

California State University, Bakersfield

Academic Senate

Minutes

Thursday, September 8, 2022

10:00 a.m. – 11:30 a.m.

Location: Student Health Services Conference Room and ZOOM Video Conference

<https://csub.zoom.us/j/89008353888?pwd=V2NoeVBQeURTZzBycUI5V2ltZU5sUT09&from=addon>

**Members:** A. Hegde, M. Danforth, M. Ayuso, E. Correa (virtual), J. Gillard (virtual), V. Harper, H. He (excused), C. Lam, M. Martinez (excused; attending statewide ASCSU senate meeting), J. Millar (excused; attending statewide ASCSU senate meeting), S. Miller, M. Rees (virtual), J. Rodriguez, A. Rodriguez, M. Rush, T. Salisbury (virtual), A. Sawyer (virtual), D. Solano, B. Street, J. Tarjan, M. Taylor (virtual), C. Vollmer, and D. Wu.

**Visitors:** D. Boschini, D. Fowler, F. Gorham, D. Jackson, D. Perez-Granados, J. Self, R. Dugan, and L. Zelezny.

1. Call to Order (A. Hegde)
2. Approval of Minutes
  - a. August 25, 2022 (tabled)
3. Announcements and Information
  - a. President Zelezny (Time Certain: 10:10 AM).
    - i. Thanked people for attending Runner Walk and Talk
    - ii. Heading to Fresno State for their presidential investiture and as a keynote speaker. U.S. Poet Laureate will also be at the event.
    - iii. Board of Trustees meeting – Showcasing CSUB on budget, also focusing on cluster hires. Livestream will be available.
    - iv. NAGPRA- Native American Graves Protection and Repatriation Act
      1. CSUB working hard to comply with legislation and to work with tribal leaders to repatriate ancestral bones of Native American Indians in our region. Part of the process requires CSUB to send a survey to the academic departments to assess and inventory any native American ancestral bones or artifacts. Survey to be going out soon from the Provost.
      2. Campus communication
        - a. Additional convenings planned in November, possibly one particularly for faculty.
        - b. Next President's Open Forum Wednesday, September 21, 2022, at 9 a.m. (Student Union MPR and hybrid).
  - v. Question and Answer:

1. (E. Correa) Question: What is the contingency plan with ongoing health issues for faculty with exposure to COVID? Are there any changes in the responses for faculty with ongoing issues of exposure because students are coming back to campus and attending classes?
  - a. (L. Zelezny) Response: The contingency plans are the continuing plans. CSUB is one of the strictest CSUs currently. Understand there are still exposures. CSUB continues to strongly encourage everyone to do the self-screening before coming to campus. Free weekly testing is still required for those with exemptions. CSUB is continuing with the processes they know to be effective.
  - b. (M. Danforth) Comment: Regarding the new booster shot. Suggests that CSUB does a pop-up booster clinic on campus when it is available. (L. Zelezny) Response: Will investigate the cost of that and take to Cabinet.
- b. Academic Integrity and discipline of Code of Ethics- Dean of Students, E. Poole Callahan (Time Certain: 10:25 AM).
  - i. (A. Hegde) Senate passed an academic integrity policy last year to address the many concerns brought up in the general faculty meeting in Fall 2021. Dean Callahan to present the policy and discuss her new role.
  - ii. (E. Poole Callahan) Creating a Culture of Academic Integrity PowerPoint- Presentation; see slides
    1. Upper class students are violating the policy at a higher level. There is a need for focusing efforts and outreach not just to freshmen, but to upper-class students.
    2. Drs. D. Jackson and D. Cantrell are trained hearing officers; minimal high-level issues on campus that require this level of review.
    3. Slide 6: Recommended Consequences/Guidance for Academic Penalties
      - a. (J. Tarjan) Comment: Had a past policy with a Faculty Majority Committee to consult with on the University level. (E. Poole Callahan) Response: If there is a second offense of an academic integrity violation, there will be a discussion. Would like to work with A. Hegde and faculty on the formation of this committee. Decision for academic penalty lies solely with faculty; provides some suggested equitable guidance.
4. Question and Answer:

- a. (J. Tarjan) Comment: Graduate academic integrity issues need to be addressed.
  - b. (D. Solano) Question: Clarification on where the reporting form would be; walked through form on screen in the meeting.
  - c. (B. Street) Comment: The department of Kinesiology will be requesting assistance.
  - d. (E. Correa) Question: How much information on academic integrity is provided at orientation to students? (E. Poole Callahan) Answer: Discussion at open session in orientation focused on COVID compliance. Information is provided in first year seminar courses; however, she is certainly aware there is room for improvement in that aspect.
  - e. (M. Rees) Comment: Relieved this is in capable hands and sees improvement already. Getting faculty on board to report violations cannot be understated. Suggested an academic integrity pledge for new students. (E. Callahan) Response: Likes this suggestion.
  - f. (M. Rush) Question: is there a way for faculty to follow up with your office on a student that they did refer? (E. Poole Callahan) Answer: Limited on what she can share due to student privacy. Is working on something that would allow for faculty to be notified if a student has gone through the module; complete the communication cycle.
- c. Elections and Appointments- M. Danforth.
- i. (M. Danforth) Election and Appointment Power Point Slides: Still working on updating the voting rosters.
  - ii. Slide 4: Fall 2022 Election Cycle
    - 1. Urgent calls will go out first. Next are calls for university wide school positions, followed by elections for school positions, university-wide at-large positions, and then selections for at-large positions.
  - iii. Slide 6: Vacant Appointed School Positions
    - 1. Faculty Performance Review Software Exploratory Committee: Purpose to find something better, more effective for faculty RTP, PTR, and reviews other than the use of BOX.
  - iv. Slide 8: Vacant Appointed At-Large Positions
    - 1. Accessible Technology Initiative (ATI) Steering Committee: Reviews the information coming from the instructional materials team, the web compliance team and the

procurement team. Faculty input is important in these processes.

