

# California State University, Bakersfield

## Academic Senate

### Minutes

Thursday, November 3, 2022

10:00 a.m. – 11:30 a.m.

*Location: Virtual Conference*

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

**Members:** A. Hegde (Chair), M. Danforth (Vice Chair), M. Ayuso, E. Correa, J. Gillard, V. Harper, H. He, C. Lam, M. Martinez (excused), J. Millar (excused), S. Miller, M. Rees, J. Rodriguez, A. Rodriquez, M. Rush, T. Salisbury, A. Sawyer, D. Solano, B. Street, J. Tarjan, M. Taylor, C. Vollmer, D. Zhou (D. Wu's alternate) and K. Van Grinsven (Senate Analyst).

**Visitors:** **E. Adams**, D. Boschini, S. Bozarth, J. Cornelison, D. Fowler, A. Gomez-Navarro, K. Grappendorf, H. Niemeyer, G. Ochoa Vega, A. Slabey, L. Zelezny, and K. Ziegler-Lopez.

- A. Call to Order
  - a. A. Hegde called meeting to order. Read land acknowledgement.
- B. Approval of Minutes
  - a. October 6, 2022 (*attached*)
  - b. E. Correa motioned to approve; C. Lam seconded. Approved.
- C. Announcements and Information
  - a. President Zelezny's Report (**Time Certain: 10:10 AM**) - (L. Zelezny)
    - i. Thanked M. Martinez for his leadership on the "Song of Caesar" event.
    - ii. Promoted the "Kegley Institute of Ethics" Fall lecture with Dolores Huerta this evening, November 3.
    - iii. The new Energy Innovation Building toast was a successful, newsworthy event.
    - iv. Information regarding research collaboration opportunities with Lawrence Livermore Laboratory to come.
    - v. "Economic Summit of California" was in Bakersfield. CSUB received recognition in many areas and from the Governor.
    - vi. Meeting with Academic Senate Chair A. Hegde today, November 3.
    - vii. Looking forward to celebrating at the Early Graduates reception today, November 3.
    - viii. "Coffee and Conversation with the President" to take place Monday, November 7 at 2 PM at Starbucks for new faculty.
    - ix. Monday, November 7 CSUB's Public History Institute will host an event, "Experiences in the Civil Rights Era" in the Dezember

Leadership Room. President Emeritus Horace Mitchell, Dr. Soraya Coley, and Dr. Thomas Wallace will be presenting.

- x. Today is "Education Day"; will be leaving Senate meeting a bit early.
- xi. Questions and Answers: None.

b. Elections and Appointments- (M. Danforth)

- i. See PowerPoint slides.
- ii. Questions and Comments:
  - 1. (J. Tarjan) Comment: The General Studies (GST) Review Committee is still missing members. There are faculty without home departments that will need classroom observations conducted soon. (M. Danforth) Will move GST to the urgent call list.

D. Approval of Agenda (**Time Certain: 10:05 AM**)

- a. E. Correa motioned to approve; C. Lam seconded. Approved.

E. Reports

a. Provost's Report- (V. Harper)

- i. Will begin focusing attention on the Energy Innovation Center and the development of strategies for investments in release time for grants, faculty, instruction, and classrooms.
- ii. Campus Climate:
  - 1. Will be sending an update to faculty today regarding the Campus Climate Survey. Thanked T. Salisbury for her leadership on the DEI Faculty Fellowship initiative. Thanked E. Correa for her work as well.
  - 2. Will be launching a Campus Climate website, as well as a CSUB HSI history website, with anticipated launch in Fall 2023.
  - 3. Collaborating with the Art Committee regarding the physical visibility of CSUB as an HSI campus.
  - 4. Will be meeting with the Asian Faculty and Staff Association to hear their concerns regarding the Campus Climate.
- iii. Cluster hires going well with ten positions open. They are working hard to get the positions posted and looking forward to interviews in Spring 2023.
- iv. Questions and Comments: None.

b. ASCSU Report (tabled)

- i. J. Millar and M. Martinez are attending the ASCSU Plenary Thursday, November 3 and Friday, November 4. Will provide a report at the next meeting.

c. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage*).

