATI Steering Committee, ATI Officer, ATI Working Group, ATI Subcommittees) on developing an evaluation process to ensure that accessibility plan objectives are met, and the Annual Instructional Materials Plan is implemented.

~~10. The identification of roles and responsibilities associated with the above processes.~~

See items #8 and #9 above.

Deleted and covered above goal

~~11. Milestones and timelines that conform to the dates listed below.~~

~~June 15, 2007: Submission of CSUB's Instructional Materials Accessibility Plan (IMAP):~~

~~Draft (this has occurred as required).~~

~~**November 1, 2007:** Submission of CSUB's Instructional Materials Accessibility Plan (IMAP): Final~~

~~**July 1, 2008:** CSUB will implement the IMAP provisions related to timeliness of alternate formats for print-based instructional materials such as those reflected in points #1 to~~

~~#4 of Coded Memo AA-2007-04. These provisions should impact the timeliness of materials for the first academic term of Calendar Year, 2008.~~

~~**Fall Term, 2008:** New courses and new course content, including instructional materials and instructional websites, will be designed and authored in a manner that incorporates accessibility. If incorporating accessibility is not possible or would constitute an undue burden, then a plan to provide an equally effective alternate form of access must be developed, documented, and communicated. Existing course content will be made accessible at the point of course redesign or when a student with a disability enrolls in the course.~~

~~Deleted and covered under goal 9~~

RATIONALE: Implementing these updates will provide consistency with the goals and objectives of the Chancellor's Office as well as CSUB's compliance to meeting State regulations.

Distribution List:

- President
- Provost and VP for Academic Affairs
- VP Student Affairs
- AVP Faculty Affairs
- AVP Academic Affairs and Dean of Academic Programs
- School Deans
- Dean of Libraries
- Dean of Antelope Valley
- Dean of Extended University and Global Outreach
- Department Chairs
- General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:

NOTE: A comparison in 3 colors of a.) The Chancellor's Office Goals, 2.) the Original Appendix K, 3.) the proposed changes by AS&SS

Green (CO Goal), Red (Current CSUB Goal), Blue (Suggested changes/Discussion)

CO- <https://ati.calstate.edu/instructional-materials/goals>

CSUB- <https://maindata.csub.edu/media/17471/download?inline=>

Subcommittee Report- See attachment in email "ATI Instructional Materials"

Sample from CSUF https://www.fullerton.edu/ATI/_resources/pdfs/CSUF-ATI-Plan-2022-2024.pdf

IM Goal 1.0- Timely Adoption of Instructional Materials

The campus has implemented a comprehensive plan to ensure the timely adoption of instructional materials, including courses with late-hire faculty or adjunct faculty.

Success Indicators for Goal 1

- 1.1 Campus has formally documented (e.g., Policy, Resolution, or Procedure) a process to ensure the timely adoption of textbooks and other instructional materials.
- 1.2 Develop a process (e.g., developed and documented practices, specified staff time, educational/training resources, and technology) to achieve compliance with timely adoption.
- 1.5 Develop a process to distribute performance reports regarding timely adoptions to campus administration at least annually.
- 1.6 Develop a process to distribute performance reports regarding timely adoptions for late-hire faculty to campus administration at least annually.

Current CSUB 1- A process for timely adoption of textbooks by faculty:

All instructional materials must be accessible to persons with disabilities in order to provide them with effective communication. Communication should be, to the extent possible, as effective for persons with disabilities as it is for persons without disabilities. An essential component of effective communication is timely delivery of course content in accessible formats. To the extent possible, instructional content, including online course materials, should be accessible to students with disabilities at the same time it is available to any other student.

The CO's goal 1 does not discuss accessibility issues. Their goal seems to broadly address timely adoption of materials. Should we delete this section altogether?

Faculty will submit book orders to the Runner Bookstore before the first week of advising. The Department or Program Chair will ensure that appropriate materials are ordered by the first day of priority registration.

1.1 states that the campus has a "formally documented process for adoption." Do we have this? Is it just "before the first week of advising?"

Subcommittee evidence- "University Handbook Section 203.3 requires timely adoption of instructional materials. University Handbook Appendix K has the Instructional Materials Accessibility Plan Handbook: <https://www.csub.edu/senate/university-handbook>"

1.2 also discusses the process (e.g., training, documented practices) for compliance. I believe we just receive an email saying when textbooks are due. Anything else?

Subcommittee evidence- "Provost's Office sends out textbook adoption deadline memos each semester. "

1.5 discusses performance reports. Do we have this?

Subcommittee evidence- "Previous regular reporting of missing textbook adoptions was not transitioned over to interim person filling this role in Provost's Office during AY 2020/21. New person hired for role will begin this reporting again in Fall 2021."

1.6 discusses the distribution of performance reports. Do we have this?