- v. General Studies (GST) Review Committee: This is the committee that would complete the classroom observations and reviews for GST and FYS faculty without a home department. Reminder to exercise your influence and encourage colleagues. K. Van Grinsven and M. Danforth still working on website updates.
4. Approval of Agenda (Time Certain: 10:05 AM)
- a. B. Street moved to approve agenda; C. Lam seconded. Approved.
5. Reports
- a. Provost's Report (V. Harper)
    - i. (V. Harper) Around 20 nursing students were able to travel to Peru for a service learning trip. Shared photos. Was great to hear stories; funded by grant and provost funds.
    - ii. Cluster Hires:
      - 1. Expansion Cluster Hire Departments: Teacher Education (1), Liberal Studies (1), Political Science (1), Public Health (1), Management and Marketing (1), Ethnic Studies (1).
      - 2. Replacement Cluster Hire Departments: Mathematics (1), Library (1), Teacher Education (1), Management and Marketing (1).
      - 3. (V. Harper) Process: have collected a lot of feedback, to discuss and share with the community through shared governance. Focus on diversifying faculty; help our faculty to reflect current county population and California. Focus on social justice in minoritized communities.
        - a. Application process required departments to convene and commit to at least four items: 1) selecting a diverse and highly represented search committee, 2) participating in a joint posting, 3) search committees must engage in anti-racist and anti-bias trainings, and 4) commit to reviewing and revising the department's tenure and promotion guidelines.
        - b. Applications were outstanding. Demonstrated a deep commitment to this work. Total of 10 cluster hires: 5 tenure-track expansion lines and 5 replacement cluster hire tenure-track lines. Fill rate on campus should be higher: is currently between 70 and 80%. Fill rate is important for tenure density. Discussing with D. Boschini regarding techniques and methods for improving those numbers and working with DCLC.
          - i. (A. Hegde) Comment: Point of clarification. Thought there were 5 expansion cluster hire

lines and 5 replacement cluster hire lines. Lists six under "Expansion Cluster Hire Departments" on slide. (V. Harper) Response: Yes, Ethnic Studies. Separate funding but is characterized as an expansion hire.

c. Direct Recruitment to take place; significant efforts and funds allocated.

iii. Provost's Open Forum:

1. (A. Rodriguez) Question: Were applications received from the School of Arts and Humanities? Did not remember a robust discussion in her department. (V. Harper) Response: confirmed that there were no applications received.
2. (J. Tarjan) Comment: timing difficult with recruitment. Need to start sooner.
3. (E. Correa) Question: What mechanism is in place to ensure the deliverables have been met, particularly the tenure and promotion in the unit criteria. (V. Harper) Response: Did not specify what changes need to take place. Those are the department decisions. Reviews and approves all changes to the unit guidelines in his role.
4. (T. Salisbury) Comment: Concerning that there is mention that some areas did not hear about the cluster hires. Secondly, this is the first she is hearing of Ethnic Studies having some separate funding. Does not seem fair. Ethnic Studies applied in the same way that the other applicants did. Also confused regarding traveling to HSIs and HBCUs when current faculty are unable to reach out to certain colleagues for searches. (V. Harper) Response: In Ethnic Studies, practically every line is an expansion because there are so few faculty there right now. Claudia Catota will be doing some of the outreach, but other faculty will be doing that as well. Details are being worked out now regarding what travel will be taking place with consideration to restrictions and limitations.
5. (T. Salisbury) Comment: Regarding DEI, need to have a faculty discussion about inclusivity, equity, and diversity on this campus. Hopes that it is a forum that is scheduled with this body or at a larger body. (A. Hegde) Will continue to have a conversation and determine if it is appropriate for this body to act on certain items and if there are other entities on campus that may be more appropriate.
6. (M. Rush) Question: Will recruitment be impacted by the travel ban to certain states? (V. Harper) Response: Yes, will have to do some electronic and virtual recruitment.

7. (M. Rush) Comment: Mathematics department had a very short timeline to submit their application. Search committee discussed it thoroughly but not the entire department due to time limitations. (A. Hegde) Comment: Moving forward, assuming this application process will be a regular practice, we will likely have better communication in the future and earlier timelines.
  8. (E. Correa) Question: University match requirements indicate office space will be provided. What steps are being taken to ensure office space for grant-related activity is available? (L. Zelezny) Response: Does not have the answer with details but suggests that you invite Thom Davis or Joe Hedges to come in and give an update on the master plan.
- b. ASCSU Report
    - i. (A. Hegde) M. Martinez and J. Millar attending statewide ASCSU senate meeting. Will report at next senate meeting.
  - c. Committee and Report Requests: *(Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate Webpage)*
    - i. ASI Report- C. Vollmer
      1. (C. Vollmer) Student engagement has increased. Putting on different events and activities to increase engagement on campus. 100-200 students attending events now which is tremendous. Going to CSU Long Beach this weekend; networking with other campuses in the state and facilitating some of the student panels for the AV candidates. Board meetings have moved for this week and the next 2 weeks to the ITV-C Studio in the library. There are three open director positions available: SSE, Transfer Students, and Community Outreach. Please encourage students to apply.
    - ii. Executive Committee- M. Danforth
    - iii. Academic Affairs Committee (AAC)- J. Tarjan
      1. Included in the agenda items.
    - iv. Academic Support & Student Services Committee (AS&SS)- E. Correa
      1. Included in the agenda items.
    - v. Budget and Planning Committee (BPC)- C. Lam
      1. Included in the agenda items.
    - vi. Faculty Affairs Committee (FAC) – M. Rees
      1. Included in the agenda items.
    - vii. Staff Report- S. Miller
      1. (S. Miller) No staff updates.
6. Resolutions (Time Certain: 10:25 AM)
    - a. Consent Agenda
      - i. RES 222302 Addendum to Academic Calendar – BPC

