

# California State University, Bakersfield

Academic Senate

Minutes

Thursday, September 22, 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, alt. Lorelei Punsalan, virtual), C. Lam, M. Martinez, J. Millar, 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 (virtual), and D. Wu.

**Visitors:** D. Boschini (virtual), D. Fowler (virtual), F. Gorham (virtual), D. Perez-Granados (virtual), J. Basilio (virtual), M. Slaughter (virtual), E. Adams (virtual), and H. Niemeyer (virtual).

1. Call to Order (A. Hegde)
2. Approval of Minutes
  - a. August 25, 2022
    - i. C. Lam moved to approve; D. Solano seconded. Approved.
  - b. September 8, 2022 (tabled)
3. Announcements and Information
  - a. Elections and Appointments- M. Danforth.
    - i. (M. Danforth) Elections and Appointments
      1. Should be able to get BPA Dean Search Committee call out soon. Still finalizing rosters for the other schools.
      2. (J. Tarjan) Comment: General Studies Committee should be finalized soon as class observations will need to begin for RTP.
  - b. Information- Memo from J. Paschal re: Course Change Forms (*attached*)
    - i. (A. Hegde) See attached memo and revised Course Change Forms from J. Paschal.
4. Approval of Agenda (Time Certain: 10:05 AM)
  - a. M. Rush moved to approve; B. Street seconded. Approved.
5. Reports
  - a. Provost's Report
    - i. (V. Harper)
      1. Events related to Hispanic Heritage Month will be announced soon.

2. Personnel Updates: Welcomed Interim Dean Dr. Seung Bach to BPA who is currently finalizing the interim Associate Dean search. Permanent BPA Dean search will be soon.
  3. Two faculty meetings coming up:
    - a. Provost Faculty Open Forum: Will share data from the Campus Climate Survey and strategies for areas that need improvement.
    - b. Early Faculty Open Forum: For faculty in probationary years 1-3. Will be conducting a survey to collect questions/topics to be discussed at the forum.
  4. The CSU 5% compact: Multi-year compact between the government and the CSU system that offers 5% based budget improvements once certain performance benchmarks are met.
  5. AB 928 and AB 927: Will be meeting with Deans Council, President, and Executive Committee regarding strategies.
  6. Thanks Dr. Boschini for her work with School Elevation Exploration Committee and the faculty involved.
- ii. Provost's Open Forum:
1. Regarding AB 927:
    - a. (M. Martinez) More comprehensive approach to retain adjunct faculty and lecturers is needed.
    - b. (V. Harper) Community Colleges are partners. Need to look at what we can do to increase our academic portfolios.
    - c. (J. Millar) Appreciates considering what programs can be offered that would be beneficial to the students and community that would not be a duplication.
    - d. (A. Rodriguez) Request clarification on what is meant by "improving our academic portfolios." (V. Harper) What we do is part of our academic array, which includes investing in our academic programs.
    - e. (B. Street) Concerned about relations between CSU and Community Colleges. Hope is for a continued partnership. (M. Rush) Agrees. Suggests looking further at the funding models and what is driving these changes.
    - f. (J. Rodriguez) Important to keep in mind the community college system is a very large and diverse system. This legislation is attempting to address a variety of complex issues.
    - g. (J. Gillard) One competitive advantage CSUB has is research and undergraduate opportunities with research.