Subcommittee evidence- Not included.



Option to Retreat Policy- Handbook Change

RES 232409

FAC

RESOLVED: That the Academic Senate recommend revisions to the University Handbook language regarding the option to retreat and awarding of tenure when hiring an Academic Administrator (deletions in ~~striketrough~~, additions in **bold underline**) as specified below.

305.2.5 Award of Tenure to Academic Administrators

Academic administrators who have been awarded tenure as faculty in a previous position may be awarded tenure by the President upon hiring if the academic unit granting the **option to retreat** ~~rights~~ considers the academic record to warrant it.

309.6 Roles and Procedures of the Search and Screening Committees

i. For ~~retreat rights~~ **an option to retreat** and potential tenure purposes, candidates shall be interviewed by the **academic department** in which they are seeking **the option to retreat, rights**, at which time **the tenured faculty members of the department in consultation with the probationary faculty members of the department** will forward to the Search and Screening Committee a recommendation assessing the candidate's potential for the reward of tenure **and at what rank. Such a recommendation should follow the procedures outlined in the Option to Retreat Policy.** A negative recommendation from the department regarding a particular applicant is to be considered a right of refusal to accept the candidate in that department.

j. Any recommendation for tenure upon appointment would normally be restricted to those applicants who have been, or are currently, tenured by an accredited academic institution of higher education. Applicants without such a record shall be evaluated for tenure according to criteria jointly established by the appropriate department, the dean, and the P&VPAA.

RATIONALE: The issue of retreat rights needed clarification regarding the hiring procedures during which a candidate can request the option to retreat to a certain department and to the processes by which departments consider granting the option to retreat. The language provided refers to the

attached *Option to Retreat Policy* (new) for CSU Bakersfield that aligns with the CSU Employment Policy Governing Administrator Employees' Option to Retreat. The new policy acknowledges that 'retreating' to a department is not necessarily a 'right' but an option and includes a notice of potential ineligibility to retreat in the event of a 'finding.'

Distribution List:

President
Provost and VP for Academic Affairs
VP Student Affairs
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
School Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended University and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:



California State University, Bakersfield
Division of Academic Affairs

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

Policy Number: TBD

Policy Status: [Draft]

Affected Units

Administrators

Academic Departments and Programs

Policy Statement Text

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

Procedures for Considering and Granting the Option to Retreat

1. Prior to campus visits, the search committee will ascertain which candidates want to be considered for the option to retreat, and then notify the relevant Academic Department(s) of the candidate's request for consideration.
2. The candidate will meet with the (tenured) faculty of the Department during the interview process.
3. The (tenured) faculty of the Department will evaluate the candidate's qualifications, including but not limited to:
 - a. Education
 - b. Background
 - c. Excellence in teaching, scholarship, and/or research and creative activities
 - d. Professionalism
 - e. Previous history of tenure

4. The Department will provide a written recommendation to the search committee and appropriate administrator. If the option to Retreat is supported, the Department will also recommend rank and tenure status (with or without).
5. Final approval is determined by the President or designee.

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

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

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

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

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

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

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

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

Consultations

Academic Senate
Provost's Council

Policy Foundations and References

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

Approved Date: TBD

Effective Date: TBD

Date Submitted to Policy Portal: TBD



Posthumous Degree Policy
RES 232404

AAC

RESOLVED: That the Academic Senate adopt the “Posthumous Degrees” policy.

RATIONALE: Currently there is no policy for the granting of posthumous degrees, resulting in varying standards across schools, departments, and programs. The “Posthumous Degrees” policy provides clear and consistent standards for granting such honors.

Attachment:
“Posthumous Degrees” policy_updated.docx

Distribution List:
President
Provost and VP for Academic Affairs
VP Student Affairs
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
School Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended University and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:



California State University, Bakersfield
Division of Academic Affairs

Policy Title: Posthumous Degrees

Policy Number: TBD

Policy Status: [Draft]

Affected Units

Cabinet

Deans

Academic Departments and Programs

Policy Statement Text

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

Procedures for Considering and Granting the Posthumous Degree

Baccalaureate Degrees:

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

1. was actively matriculated or eligible to be matriculated at the California State University, Bakersfield;
2. was within 30 units of completing their degree;
3. had satisfactorily completed at least 20 semester units of coursework at the University;

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

Master's and Doctoral Degrees

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

1. was actively matriculated or eligible to be matriculated at the California State University, Bakersfield;
2. had completed at least 75% of the required units for the formal program;
3. had a grade-point average of 3.0 or higher in all courses attempted to satisfy requirements for the degree.