- b. New Business
  - i. RES 222301 Composition of Search and Screening Committees- Handbook Change – FAC
    - 1. (M. Rees) Presented first reading: tasked with developing language regarding search and screening committees for administrators. Second part of referral to address unsuccessful searches.
    - 2. Feedback:
      - a. (J. Tarjan) Comment: Perhaps include clarification on if they are based in Antelope Valley or here at the main campus. (M. Rees) “currently teaching” at AV, is that enough? (J. Tarjan) Second comment: when it says, “Starting from the beginning” we have been carrying over some of the semi-finalists. By starting over, seems to say this would take away that flexibility. Maybe define a little further what “starting new committee” would imply.
      - b. (M. Rush) comma after “If” under 309.6.
      - c. (D. Solano) Suggests more clarification regarding what happens if the search carries over.
  - c. Old Business (none)
- 7. Open Forum (Time Certain: 11:15 AM)
  - a. Space Management Committee Concerns
    - i. (B. Street) Comment: Space Management Committee has not met through the pandemic. It is important to bring that group together. Concerned about faculty input to space planning.
    - ii. (L. Zelezny) Response: Is aware. This is prioritized as an urgent matter from the cabinet. Please stand by.
  - b. RTP Timeline Concerns
    - i. (B. Street) Comment: Unit Committee level for the 2<sup>nd</sup> year reviews have a 2-week period to review. It is a difficult task with a short timeline, particularly in the first few weeks of the semester. Curious if we can use some of that time devoted to the President’s review for the Unit Review level, since the review now stops at the Provost’s level. Can see this challenge increasing as there are more tenure-track lines and new hires.
    - ii. (A. Hegde) Response: Chair of Budget and Planning Committee (BPC) C. Lam is taking notes. Please follow up with an email and we will send a referral to BPC.
  - c. IRA Funds
    - i. (A. Rodriquez) Question: Requesting an update on the IRA funds and if they will be coming back.

- ii. (V. Harper) Response: IRA funds run through a committee; committees apply for them. Can request an update from those committees in Student Affairs. As soon as those committees meet, they will be ready to allocate the funds. IRA funds are being collected now so they should be pooling and ready to be distributed.
    - iii. (T. Salisbury) Comment: Is on that committee. AVP Ilaria Pesco said an announcement would be coming out soon. Some of the issues regarding the IRA grants relates to how other universities got in trouble for not being open to sponsoring conservative student events. Caused a re-write of the guidelines for IRA grants. That caused some of the delays. Leave it to I. Pesco to explain other issues further.
  - d. (A. Hedge) Comment: Read note on behalf of Professor Dhada. Portugal finally admitting that a massacre happened in Mozambique. The denial narrative finally comes to an end after three decades. His book is cited as the basis for the Portuguese State to take this action; historians make a difference in the word of ideas and changes towards truth and false matters.
    - i. (L. Zelezny) Response: Professor Dhada nominated an amazing student, Dylan Jones, who participated in some of this research. D. Jones will be recognized at the Board of Trustees.
  - e. I-Clickers
    - i. (D. Solano) Comment: Regarding i-clickers. Faculty member came back in person to find the physical i-clicker bases were no longer supported. It is important for IT to check with faculty before making such decisions.
    - ii. (F. Gorham) Response: Took the standards to DCLC to get recommendations on what should be the standards for classrooms. I-clickers are not part of their standards in the classroom. Please have the faculty member email the Service Center and they can have the i-clicker put back in the classroom.
  - f. IT Service Center Update
    - i. (A. Hegde) Follow up Comment: Conversation with F. Gorham wanted to share. Creation of a specific service line dedicated for faculty to use when in the classroom and need IT assistance.
    - ii. (F. Gorham) Testing that feature Friday; hope to have in this week. Most classrooms, if not all, will have phones in them. Important to use the classroom phone when needing assistance, as it will allow you to skip the tree and use that specific service line to receive assistance more quickly than it would if you were calling from a personal phone.
- 8. Adjournment
  - a. A. Hegde adjourned meeting at 11:30 a.m.
  - b. (L. Zelezny) Queen Elizabeth II of the United Kingdom has passed.

# California State University, Bakersfield

## Academic Senate

### Agenda

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  - iii. Old Business
7. Open Forum **(Time Certain: 11:15 AM)**
8. Adjournment

## **Expansion Cluster Hire Departments**

Teacher Education (1)

Liberal Studies (1)

Political Science (1)

Public Health (1)

Management and Marketing (1)

Ethnic Studies (1)

## **Replacement Cluster Hire Departments**

Mathematics (1)

Library (1)

Teacher Education (1)

Management and Marketing (1)

# Creating a Culture of Academic Integrity

Emily Poole Callahan  
Dean of Students  
Student Integrity and Well-Being



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# 2021-2022

## Updates:

1. Formed an Academic Integrity Working Group/Advisory Committee
2. Identified Educational initiatives (outreach and sanction specific)
3. Partnered with the Library on Academic Integrity Workshop Series
4. Implemented Maxient, reporting/case management software system
  5. Assisted with the rewrite of the Academic Integrity Policy
  6. Internal Sanction Guide to mirror AI Policy-Equity
  7. Partnerships/Collaboration