- h. (A. Hegde) Discussed suggestion of a taskforce to explore some of these ideas and strategies.
    - i. (T. Salisbury) Agrees with the Provost on needing to pick up the pace. If we can't move faster, we cannot compete. Need to commit to certain changes in our structure.
- b. Continuation of AB 927 Discussion after Resolution portion of Agenda:
  - i. (J. Millar) How are we notified if a program was passed for a community college that is a duplicate or similar? (A. Hegde) Program proposal goes to the President and then to the school or department to weigh in.
  - ii. (A. Hegde) Need investment from the institution, for example, in the expansion of faculty lines.
  - iii. (D. Wu) Some areas change very quickly. (A. Hegde) Agrees with Senator Salisbury; we need to move faster.
  - iv. (M. Rush) Might be wise to consider a different bachelor's structure such as dual? As a possible way to be more competitive in this space.
- c. ASCSU Report
  - i. (J. Millar) Presents the ASCSU report. She and M. Martinez just attended the Academic Senate CSU Plenary.
    1. There was a lot of conversation regarding the community colleges' abilities to offer bachelor's degree programs.
    2. Course Equity portal has been established. Intention of that portal is to give faculty data regarding their course materials, process, and student's reactions. Intended to help reduce equity gaps in teaching, etc. (M. Martinez) Will be beneficial to all campus and faculty.
    3. Interim Chancellor Kester came to the plenary and brought with her the Chair of the board and the Vice Chair Clark to address the compact. There are 16 metrics to be met, or a combination of metrics to earn the 5%.
    4. A lot of conversation devoted to Title IX and the Cozen O'Connor Law Firm investigations on various campuses. (A. Hegde) Cozen on-campus visit will be on Thursday, September 29 1-2 p.m. in the Aera Room, Dezember Leadership building.
    5. ASCSU requests that at minimum, a copy of the report from the campus investigations be shared with Senate and ASI.
  - ii. Open Forum:
    1. Comment regarding the 5% increase to CSUs:
      - a. (J. Tarjan) These metrics are focused on output and throughput. Would like to see more value-added-measures, such as quality of student's experience, job opportunities after graduation, etc.

2. Regarding Cozen O'Connor Investigations and Title IX:
  - a. (J. Rodriguez) Question: Is the time set aside for the Cozen investigative team an invitation to join or is it expected that the entire Senate attends? (A. Hegde) Answer: It is an invitation to join them and have a conversation.
  - b. (M. Rush) Question: Requests clarification of what is to be expected. (J. Millar) Answer: Cozen will write up a report specifically about their findings at CSUB after they have visited the campus. They will send that report to the President. After the entire CSU has been interviewed, another more detailed report will be submitted. So far only the President has been identified as receiving that report.
  - c. (M. Rees) Question: Are there specific things they are coming to write a report about? (J. Millar) Answer: Policies and procedures, along with culture.
  - d. (E. Correa) Question: Is there someone that can speak to what is being done differently now versus what has been done before regarding Title IX? (V. Harper) Answer: Structural changes, along with new personnel, new policies, and new approaches to come. Currently in the process of hiring a Professional Responsibility Coordinator under D. Boschini that will assist with investigations.
  - e. (A. Hegde) Will have Marcus Brown, Director of Equity, Inclusion, and Compliance and Title IX officer present the Title IX report to Senate sometime this term.
- d. 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) Discussed AB 927, AB 928, and Cozen visits at the conference ASI attended. Would like to request those reports from Cozen to be shared with ASI as well.
    2. Concerns from students:
      - a. Course materials
        - i. Students purchasing materials as directed by the bookstore; however, when they attend the first class, they are told those items are not needed. Request those lists be updated earlier before the semester begins.
      - b. Advising challenges



situation. In answer, no there should not be anyone else that has that access. (F. Gorham) ITS can assist with investigations into Canvas access, etc. Just needs to know the course and instructor.

2. (B. Street) Comment: Similar situations have occurred where athletic advisors are able to release holds that should have been done by program, department, or school. (A. Hegde) Requested B. Street to email him as well with his concern.

iii. IRB Reviews:

1. (D. Wu) Concerned with IRB Review procedures and process. In previous years, proposal submission went quickly and smoothly. This year, it has taken much longer, as in 6-7 months. There have been many questions that are irrelevant to the questions presented in the proposal. (M. Martinez) Agrees. (A. Hegde) There are changes in Federal guidelines that IRB cannot control. Will ask the IRB Chair to come to Senate. (M. Martinez) Disagrees. Is not a federal guideline change that is causing these issues. (B. Street) Agrees with M. Martinez. There are instances where they are questioning the validity of the research.

8. Adjournment

- a. A. Hegde adjourned meeting at 11:27 a.m.