- i. ASI Report (C. Vollmer)
  - 1. ASI has been very busy with events the last few weeks. Thanked those that participated in the blood drive. There were

- about eighty-one participants with over fifty of participants being first-time donors.
2. Had first Community Conversation regarding Halloween and cultural appropriation with costumes.
  3. Recently returned from the “Higher Education Coalition Convening” where the following topics were discussed: transfer students, resources, accessibility, equity, and college affordability.
  4. ASI is currently working on drafting a resolution in support of Open Education Resources (OER).
  5. Questions and Comments: None.
- ii. Executive Committee - (M. Danforth)
1. The Executive Committee spent a lot of time this past week discussing the Wang Family Excellence Awards and subcommittee updates.
  2. There has been a lot of conversation devoted to discussing AB 927 and AB 928, as well as campus administration. Will hopefully have some new referrals to the subcommittees in the coming weeks.
  3. Questions and Comments: None.
- iii. Academic Affairs Committee (AAC) - (J. Tarjan)
1. AAC did not meet October 27, 2022.
  2. Discussed the challenges that are posed when courses in one school are changed that maybe be used in programs in other schools. Possible referral to come.
  3. Anticipates receiving a referral concerning GECCo, as well another referral addressing the composition and functioning of the GVAR Committee.
  4. Questions and Comments: None.
- iv. Academic Support & Student Services Committee (AS&SS) - E. Correa (*attached*)
1. Regarding referral 2022-2023 #10 Knowmia Replacement Project: had James Evans and Alex Slabey come to the AS&SS meeting to discuss recommendations. Have drafted a resolution.
  2. Regarding referral 2021-2022 #28 Academic Testing Center Exploratory Sub-Committee: Drafting their request for more information from the sub-committee.
  3. Regarding referral 2022-2023 #07 Advising Task Force Recommendations: AS&SS made some recommendations and have shared them with BPA for future joint discussion.
  4. Questions and Comments: None.
- v. Budget and Planning Committee (BPC) - C. Lam (*attached*)

1. Discussed referral 2021-2022 #02 Department Formation Criteria Revision and RES 222308: Reviewed and discussed feedback from the first reading. Second reading to take place under "Old Business."
  2. Referral 2022-2023 #01 Time Blocks and Space Utilization: Thanked ASI and DCLC for providing feedback to BPC. High space utilization is important as it will enable CSUB to request funding for classroom updates and buildings in the future. He encourages anyone from the campus community to reach out if they would like to provide commentary or feedback.
  3. Questions and Comments: None.
- vi. Faculty Affairs Committee (FAC) – M. Rees (*attached*)
1. Discussed referral 2021-2022 #02 Department Formation Criteria Revision: Brief discussion on first reading of RES222308.
  2. Referral 2021-2022 #41 Sixth-year Lecturer review – Handbook Change: They were hoping to have some Handbook language before the next lecturer review cycle, however, will not be able to make that deadline. They hope to have their work finished on this referral by the end of the year.
  3. 2024-2022 #39 The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) – Handbook Change: Drafted a resolution to be presented for the first reading today; RES 222309.
  4. Questions and Comments: None.
- vii. Staff Report - S. Miller
1. Staff Forum hosted a Halloween Social on Monday, October 31. Looking forward to hosting more social events in the coming months.
  2. Questions and Comments: None.

F. Resolutions (**Time Certain: 10:45 AM**)

a. Consent Agenda

b. New Business

i. RES 222309 - Personnel Action File (PAF) and the Working Personnel Action File (WPAF) - FAC

1. M. Rees presented resolution for the first reading.

2. Questions and Comments:

a. (J. Tarjan) Comment: Recommends the inclusion of a list in the Handbook identifying the required materials for the PAF and who is responsible for inserting those materials.

b. (D. Solano) Comment: Looking to the future of moving toward digital PAF files; recommends changing the

language from “signature” to allow for the use of digital signature. (M. Rees) Since software for the review is still being developed, will wait on that change, but will keep this in to consideration.