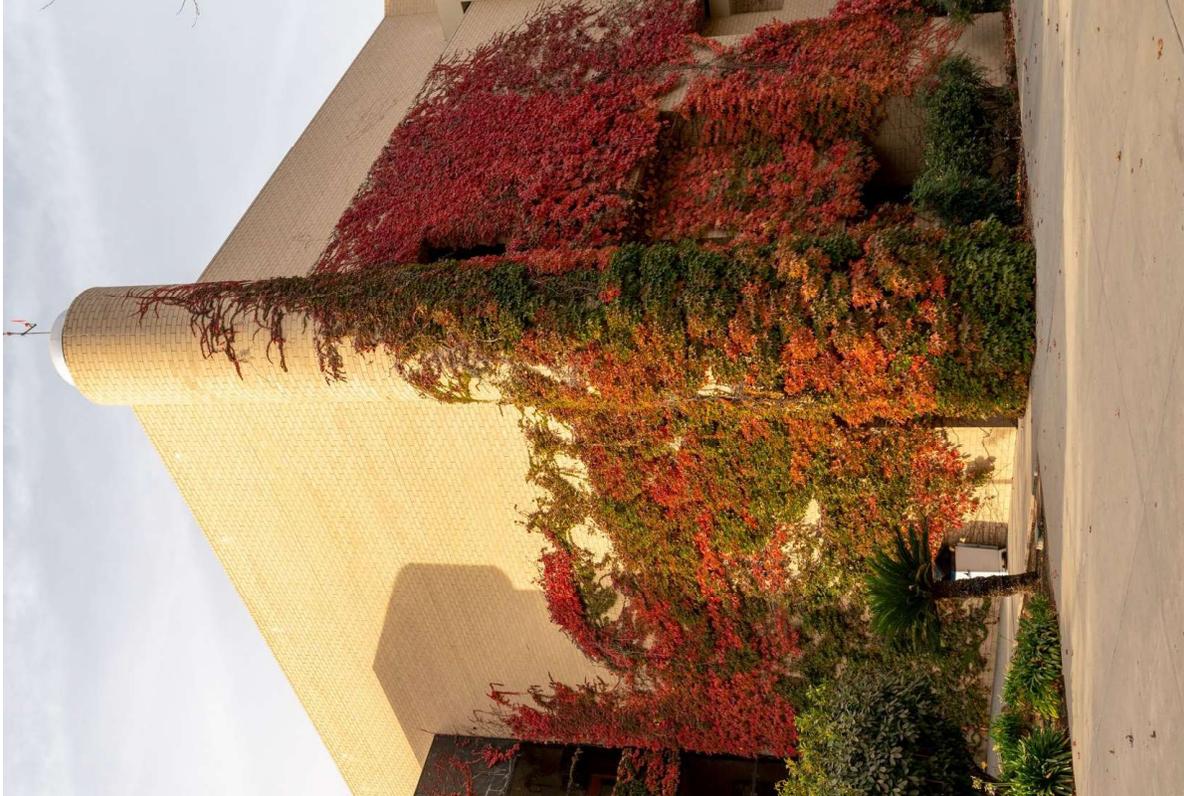


# 2022-2023

## Goals:

1. Continued partnership with monthly AI Workshop
2. Canvas Module available for all Professors and students
3. Reporting and Assessment to Inform Practice
4. Closing the Loop with Reporting Party
  5. Training Hearing Officers
  6. CARE Team Implementation
7. Campus Tour/Listening/Partnerships





# Academic Integrity Policy

[CSUB Undergraduate Academic Integrity Policy](#)

Students at CSUB are expected to do all their academic work (coursework, assignments, exams, research, etc.) without getting or giving unauthorized assistance. Faculty have the responsibility of planning and supervising academic work so that honest effort is encouraged and positively reinforced.



# Reporting a Violation/Process

## Student Conduct Code

### Academic Integrity Violation Reporting Form

- Consultation/Discussion with Reporting Faculty (HW/Test/Final)
- Process outlined in [EO 1098](#), [Student Conduct Procedures](#)
  - Conference with Student
  - Educational Sanction (Minor)
- Disciplinary Probation and Educational Sanction (Moderate)
  - Suspension to Expulsion (Major)



# Recommended Consequences/Guidance for Academic Penalties

Academic Penalties are at the Sole Discretion of each Faculty

1. Minor-Oral Reprimand/Opportunity to Redo the Assignment
2. Moderate-Lower or Failed grade on the assignment/test
3. Major-Failure in the course

\*\*Internal Sanction Guide with DOS Mirrors this guidance



# Internal Sanction Guide

Dishonesty includes cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.

Level	Description and Examples	Minimum	Maximum	Educational and Remedial Sanction Ideas
<b>Minor</b>	• First offense	Educational or Remedial Sanction	Disciplinary Probation	<ul style="list-style-type: none"> <li>• Attendance to Writing Resource Center</li> <li>• Attendance to Tutoring Center</li> <li>• Citation Studio Workshop</li> <li>• Academic Honesty Workshop</li> <li>• Reflection Paper</li> <li>• Assign office hours with faculty</li> <li>• Formal meeting</li> <li>• Apology letter</li> <li>• Other remedies intended to discourage similar misconduct or as deemed appropriate based upon the nature of the violation</li> </ul>
	• Not planned			
	• Small amount of plagiarism or cheating			
	• Improper paraphrasing			
	• Improper citation			
	• Unauthorized collaboration			
<b>Moderate</b>	• First offense	Educational or Remedial Sanction	Suspension	
	• Not planned			
	• Moderate amount of plagiarism or cheating			
	• Re-submitting same work for another course			
	• Furnishing false information			
	• Giving or receiving unauthorized help			
<b>Major</b>	• First offense	Disciplinary Probation	Suspension	
	• Premeditated			
	• Planned			
	• Entire paper is word for word			
	• Contract cheating			
• Use of unauthorized sources during an exam				