# California State University, Bakersfield

## Academic Senate

### Agenda

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- a. Call to Order
- b. Approval of Minutes
  - i. August 25, 2022
  - ii. September 8, 2022
- c. Announcements and Information
  - i. Elections and Appointments- M. Danforth.
  - ii. Information- Memo from J. Paschal re: Course Change Forms (*attached*)
- d. Approval of Agenda (**Time Certain: 10:05 AM**)
- e. Reports
  - i. ASCSU Report
  - ii. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate Webpage*)
    - 1. ASI Report- C. Vollmer
    - 2. Executive Committee- M. Danforth
    - 3. Academic Affairs Committee (AAC)- J. Tarjan (*attached*)
    - 4. Academic Support & Student Services Committee (AS&SS)- E. Correa (*attached*)
    - 5. Budget and Planning Committee (BPC)- C. Lam (*attached*)
    - 6. Faculty Affairs Committee (FAC) – M. Rees
    - 7. Staff Report- S. Miller
- f. Resolutions (**Time Certain: 10:45 a.m.**)
  - i. Consent Agenda
  - ii. New Business
  - iii. Old Business
    - 1. RES 222301 Composition of Search and Screening Committees- Handbook Change – FAC (2<sup>nd</sup> reading) (*attached*)
- g. Open Forum (**Time Certain: 11:15 a.m.**)
- h. Adjournment



## **MEMORANDUM**

Date: September 14, 2022

To: Dr. Aaron Hegde, Chair, Academic Senate

From: Academic Operations w/in Enrollment Systems  
Dr. Jaimi Paschal, Tommy Holiwell

Subject: Course Proposal Form Modification, AY 2022

This memorandum summarizes the activities of Academic Operations work on the Curricular Forms available for Academic Year (AY) 2022.

### **Revision of the Course Proposal Form**

Responding to feedback by campus faculty, Academic Operations revised the Course Proposal Form, approved by Senate for use in 2020, to make completion easier. All questions not pertaining to curriculum or catalog were removed, clarifying wording was added, and the form was converted to pdf. Overall, the form was significantly shortened and has received positive feedback from the School Associate Deans, BPA and SSE Curriculum Committee, and the AH Department Chairs.

### Summary of Changes:

#### Added:

- Reset Form button
- Clarifying wording
  - Under Revision, Cancelled, and Moratorium Proposal Actions
  - Above Program or School & Department box
  - Rationale for Requested Change box
  - Previous Course Offerings box
  - Course Equivalency box
  - Cross Listing box
- Previous Course Title line in Course Information box
- Additional Questions box
- 2 questions regarding impact on roadmaps and/or 2+2 plans
- GE Course form link to Next Steps

Removed:

- Remedial Grade Basis option
- Course Attributes box
- Service Learning and Community Engaged Learning Attributes and Values box
- Classroom Characteristics and Needs box
- Textbook and Other Materials box
- Staffing and Other Resources box
- GWAR box (already on GECCo form)
- GE Course Consideration box (already on GECCo form)
- Impact of Course Proposal on Other Course Offerings box
- Impact of Course Proposal on Degree(s) box
- Director of Academic Operations signature line

Modified:

- Course Unit Value to provide fixed and variable unit option boxes
- Course Type and Delivery mode box to provide clarity between split and non-split course options
- Wording in first line of Next Steps box to include attaching Catalog Copy

Moved:

- Rationale for Course Proposal to first page, 3rd box

# COURSE PROPOSAL FORM

**Reset Form**

## SELECT ONE PROPOSAL ACTION *(Select One)*

EFFECTIVE CATALOG YEAR: FALL

NEW     
  REVISION\*  
\*Complete the Program/School box, Rationale, the Course Info, and then the boxes where the change(s) are requested.

CANCELLED\*\*  
(no longer offered)

MORATORIUM\*\*  
(not schedulable)

\*\*For Cancelled and Moratorium: Complete the Program/School box, Rationale stating when you want the course to change states, and Course Info.