- c. (M. Rush) Question: Can you clarify whether the process of signing the PAF is required for post-tenure review (PTR) as well? (M. Rush) Comment: Recommends that FAC add something in the language regarding the procedural order for the PAF to be looked at first; before Unit Review Committee completes their review. PAF may include a rebuttal letter that could be missing from the WPAF. Would want to ensure that information is collected before the committee conducts their review.
  - i. (M. Rees) Will take comment and questions back to the committee.
- d. (A. Sawyer) Question: Clarification requested where the PAF files are housed and their access.
  - i. (M. Rees) Clarifies that the PAF files are paper files housed in the Dean’s Offices. The WPAF files are submitted for review by faculty electronically.
- e. (M. Danforth) Believes the Unit Review Committee levels and letters from other levels of review are supposed to be printed and filed in the PAFs. Understands that that process may depend on the Dean’s Office procedures for each school. (M. Rees) Comments: Suggests the inclusion of proper procedures and PAF file maintenance in new dean training. Concerns expressed regarding student workers having access to the PAFs.
- f. (T. Salisbury) Question: Do faculty members have access to their own files to be able to view what is in there? What happens with changes in deans and transfer of files? (M. Rees) Faculty have access to their files. The transition to using BOX for RTP reviews may have complicated the process and file updates. (D. Boschini) Confirms faculty have access to their PAF and would just need to contact their Dean’s Office to make an appointment - CBA 11.11.
- g. (A. Sawyer) Comment: Should perhaps more time be spent towards digitizing the files? (M. Rees) Yes, there is a referral regarding the digitization of files. (A. Hegde) There is a call pending for interest in the Faculty Performance Software Review Committee that is tasked with this.

- h. (S. Bozarth) Comment: In the library they are storing their PAF files electronically per CBA 11.1. Have a process in their area for virtual WPAF and PAF conversions.
    - ii. RES 222310 - Knowmia Replacement Project – AS&SS
      - 1. E. Correa provided background information and presented resolution for the first reading.
      - 2. Questions and Comments: None.
  - c. Old Business
    - i. RES 222308 - Department Formation Criteria – AAC, BPC, and FAC
      - 1. C. Lam presented resolution for the second reading. Discussed clarifications made to the language in response to the feedback from first reading.
      - 2. Questions and Comments:
        - a. (M. Rees and C. Lam) Discussed changes “II. New Department Proposal: Contents A and B.” Proposed amendment: move all of B to replace the underlined addition in A. (E. Correa) Proposed slight adjustment to amendment language to say “to that specific level”.
        - b. Motion to amend carried.
        - c. C. Lam motioned to approve amended RES 222308; M. Rees seconded. Approved.
- G. Open Forum (**Time Certain: 11:15 AM**)
  - a. (E. Correa) Thanked ASI for their adoption and support for OER and the work they are prepared to do.
- H. Adjournment
  - a. A. Hegde adjourned meeting.

# California State University, Bakersfield

## Academic Senate

### Agenda

Thursday, November 3, 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>

- A. Call to Order
- B. Approval of Minutes
  - a. October 6, 2022 (*attached*)
- C. Announcements and Information
  - a. President Zelezny's Report (**Time Certain: 10:10 AM**).
  - b. Elections and Appointments- M. Danforth.
- D. Approval of Agenda (**Time Certain: 10:05 AM**)
- E. Reports
  - a. Provost's Report
  - b. ASCSU Report (postponed)
    - i. J. Millar and M. Martinez attending ASCSU Plenary Thursday, November 3 and Friday, November 4.
  - c. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage*).
    - i. ASI Report- C. Vollmer
    - ii. Executive Committee- M. Danforth
    - iii. Academic Affairs Committee (AAC)- J. Tarjan
      - 1. AAC did not meet October 27, 2022. No pending items; no report.
    - iv. Academic Support & Student Services Committee (AS&SS)- E. Correa (*attached*)
    - v. Budget and Planning Committee (BPC)- C. Lam (*attached*)
    - vi. Faculty Affairs Committee (FAC) – M. Rees (*attached*)
    - vii. Staff Report- S. Miller
- F. Resolutions (**Time Certain: 10:45 AM**)
  - a. Consent Agenda
  - b. New Business
    - i. RES 222309- Personnel Action File (PAF) and the Working Personnel Action File (WPAF)- FAC
    - ii. RES 222310- Knowmia Replacement Project – AS&SS
  - c. Old Business
    - i. RES 222308- Department Formation Criteria – AAC, BPC, and FAC
- G. Open Forum (**Time Certain: 11:15 AM**)
- H. Adjournment