# 2021-2022 Data

- 111 Total Reported Case
- 79 Academic Dishonesty/32 Non-Academic Conduct Cases
- 22-Freshmen, 20- Sophomore, 25-Junior, 44-Senior

## Sanctions Assigned

- Disciplinary Probation w/Sus. (1)
  - Case Dismissed (1)
  - Expulsion (1)
  - Suspension (1)
  - No Contact Order (2)
- Disciplinary Probation (6)
- Plagiarism Training (6)
- Academic Integrity Workshop (9)
  - Investigative Meeting (13)
- Disciplinary Probation w/Ed. Sanction (19)
  - Reflection Paper (21)
  - Educational Conference (31)



# Care (Caring Advocates and Responsive Engagement) Team

The CSUB CARE Team (Caring Advocates & Responsive Engagement Team) provides a coordinated assessment of students of concern to provide services and resources to ensure their success and well-being. Please fill out this form if you want to refer a student of concern, a student in crisis, or witnessed a student exhibiting odd or unusual behavior.

[CARE Team Reporting Form-Students of Concern](#)



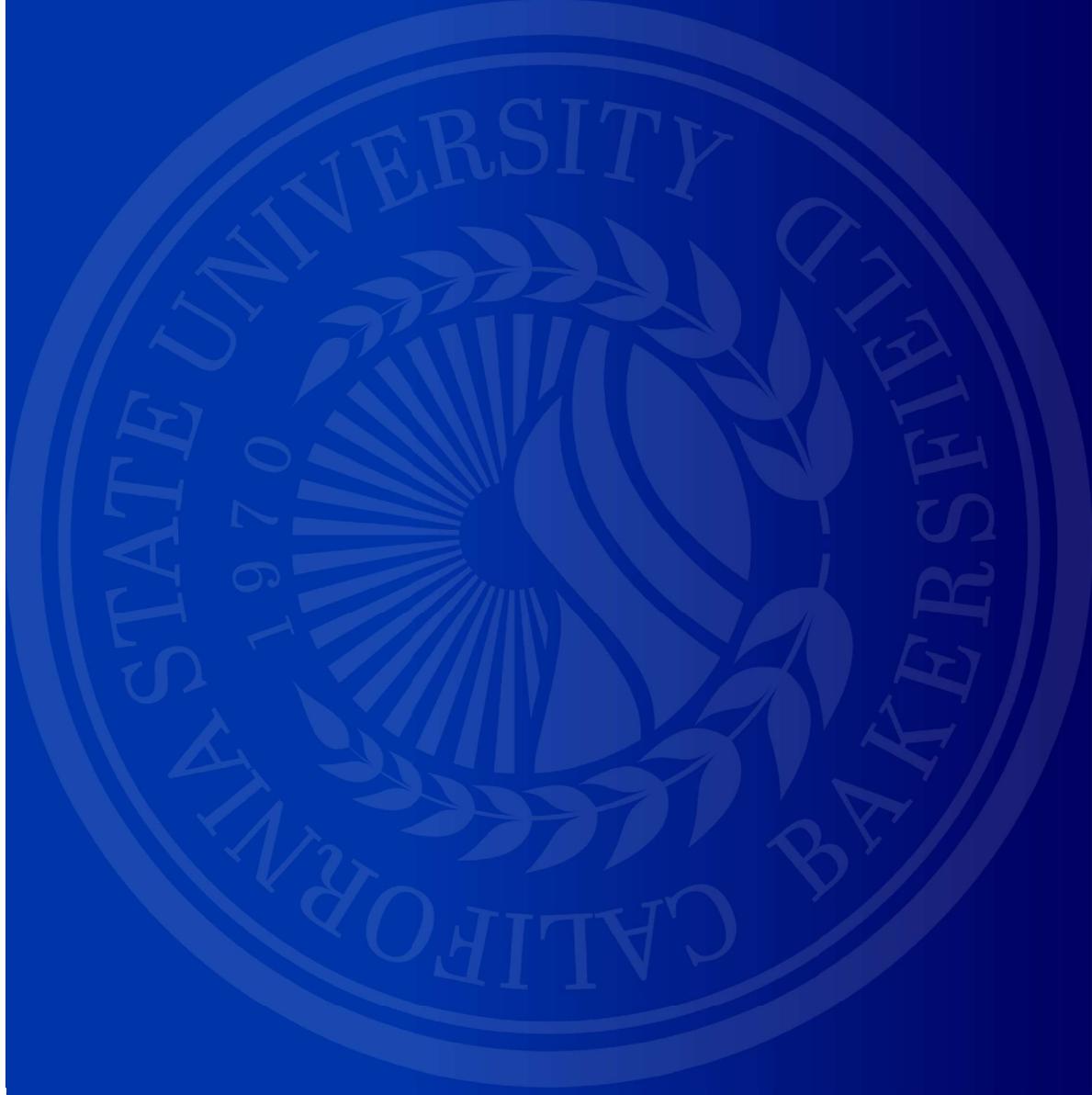
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# Thank You

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# Academic Senate

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**September 8, 2022**



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# Elections and Appointments



## **Fall 2022 Election and Appointment Process**

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- ❖ Senate Office receives faculty roster updates from Provost's Office and 2021-22 workload reports from Academic Operations
  - This stage is still in progress at time of this meeting**
- ❖ Senate Office processes roster and workload reports 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 administrative support

## **Fall 2022 Election Cycle**

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### ***Order of Calls for Vacant/Unfilled Positions***

1. Urgent calls for the term
2. Call for university-wide school positions (Each SEC, as needed)
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

## Urgent Calls and Elected Vacant Positions

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### ❖ Election of BPA Dean Search Committee

#### Four (4) full-time tenured BPA faculty

Call will be initiated by BPA SEC chair when the BPA voting roster is available in Senate Office.