Normal processing of requests:

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

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

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

Exceptional Circumstances

~~In exceptional circumstances, the President may, upon consideration of the recommendation of the school and departmental leadership, and the Provost, confer a posthumous degree regardless of completion of the above requirements.~~

Presentation of the Degree

At the President's discretion, the posthumous bachelor's, master's or doctoral degree will be awarded either at a private ceremony or at the appropriate commencement exercise. ~~If the student was eligible to graduate with honors (e.g., Helen Louise Hawk Honors program, cum laude, etc.), such honors may also be recognized.~~

Honors at Graduation

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

Consultations

Cabinet

Academic Senate

Provost's Council

Policy Foundations and References

Title 5

Approved Date: TBD

Effective Date: TBD

Date Submitted to Policy Portal: TBD



Standing Committee – Bylaws Change

RES 232405

FAC

RESOLVED: That the Bylaws reflect the election process for Standing Committee Chairs. (Deletions in ~~striketrough~~ and additions in **bold underline**, as edited below.)

SECTION IV: STANDING COMMITTEES

A. Regulations Governing Standing Committees

1. Standing Committee Chairs shall be elected by the Academic Senate from its membership at the Organizational Senate meeting at the end of Spring semester. **A call for nominations for Standing Committee Chair positions should be posted two weeks prior to the Organizational meeting. Eligible members include those who have served at least one year on the Academic Senate and have served at least one year on the Standing Committee for which the Chair position is sought. Each nominee is expected to attend the Organizational meeting and speak to their interest and qualifications.**

RATIONALE: The current process by which a Senator is nominated for a Standing Committee Chair does not give enough time for nominations to be considered, and then time for adequate consideration of the candidates prior to a vote of the Senate. The goal is to make the process transparent and open, giving the Senate time to consider a meaningful vote during the Organizational Senate meeting in Spring. The underlined addition also makes clear who is eligible for nomination as Chair of a Standing Committee.

Distribution List:

President
Provost and VP for Academic Affairs
VP Student Affairs

AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
School Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended University and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:
Sent to the President:
President Approved:



RTP and PTR Committees - Handbook Change

RES 232406

FAC

RESOLVED: That the Academic Senate recommend revisions to the University Handbook language regarding the composition of RTP and PTR committees (deletions in ~~striketrough~~, additions in **bold underline**) as specified below.

305.6.1 Election and Composition of the Unit RTP Committee

The academic deans will be responsible for ensuring that departments are in compliance with this section. To ensure that the unit committee is appropriately constituted, the department will submit to the dean, at least three weeks before the beginning of a review cycle, a list of members of the Unit RTP Committee.

If a unit committee is inappropriately constituted, the review(s) performed by that committee is (are) null and void. The review level that discovers the violation will notify the department that it must reconstitute the Unit RTP Committee so that it can reevaluate the file(s).

- a. The probationary and tenured faculty of each unit shall elect a committee from among its tenured members for the purposes of evaluating and recommending faculty for retention, the award of tenure, and/or promotion. Tenured faculty enrolled in the Faculty Early Retirement Program (FERP) are eligible to serve, in accordance with their FERP contracts but may decline such service. If elected, eligible tenured members not in the FERP are obligated to serve. Faculty serving as President of the CFA, Director of the Teaching and Learning Center, or Director of Assessment are not eligible to serve on a Unit RTP Committee.
- b. At the candidate's discretion, for unstated reasons, the candidate may request a specific **eligible** member from within or outside the ~~department~~ **unit** ~~who is jointly acceptable to other members of the RTP Committee~~ **to serve as an additional member of the committee. This member serves in addition to the three or more faculty elected by the unit.** ~~All other criteria for membership on the committee must be met.~~ The requested member shall serve as a voting member of the unit RTP committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.
- c. A faculty with a formal joint appointment shall have, at the time of appointment, designated the unit to conduct ~~his/her~~ **their** review.

- ~~xi.~~ A The faculty **with a formal joint appointment** shall have the right to participate in the elections of both the unit RTP committee of the designated unit and that of the other unit.
- ~~dii.~~ When reviewing a faculty holding a formal joint appointment, one or ~~more~~ **two** members selected by and from the secondary unit RTP committee shall augment the designated unit RTP committee.
- ~~eiii.~~ ~~When reviewing a faculty without a formal joint appointment but one who does a portion of his/her teaching outside the unit, the probationary and tenured faculty of the unit may augment the unit RTP committee with one or more members from the outside peer review committee.~~
- ~~fd.~~ The unit RTP committee shall consist of no fewer than three (3) full-time tenured faculty. If a unit has fewer than three members qualified to serve on the committee, **all eligible members from the unit are expected to serve on the committee.** ~~†~~The probationary and tenured faculty shall elect one or more **eligible** committee members from other units **to fill the remaining positions on the unit committee up to a total number of 3 members.** The outside member(s) shall have the same responsibilities as all such committee members.
- ~~ge.~~ With respect to librarians and counselors, the word “unit” as used in this section of the Handbook refers to the library and the counseling center, respectively, as the administrative unit for the election of a unit RTP committee.
- ~~hf.~~ Except in cases of probationary faculty already at the top rank (professor or equivalent), in promotion and tenure considerations, members of the unit RTP committee must have a higher rank than those being considered for promotion or tenure.
- ~~ig.~~ Faculty may serve on the review committee of more than one unit during a given RTP cycle.
- ~~jh.~~ Faculty members undergoing post-tenure review may serve on RTP committees unless they are requesting promotion during that academic year.
- ~~ki.~~ A **unit** chair submitting a separate evaluation and recommendation shall not serve on the unit RTP committee. **The unit chair review shall be conducted independently and in parallel with the unit committee review.**
- ~~lj.~~ A faculty serving as a dean (including assistant or associate dean) or as a member of the University Review Committee (URC) shall not serve on any unit RTP committee.
- ~~mk.~~ The unit RTP committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.