## PROGRAM OR SCHOOL & DEPARTMENT *(Select School, complete Department and Proposed By)*

School:

ALL UNIV   
  A&H   
  BPA   
  NSME   
  SSE   
  EUD

Department:

Proposed by:

## RATIONALE FOR COURSE CHANGE *(e.g. title change, unit change, date no longer offered etc.) (NOT Required for NEW):*

List Rationale for Course Change:

## COURSE INFORMATION *(All areas are required)*

Previous Course Title (Only required for Revision:

Course Title (Catalog Long Title):

Schedule Title *(30-character space limit)*  
*(This title will appear on a student's transcript):*

Subject Code (e.g HIST, SOCL):

Course Number:

Is the Course Number Being Reused?:  YES  NO

If YES – indicate the last term course was offered:

Course Unit Value – Fixed Units      OR      Variable Units

**Course Description:** (Attach a clean version. 40-word limit. If attaching a sample syllabus or outline, descriptions should match.)

Grade Basis (Choose one):

LETTER GRADED     CR/NC     CR/NC with RP     FYS     GRADED with RP

Prerequisites/Co-requisites:

(Minimum grade requirement must be explicitly stated, if applicable. Include applicable equivalent course/test score prerequisites/co-requisites.)

**NOTE: Prerequisites may be enforced at the Schedule Level. Department consent may be enforced at the Schedule Level.**

**PREVIOUS COURSE OFFERINGS (Complete this section if course was previously offered)**

If this is a new course proposal, has this course been offered previously with a different subject/course number?

YES     NO

If YES, indicate the Last Term Offered:      Year:      and Course ID:

**COURSE EQUIVALENCY (Choose one and provide details, if necessary)**

Is this course equivalent to other course(s):  YES     NO

If YES, list all of the course(s):

**COURSE REPETITION (must include repeat and maximum unit limit details in course description):**

Repeatable for Credit?       YES     NO

Allow multiple enrollments in the same term?  YES     NO

Repeatable under different topics?       YES     NO

Maximum repeatable units allowed?

Maximum repeatable amount of times?

**COURSE TYPE & DELIVERY MODE (Complete option 1 OR 2)**

Option 1: Choose one Course type (for non-split courses), provide the CS#

ACTIVITY     CLINICAL     DISCUSSION     INDEPENDENT STUDY     LECTURE     LAB     SEMINAR  
 SUPERVISION     TUTORIAL

CS# \_\_\_\_\_

Option 2: Use this option when the unit load is split for a course. Choose 2 Course Types, provide the CS# and units for each.

ACTIVITY  CLINICAL  DISCUSSION  INDEPENDENT STUDY  LECTURE  LAB  SEMINAR  
 SUPERVISION  TUTORIAL

CS# \_\_\_\_\_ / Units \_\_\_\_\_ & CS# \_\_\_\_\_ /Units \_\_\_\_\_

Be sure to review this page for minutes of instruction and associated faculty workload

### CROSS-LISTING *(Complete only if applicable)*

Is this course cross-listed with another subject/course?:  YES  NO

If YES – indicate the cross-listed course(s):

### TYPICALLY OFFERED *(Please indicate when the course is typically offered. This will display to students in the Degree Audit)*

This Course is Typically Offered which Terms:

### ADDITIONAL QUESTIONS *(Required)*

Is This Course a Zero Cost Course Material Course (ZCCM)?  YES  NO

Does this change impact the Road Map?  YES  NO

If Yes, please indicate what changes are needed:

Will this change impact your current AD-T or 2+2 agreement(s)?  YES  NO

### SPECIAL INSTRUCTIONS *(Not required)*

Please include information on course attributes, SERVICE LEARNING AND COMMUNITY ENGAGED LEARNING ATTRIBUTES & VALUES, or other special instructions

### NEXT STEPS:

- Attach syllabus and catalog copy w/ revisions *(for Revisions only)* to this proposal
- Attach current/degree proposal form to this proposal (if applicable)
- Submit to department/program curriculum committee for review & approval
- Department submits to school curriculum committee for review & approval
- If no additional approvals required are required, school/program curriculum committee submits to Academic Operations after all final approvals have been recorded. [See Annual Catalog & Curriculum Deadlines Dates](#)
- If this course is up for GE consideration, [Submit GE Course Form to GECCO for Review and Approval](#)