# Academic Senate

## Elections and Appointments

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**November 3, 2022**



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**



# Fall 2022 Election Cycle

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

1. Urgent calls for the term Currently Ongoing
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 - COMPLETE

- Chandra Commuri - Public Policy and Administration
- Richard Gearhart - Economics
- Jeremy Woods - Management and Marketing
- Di Wu - Accounting and Finance

## ❖ School Election Committee - COMPLETE

- A&H: Joseph Florez - Philosophy and Religious Studies

## ❖ Election of NSME Associate Dean Search Committee- UNDERWAY

- Three (3) full-time tenured NSME faculty

# Urgent Calls and Elected Vacant Positions continued

## ❖ University Program Review Committee (UPRC) - COMPLETE

A&H: One (1) tenured faculty member to complete Yvonne Ortiz-Bush's term through May 2023

**Kyung Jung Han- Communications**

## ❖ General Education Curriculum Committee (GECCo) - COMPLETE

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

**Yong (Nathan) Li- Social Work**

A&H: One (1) full-time faculty member to complete Arno Argueta's term through May 2023

**Jonathan Young- Philosophy and Religious Studies**

BPA: One (1) full-time faculty member to complete Lori Paris's term through May 2023

**Angela Amaya - Management and Marketing**

# Vacant Appointed School Positions

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## ❖ Academic Petitions Committee (APC) - UNDERWAY

SSE: One (1) full-time faculty to complete term to May 2024

Call in progress; Nominations accepted until Thurs. Nov. 3 at 5:00 PM

## ❖ Research Council of the University (RCU) - SOON

SSE: One (1) full-time faculty to complete term to May 2023

## ❖ Faculty Performance Review Software Exploratory Committee - SOON

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

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## 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

## Vacant Appointed At-Large Positions continued

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### ❖ University Police Advisory Committee

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

### ❖ Note: We are still researching a few additional positions

Updates at next Senate meeting

If you are aware of any vacancies not listed, please email  
Melissa Danforth and Katie Van Grinsven

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# 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

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# School Election Committees 2022-23

## Arts and Humanities

*Joel Haney (chair)*

*Douglas Dodd*

*Joseph Florez*

## Business and Public Administration

*Dan Zhou (chair)*

*Di Wu*

*Margaret Malixi*

## Natural Sciences, Mathematics and Engineering

*Sophia Raczkowski (chair)*

*Qiwei Sheng*

*Prosper Torsu*

## Social Sciences and Education

*Hector Nolasco (chair)*

*Yvonne Ortiz-Bush*

*Edna Molina-Jackson*

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# 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 image shows a screenshot of a website's navigation menu and a grid of links. The navigation menu at the top includes 'SENATE MENU', 'Home', 'Membership', 'Meetings', 'Committees', and 'Resolutions'. The 'Committees' link is circled in red. Below the menu is a grid of eight links, each with an icon and a label. The 'Elections and Appointments' link is highlighted with a red border, and a red arrow points from the 'Committees' link to it. A red text annotation 'Committee charge, roster, terms, etc.' is positioned between the 'Committees' and 'Elections and Appointments' links.

SENATE MENU	Home	Membership	Meetings	Committees	Resolutions
Senate Membership	Senate Meetings	Executive Committee Meetings	Standing Committees		
					
Resolutions	Faculty Awards	Governing Documents	Academic Senate CSU		
					
University Handbook	Elections and Appointments	General Faculty Meetings	Faculty Feedback		

Committee charge, roster, terms, etc.