### ❖ School Election Committee

A&H: One (1) faculty member to fill Steven Gamboa's term this AY through May 2023 (updated to just current year)

### ❖ General Education Curriculum Committee (GECCo)

SSE: One (1) full-time faculty member to complete Richard Zamora's term through May 2024

## Vacant Appointed School Positions

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- ❖ Academic Petitions Committee (APC)
  - SSE: One (1) full-time faculty to complete term to May 2024
- ❖ Auxiliary for Sponsored Program Admin. (SPA)
  - SSE: One (1) full-time faculty to serve two-year term, May 2022 to May 2024
- ❖ Faculty Performance Review Software Exploratory Committee
  - BPA: One (1) full-time probationary faculty
  - NSME: One (1) full-time probationary faculty
  - SSE: One (1) full-time tenured faculty
  - SSE: One (1) full-time probationary faculty

## Vacant Appointed Positions on TEAC

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### Vacant Appointed School Positions

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#### ❖ Teacher Education Advisory Committee (TEAC)

SSE: Two (2) full-time faculty to serve two-year term, 2022 to 2024

### Vacant Appointed At-Large Positions

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#### ❖ Teacher Education Advisory Committee (TEAC)

One (1) full-time faculty representing the Senate to serve two-year term, 2022 to 2024

## **Vacant Appointed At-Large Positions**

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- ❖ **Accessible Technology Initiative (ATI) Steering Committee**  
One (1) full-time faculty to serve two-year term, 2022 to 2024
- ❖ **General Studies (GST) Review Committee**  
One (1) full-time tenured faculty to serve one-year term to 2023  
One (1) full-time tenured faculty to serve two-year term to 2024
- ❖ **Intercollegiate Athletics Advisory Committee (IAAC)**  
One (1) faculty to complete term to 2024
- ❖ **Transportation Committee**  
One (1) full-time faculty to serve two-year term, 2022 to 2024

# Exercise Your Influence 2022-23

*56 Committees with Faculty Representation*

282 Faculty positions

*Strengthen and Expand Ideas*

Elected and Appointed positions

*Info available*

- Your School Election Committee
- Election Committee Chair - Melissa Danforth
- Academic Senate webpage
- Academic Senate office

# School Election Committees 2022-23

## **Arts and Humanities**

*Joel Haney (chair)*

*Douglas Dodd  
(vacant)*

## **Business and Public Administration**

*Dan Zhou (chair)*

*Di Wu*

*Margaret Malixi*

## **Natural Sciences, Mathematics and Engineering**

*Sophia Raczowski (chair)*

*Qiwei Sheng*

*Prosper Torsu*

## **Social Sciences and Education**

*Hector Nolasco (chair)*

*Yvonne Ortiz-Bush*

*Edna Molina-Jackson*

## Regular Election Cycle

### *Order of Calls 2023-24*

1. Statewide Senator
2. Senators for Schools
3. Senators At-Large
4. Faculty Members representing each school on various university-wide committees
5. At-Large Members on various university-wide committees

# Senate Website

The screenshot displays the 'SENATE MENU' with the following items: Home, Membership, Meetings, Committees, Resolutions. The 'Committees' item is circled in red. A red arrow points from this circle to the 'Committee Meetings' tile. Another red arrow points from the 'Committee Meetings' tile to the 'Elections and Appointments' tile, which is also circled in red. A red text box contains the text: 'Committee charge, roster, terms, etc.'

Item	Icon	Label
Senate Membership	Gavel	Senate Membership
Resolutions	Gavel	Resolutions
University Handbook	Open Book	University Handbook
Senate Meetings	Star in Circle	Senate Meetings
Faculty Awards	Award Medal	Faculty Awards
Elections and Appointments	Ballot Box	Elections and Appointments
Governing Documents	Document	Governing Documents
General Faculty Meetings	Speech Bubbles	General Faculty Meetings
Academic Senate CSU	Handshake	Academic Senate CSU
Faculty Feedback	Person with Speech Bubble	Faculty Feedback
Executive Committee Meetings	Document	Executive Committee Meetings
Standing Committees	Handshake	Standing Committees

Thank You !



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**Academic Support and Student Services (AS&SS): Elaine Correa/Chair, meets 10:00 am in EDU 123 and/or Zoom video conference**

**Dates:** 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
10/19/21	2021-2022 #28 Academic Testing Center Exploratory Sub-Committee	Carryover;	AS&SS Reference RES 202123. Form sub-committee & include AVP EM, Director Testing Center, ASI & provide path AAC, AS&SS, BPC, FAC			
6/1/22	2022-2023 #02 Academic Integrity Campaign-Ombudsperson and Committee on Professional Responsibility	HOLD while discussed in EC 8/30/22	Whether one person serving as ombudsperson is enough; funding to support Ombudsperson position; Ways the Committee on Professional Responsibility works with the Faculty Ombudsperson.			