**SCHOOL/PROGRAM COMMITTEE & OTHER APPROVALS:**

Department Chair/Program Director:	Date:
School/Program Curriculum Committee Chair:	Date:
Dean of School:	Date:
Director of GE:	Date:

**ACADEMIC OPERATIONS USE ONLY:**

Effective Term:	Catalog Year:
Comments:	
Course ID:	Enrollment Requirement Group:
Added Course Attribute:	

ASCSU Report

Of

Plenary Session

September 8-9

By Janet Millar and Mark Martinez

Thursday 9/8/22

This plenary was held via zoom and there is no decision about the format for the November Plenary.

Report from Trustee Sabalius: Compact is good news for the CSU, stipulates 5% increase to the CSU each year for next five years. There are conditionals...some metrics but it provides a good base for interaction with the legislature.

Interim CSU Chancellor, Koester, CSU Board of Trustees Chair, Wenda Fong and CSU Board of Trustees Vice Chair, Jack Clark.

They spoke about the Compact and that each of the three segments of higher education have a slightly different compact. CSU has expectation of making positive progress towards six areas: increasing access to the CSU; improving student success and equity gap reduction; affordability; increasing intersegmental collaboration and support workforce preparation and high demand career prep; increase access to online course offerings .

Regarding Title IX investigations. The Cozen Group is meeting with administrations functions responsible for Title IX action on each campus. Work is about policy and procedure as well as culture.

EVC Alva re: How the ASCSU engages with the CSU CO: She uses 5 questions to guide her work

1. Can students find their way
2. Can students learn here
3. Are students invited to participate in their own learning
4. Do students feel like they belong on their campus/in their program
5. How people and the system serving them are doing

Lots of conversation about Cal GETC/single GE pathways, AB 928 and CSU GE

Friday 9/9/22

Chair Gina Maisto Smith, Vice Chair Leslie Gomes of "Institutional Response Group, Cozen O'Connor

Lots of discussion about how the Institutional Response Group (IRG) is moving through the process on campuses. Framing the conversation on each campus with: We don't know what we don't know; flip the lens (recognizing who is being served); Embrace the tension; Together we are better than the sum of

our parts. Several concerns surfaced, some conversations were held when faculty (and others) were away from the campus during summer, a sense that Cozen may be a good mechanism of understand current status, but scope doesn't seem to include culture change,

Resolutions: passed On the intersegmental Committee of Academic Senates (ICAS) Cal GETC Proposal: Feedback.

Passed: Considering the Campus Impacts of AB928

2<sup>nd</sup> reading (November) Support for evaluating the CSU Course Equity Portal

Others still in first reading and will be brought to the November, plenary.

**AAC Report**  
September 15, 2022 Meeting

1. Program Outcomes Assessment
  - a. We continued our discussion of program outcomes assessment and were joined by Dean Frakes, who provided an administration perspective on the issues involved.
  - b. We reviewed the ALT (Assessment Leadership Team) guiding document and discussed some proposed changes to the document, including changes in the membership and the charge to the group.
  - c. We expect to have a related resolution ready for the Senate at its October 6<sup>th</sup> meeting.
2. In its capacity as the interschool curriculum, we approve the removal of three GST courses from the campus catalog that are no longer being offered.
3. We discussed the Department Formation Criteria Task Force report, including suggested changes to the recommendations suggested by BPC. We are in favor of having the report go forward in its current form and having all Senators have the change to weigh in on any potential changes.