306.3 Post-Tenure Review

- a. For the purpose of maintaining and improving a tenured faculty’s effectiveness, tenured faculty shall be subject to periodic performance reviews at intervals of no greater than five (5) years.
- b. Each unit shall determine explicate criteria for post-tenure review of faculty (including Associate Professors, Associate Librarians, or Associate Counselors) provided that, at minimum, the criteria include faculty teaching performance, scholarship, service (as

appropriate to their appointment), and currency in the field appropriate to university-level expertise. Those units that do not specify criteria for evaluation shall follow the campus criteria used for retention, tenure, and promotion reviews. *(Revised July 15, 2021)*

- c. A performance review for the purposes of promotion shall serve as the post-tenure periodic review.
- d. Subject to approval by the appropriate dean, a faculty member may request an early review.
- e. ~~By October 31, the department chair shall notify those faculty who are scheduled for post-tenure review that they should prepare a Working Personnel Action File (WPAF) by the designated deadline.~~ **The PTR evaluation process shall be initiated by the Provost's office by notifying faculty who are scheduled for post-tenure review.** PTR review shall be conducted during the fall semester. ~~prior to the beginning of the evaluation process for the first performance review cycle. Compensation for librarians eligible for difference in pay leaves shall be the difference performance review cycle.~~
- f. The probationary and tenured members of the unit shall elect a post-tenure review committee to carry out the periodic review. The committee shall consist of no fewer than three (3) full-time tenured faculty of equal or higher rank than the individual being evaluated. ~~The committee shall elect its own chair, who participates in the discussion. The committee evaluation and file shall be forwarded to the appropriate dean.~~ **If a unit has fewer than three members qualified to serve on the committee, all eligible members from the unit are expected to serve on the committee. The probationary and tenured faculty shall elect one or more eligible committee members from other units to fill the remaining positions on the committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.**
- g. **At the candidate's discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the department to serve as an additional member of the committee. This member serves in addition to the three or more faculty elected by the unit. The requested member shall serve as a voting member of the unit PTR committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.**
- h. **The unit PTR committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.**
- i. **The committee evaluation and file shall be forwarded to the appropriate dean.** gj. The unit chair may submit an evaluation as part of the post-tenure review, but then shall be ineligible to serve on the unit committee. **The unit chair review shall be conducted independently and in parallel with the unit committee review.**
- hk. Faculty who are undergoing post-tenure reviews shall not serve on any post-tenure review committee during that academic year.

- i. A copy of each level's evaluation shall be sent to the faculty member who may comment on it in writing **using the rebuttal process**. ~~Such comment shall be included in the WPAF.~~
- j. The school dean shall prepare a summary of the evaluations prepared during the periodic review. The school dean and the unit **committee review** chair shall meet with the faculty to discuss the evaluations and the summary. The faculty may submit a response to the written summary.
- k. The written summary and the evaluations shall be placed in the faculty member's Personnel Action File (PAF) that is kept in the appropriate Dean's office. ~~Post-tenure review materials shall be kept in the PAF until a second post-tenure review is completed. Materials relevant to the first review shall then be removed from the file.~~

RATIONALE: The composition of the unit review committees is a key component of the faculty review process. The proposed changes align language and processes between the RTP and PTR processes. Additionally, these changes clarify the process for the election and appointment of members from outside of units to serve on unit committees.

Distribution List:

President
Provost and VP for Academic Affairs
VP Student Affairs
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
School Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended University and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Statement on Reducing Educational Material 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 asking faculty to consider adopting one or more of the following recommendations:

of the following recommendations;

1. Adoption of Free Open Educational Resources (OER) ~~instead of textbooks,~~
2. Utilizing electronic or digital media subscriptions through a library license,
3. Providing copies of materials on Library Reserve,
4. 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

Formatted: Indent: Left: 1", First line: 0"

School Deans
Antelope Valley Dean
Library Dean
EEGO Dean
Department Chairs
General Faculty