**Faculty Affairs Committee (FAC): Mandy Rees/Chair, meets 10:00 am in UA Conference room and/or Zoom video conference**

**Dates:** 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
8/24/21	2021-2022 #02 Department Formation Criteria Revision	Carryover;	AAC, BPC, FAC The need to clarify and extend the current department formation procedures. Task Force sent recommendations to EC 12/1/ 2021. See 3/1 Minutes EC drafts resolution			
-	2019-2020 #08 Honorary Doctorate – Handbook Change	Carry-over from 3 AYs	FAC refer to RES 121329 Procedures for Honorary Doctorate Nominations and Selection REVISED			
8/31/21	2021-2022 #20 Accessibility of Instructional Materials	Carryover;	FAC Identify owner and maintainer of textbook master list, specify policies for adopting a textbook.			
10/19/21	2021-2022 #27 Composition of Search and Screening Committees – Handbook Change	Carryover;	FAC Handbook 309.5: clarify candidate eligibility, add “General Faculty”, reconstitute committee > 18 months. RES 222301- Composition of Search and Screening Committees- brought to senate 9/8/22			
3/1/22	2021-2022 #39 The Personnel Action File (PAF) and the Working Performance Action File (WPAF) – Handbook Change	Carryover;	FAC Whether the PAF or WPAF is the official file...flow chart of levels of involvement.			
3/1/22	2021-2022 #40 Digitizing the Performance Review Process	Carryover;	FAC Access, process, CFA & HR perspective, training of chairs & deans.			
3/1/22	2021-2022 #41 Sixth-year Lecturer Review – Handbook Change	Carryover;	FAC Purpose and outcome(s) of the Sixth-year Lecturer Review, etc.			
6/1/22	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	HOLD while discussed in EC 8/30/22	AAC, AS&SS, BPC, FAC Whether one person serving as ombudsperson is enough; funding to support Ombudsperson position; Ways the Committee on Professional Responsibility works with the Faculty Ombudsperson.			
8/29/22	2022-2023 #03 Holding Exams on the Last Day of Class		FAC Identifying the time of the final exam data collection challenges, possible solution, whether there are adequate resources, potential consequences.			
8/29/22	2022-2023 #04 Scheduling Office Hours Policy	9/6/2022	FAC Whether changes need to be made to the existing office hours policy	n/a	n/a	n/a



**Budget and Planning Committee (BPC): Charles Lam/Chair, meets 10:00 am in SCI III-100 and/or via Zoom video conference**  
**Dates: 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27**

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
	2021-2022 #02 Department Formation Criteria Revision	Carryover	AAC, BPC, FAC The need to clarify and extend the current department formation procedures. Task Force sent recommendations to EC 12/1/ 2021, and 2/10/22. See 3/1 Minutes EC drafts resolution. RES212202			
6/1/22	2022-2023 #01 Time Blocks and Space Utilization		BPC The need to reconsider Time Blocks for classes.			
6/1/22	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	HOLD while discussed in EC 8/30/22	AAC, AS&SS, BPC, FAC Whether one person serving as ombudsperson is enough; funding to support Ombudsperson position; Ways the Committee on Professional Responsibility works with the Faculty Ombudsperson.			
8/29/22	2022-2023 #05 Reclassify Assistant VP of IRPA to Associate VP of IRPA		BPC The need to reclassify Assistant VP of IRPA to Associate VP of IRPA per Dr. Harper's request.			
8/26/22	2022-2023 #06 Addendum to Academic Calendar 22-23		BPC Addendum to change campus evacuation date from April 4 to April 11 when campus is open RES 222303- Addendum to Academic Calendar- sent to Senate 9/8/22			

## **AAC Report**

September 1, 2022 Meeting

1. In our capacity as the inter-school curriculum committee, AAC approved the deletion of 4 GST prefix courses from the catalog that are no longer being taught.
2. We had a broad-ranging discussion about program student outcomes assessment, including ways in which to better support and provide a structure for those engaging in, and reporting, student outcomes assessment. Dean James Rodriguez will meet with the committee at its next meeting on September 15 to provide a dean's perspective on the related issues.
3. We received suggested changes to the language in the proposed new policy to govern the formation of new academic departments from BPC. We will be discussing the document, including and proposed changes from BPC and FAC, at our next meeting.



## AS&SS Report for September 1, 2022

**From:** Elaine Correa <[ecorrea1@csub.edu](mailto:ecorrea1@csub.edu)>

**Sent:** Thursday, September 1, 2022 4:19 PM

**To:** Senate Executive Committee Group <[executivecommittee@CSUB.onmicrosoft.com](mailto:executivecommittee@CSUB.onmicrosoft.com)>

**Cc:** Elaine Correa <[ecorrea1@csub.edu](mailto:ecorrea1@csub.edu)>; Katherine Van Grinsven <[kvan-grinsven@csub.edu](mailto:kvan-grinsven@csub.edu)>; Melissa Danforth <[mdanforth@csub.edu](mailto:mdanforth@csub.edu)>

**Subject:** re: Representation on AS&SS

Dear Colleagues,

As today was our first sub-committee meeting, I wanted to verify the committee composition and missing representation. I made a slide-show presentation (on zoom, which went over quite well 😊) – see intro slide below!

Can you please confirm who will serve as representatives from the following units:

- 1.) Student Affairs and Student Services,
- 2.) ASI
- 3.) As proxy for Dr. Cantrell

Also, please note that Dr. Alicia Rodriguez will be Vice-Chair for AS&SS (unanimously approved).

**Update for Academic Senate Report:**

AS&SS began the first meeting with an ice-breaker introduction, followed by an overview of the committee's charge, and responsibilities. AS&SS did not receive any referrals for the first meeting. Dr. Alicia Rodriguez graciously accepted to serve as Vice-Chair, with the unanimous support of the committee. An update from the Exploratory sub-committee for the Testing Center will be requested for the next AS&SS meeting. AS&SS has identified zoom as the modality for the meeting for the Fall 2022 semester.



Elaine      Alicia      Jeroen      Pratigya      Matt      Melanie      Monica      Steve

## Academic Support and Student Services



Sandra      Denver      Markel      ASI Student      Mariela      Dwayne      AVP SA & SS

Best,  
Elaine

Dr. Elaine Correa [she/her/hers]  
Professor and Chair  
California State University, Bakersfield  
Department of Human Development, and Child, Adolescent, and Family Studies, (HD-CAFS)  
Room #150  
9001 Stockdale Highway  
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93311, U.S.A.