**Academic Affairs Committee (AAC): John Tarjan/Chair, meets 10:00 am in BDC 134 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
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 EC Agenda 12/7/21. See 3/1 Minutes EC drafts resolution.			
4/26/22	2021-2022 #45 Academic Programs Assessment Quality Feedback	Carryover;	AAC Whether committee be formed, or whether to include task in School Curriculum Committee duties.			
6/1/22	2022-2023 #02 Academic Integrity Campaign-Ombudsperson and Committee on Professional Responsibility	<b>HOLD</b> 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	Removal of courses from catalog: GST 1030, GST 1040, GST 1160, and GST 2400	Completed 9/5/22	AAC, acting as university curriculum committee Reviews the rationale for remove and then sends memo to Senate	n/a	n/a	n/a
9/9/22	Removal of courses from catalog: GST 1050, 1400, 1410 and to update the degree requirement for BA in Interdisciplinary Studies w/ concentration in WGSS	Completed 9/15/22	AAC, acting as university curriculum committee Reviews the rationale for removal and update and then sends memo to Senate	n/a	n/a	n/a

## Katherine Van Grinsven

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**From:** Elaine Correa  
**Sent:** Thursday, September 15, 2022 6:05 PM  
**To:** Katherine Van Grinsven; Melissa Danforth; Aaron Hegde  
**Cc:** Elaine Correa  
**Subject:** re: Report for AS&SS - 9/15/2022

Dear Colleagues,  
Here is the report for AS&SS for 9/15/2022

### **Report for AS&SS – 9/15/2022**

AS&SS reviewed the Advising Taskforce Recommendations (Referral #7). Professional advisors were requested to attend the meeting to provide background information and context for the Report. Vice-Chair, Dr. Alicia Rodriguez assisted with the discussion. Dr. Joel Haney attended the meeting to provide some faculty insights and concerns related to the two different options related to direct reporting lines. The committee will hear from faculty and professional advisors who contributed to the Taskforce Recommendations or were involved in the drafting of the Student Success Initiatives at CSUB at the next meeting.

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  
Bakersfield California  
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.

**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	<b>HOLD</b> 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.			
9/8/2022	2022-2023 #07 Advising Task Force Recommendations	Sent to AS&SS and BPC 9/13/22; revision sent 9/15/22	AS&SS and BPC Address and consider taskforce report recommendations; consider current advising structure and whether or not to accept all recommendations, a few of them, or if other recommendations are needed.			

# **Budget and Planning Committee Report**

Thursday, September 15<sup>th</sup>, 2022  
10:00 –11:30 AM

## **SCI 3-100**

1. 2021-22 Referral 02 – Department Formation Criteria – Committee finalized recommended changes. Document forwarded to AAC and FAC.
2. Referral 05 – Reclassification of AVP IRPA – Committee waiting for Provost on revised position description to update Handbook language.
3. Referral 01 – Time Blocks and Space Utilization – Committee looked at Chancellor’s Office space utilization report. Further information is needed on classroom usage per time block, and broken down by school. Issue on class schedule conflict on required classes across departments is also discussed.

**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	<b>HOLD</b> 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 2222303- Addendum to Academic Calendar- sent to Senate 9/8/22	9/8/2022	9/20/2022	
9/8/2022	2022-2023 #07 Advising Task Force Recommendations	Sent to AS&SS and BPC 9/15/22	AS&SS and BPC Address and consider Advising Task Force report recommendations and whether to accept them or not keeping in mind the needs that task force was designed to meet.			

**From:** Mandy Rees  
**To:** Katherine Van Grinsven  
**Subject:** Re: Academic Senate Agenda- September 22  
**Date:** Wednesday, September 21, 2022 6:36:09 PM  
**Attachments:** [image001.jpg](#)

## **FAC Report for 09-15-2022**

Faculty Affairs Committee heard some of the preliminary concerns from the CFA regarding Office Hours. We reviewed comments from the Senate on the first reading of the resolution regarding administrative search committees and made minor revisions. We discussed the latest version of the Department Formation guidelines and crafted some language to submit for consideration. Last, we opened the discussion regarding lecturer evaluation, especially those lecturers in their sixth year and examined the handbook and its lack of specificity in this area.

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**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	<b>HOLD</b> 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	Sent to FAC 8/30/22	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	Sent to FAC 9/6/2022	FAC Whether changes need to be made to the existing office hours policy	n/a	n/a	n/a



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~~ **Associate Vice President for Academic Affairs and Dean of Academic Programs, 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 or needs to be extended** ~~there are no further acceptable candidates, the search process shall begin anew~~ **a new search committee is to be formed.**

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.