Phone: (661) 654-3066  
Email: [ecorrea1@csub.edu](mailto:ecorrea1@csub.edu)

*\* I respectfully and gratefully acknowledge CSUB is on cession land treaties 285, 286, and 311 of Tejon Tribe that includes the Chumash, Yokuts, and Hul Kuhk'u lands.*

I am grateful for the opportunity to work as a guest in communities and territories across the lands known today as the United States, and Canada. I honor the stewardship of the many Indigenous peoples who have resided on and cared for these Indigenous Lands since time immemorial. I make my acknowledgement, as a sign of respect for all Indigenous Peoples, and awareness of histories and practices of injustice. I accept the true impact of the past, and the pain suffered by generations of Indigenous Peoples. I express my commitment to support activities that are inclusive by remaining committed to building relationships based in honor and respect.

# **Budget and Planning Committee Report**

Thursday, September 1<sup>st</sup>, 2022  
10:00 –11:30 AM

## **SCI 3-100**

1. Vice-chair election – Di Wu will be the new vice-chair of BPC
2. Representative to serve in Calendar Committee – Luis Hernandez
3. Referral 06 – Addendum to Academic Calendar – Approved change of Emergency Evacuation Day. Resolution submitted to Senate.
4. Referral 05 – Reclassification of AVP IRPA – Approved change to reclassification. Handbook language change pending.
5. 2021-22 Referral 02 – Department Formation Criteria – Even though changes were approved in 2021-22. BPC revisited the proposed changes and decided to further refine the language. The issue will be revisited in the next meeting.
6. Referral 01 – Time Blocks and Space Utilization – Initial discussion on the data needed to be collected before proceeding.

## Katherine Van Grinsven

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**From:** Mandy Rees  
**Sent:** Tuesday, September 6, 2022 11:12 AM  
**To:** Katherine Van Grinsven  
**Subject:** FAC Report for Agenda

Faculty Affairs Committee considered the current office hours policy. We reviewed and discussed the Collective Bargaining Agreement and the *University Handbook*. We concluded that since the handbook already allows exceptions with chair and dean approval, that no change was needed.

We also discussed the composition of administrative search committees and developed a resolution for Senate consideration.

Mandy Rees  
Professor of Theatre  
Theatre Program Coordinator  
Music & Theatre Department  
California State University, Bakersfield  
(661) 654-2240 mrees@csub.edu

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

ADDENDUM TO ACADEMIC CALENDAR  
RES 222302

BPC

**RESOLVED:** That the Campus-wide Emergency Evacuation Day in 2023 be changed from April 4th, 2023 to April 11th, 2023.

**RATIONALE:** The request was presented by Lieutenant Mari Gonzalez and University Campus Police. The original date falls on Spring Break 2023. The request is to move the date to the following week when campus is populated with students, staff, and faculty.

**Distribution List:**

President

AVP for Academic Affairs and Dean of Academic Programs

AVP Faculty Affairs

School Deans

Interim Library Dean

Interim Dean Antelope Valley

Department Chairs

General Faculty

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Composition of Search and Screening Committees - Handbook Change**

RES 222301

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the *University Handbook* language regarding the composition of search committees for administrative positions (deletions in strikethrough, additions in **bold underline**) as specified below:

**309.5 Composition of the Search and Screening Committees**

**Administrators**

Search and screening committees for positions concerning faculty and academic matters shall consist of the membership outlined below. Faculty shall make up a majority of the total membership of the search committee for the following positions: Provost and Vice President for Academic Affairs, Associate/Assistant Vice President for Faculty Affairs, Associate Vice President for Academic Programs/Dean of Undergraduate and Graduate Studies, all Academic Deans, and Associate/Assistant Academic Vice Presidents.

The appointing officer shall assure the selection of the Search and Screening Committees as follows:

- A. For university-wide positions: five full-time tenured faculty members one from each school and one at-large (drawn from the General Faculty including librarians, counselors, and coaches). For individual school ~~deans: Library or Antelope Valley Dean positions:~~ four full-time tenured faculty members drawn from and elected by the ~~affected constituency~~ **relevant school. For library and Antelope Valley dean positions: five full-time tenured faculty members, including one drawn from and elected by each school, and one faculty member drawn from and elected by the affected constituency (i.e., a librarian for the library dean position and a current Antelope Valley faculty member for the Antelope Valley dean position.)**
- B. One administrator appointed by the appointing officer in consultation with the Cabinet.
- C. One student selected by the Executive Committee of Associated Students, Inc.
- D. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.
- E. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate maintaining the majority faculty membership. The appointments shall be made to assure representation of the entire university.

### 309.6 Roles and Procedures of the Search and Screening Committees

n. If none of the candidates recommended by the committee accepts the position offer, the appointing officer and President shall meet with the committee to determine whether any acceptable candidates remain in the applicant pool. If **after consultation between** the committee, ~~in consultation with~~ the appointing officer and President, **it is determined that the search is unsuccessful** ~~there are no further acceptable candidates~~, the search process shall begin anew, **which means starting from the beginning and forming a new search committee.**

RATIONALE: The composition of the search committees for school, library and Antelope Valley deans needed to be clarified. For instance, the "affected constituency" for the library is the entire campus, and following the current policy no diversity of disciplines would be guaranteed. Antelope Valley draws faculty from across the four schools as well. This is corrected by calling for faculty from each school. By specifying that a librarian and current Antelope Valley faculty member serve on their respective dean searches guarantees representation from those constituencies.

When an administrative search yields no hire, the handbook specifies that the search process shall "begin anew," which means starting from the beginning and forming a new search committee. Revised language is suggested to broaden the reasons why a search is not completed. The text "no further acceptable candidates" implies that an acceptable candidate was found and it may be that no candidates were found, or there was disagreement about which candidates were acceptable. By replacing this with "it is determined that the search is unsuccessful," multiple circumstances for the lack of a hire are now included.