# Thank You !



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

<b>Academic Affairs Committee (AAC):</b> John Tarjan/Chair, meets 10:00 am in BDC 134 and/or via Zoom video conference. <b>Dates:</b> 9/1, 9/15, 9/29, 10/13, <del>10/27</del> , 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; IP	AAC, BPC, and FAC The need to clarify and extend the current department formation procedures. Task Force sent recommendations to EC 12/1/ 2021. See EC Agenda 12/7/21. See 3/1 Minutes EC drafts resolution. <a href="#">RES 222308- (2<sup>nd</sup> reading to take place 11/03/22)</a>			
4/26/22	2021-2022 #45 Academic Programs Assessment Quality Feedback	IP; 10/6/22	AAC Whether committee be formed, or whether to include task in School Curriculum Committee duties. RES 222304 – Reconstitution of the Campus Assessment Team	10/20/2022	10/31/2022	11/2/2022
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, BPC, and FAC Whether one person serving as ombudsperson is enough funding to support Ombudsperson position; Ways the Committee on Professional Responsibility works with the Faculty Ombudsperson.			
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
9/28/2022	2022- 2023 #08 GVAR Exam and/or Course Requirement	IP; 10/6/2022	AAC Generate a statement in response to memo from Chancellor’s Office re GVAR Exam and/or course requirement. RES 222305 – GVAR Concerns	10/20/2022	10/31/2022	
11/2/2022	2022-2023 #11 GVAR Committee Structure	Sent to AAC	AAC Address the question of the GVAR committee structure; consider who to report to, role in approving GVAR courses and committee composition.			

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

**Academic Support and Student Services (AS&SS):** Elaine Correa/Chair, meets 10:00 am 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
10/19/21	2021-2022 #28 Academic Testing Center Exploratory Sub-Committee	Carryover; <b>IP</b>	AS&SS Reference RES 202123. Form sub-committee & include AVP EM, Director Testing Center, ASI & provide path <i>IP: Memo IP for follow up w/ request to subcommittee 11/1/22.</i>			
9/8/2022	2022-2023 #07 Advising Task Force Recommendations	<b>IP;</b> Sent to AS&SS and BPC revised 9/15/22	AS&SS and BPC Address and consider taskforce report recommendations; consider current advising structure and whether to accept all recommendations, a few of them, or if other recommendations are needed. <i>IP: AS&amp;SS shared recommendations w/ BPC - 11/1/2022.</i>			
10/17/2022	2022-2023 #10 Knowmia Replacement Project	<b>IP;</b> 10/17/22	AS&SS Address and consider replacement options for Knowmia Techsmith video media management service; consider FTLC/ITS report and evaluation and expected timeline of implementation. <i>RES 2223010- (1st reading to take place 11/03/22).</i>			

## Report to Academic Senate for AS&SS

October 27, 2022

AS&SS received Referral #10 - Replacement of Knowmia (*formerly known as Relay*) by Techsmith, as identified in the Knowmia Replacement Project Summary provided by the Faculty Teaching and Learning Center (FTLC) and Information Technology Services (ITS) Evaluation Team. Guest speakers, Alexander Slabey and James Evans attended the AS&SS meeting to provide responses to questions from the committee, as well as to explain the rationale for initiating this change due to Techsmith's decision to deprecate the Knowmia service by the end of 2023. Five replacement options (Panopto, Yuja, Kaltura, Canvas Studio, and MediaSite) were considered, with the Evaluation Team recommending Panopto. After consultation with Alex Slabey and James Evans, and a review of the data provided in the summary report, AS&SS members supported the Evaluation Team's recommendation.

AS&SS also reviewed the recommendations to Testing Center (Referral #28) from the Report from the Testing Center Exploratory Sub-Committee. The committee was not satisfied with the feedback provided and will provide request additional feedback from the committee.

AS&SS Committee members also drafted recommendations to Referral #7, - Taskforce on the Advising Structure Report, that will be sent to BPA for joint discussion.

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

**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
8/28/2021	2021-2022 #02 Department Formation Criteria Revision	Carryover; <b>IP</b>	AAC, BPC, and FAC The need to clarify and extend the current department formation procedures. Task Force sent recommendations to EC 12/1/ 2021. See EC Agenda 12/7/21. See 3/1 Minutes EC drafts resolution. <a href="#">RES 222308- (2<sup>nd</sup> reading to take place 11/03/22).</a>			
6/1/22	2022-2023 #01 Time Blocks and Space Utilization	<b>IP</b> ; 8/26/22	BPC The need to reconsider Time Blocks for classes. <a href="#">IP: still being discussed.</a>			
6/1/22	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	<b>HOLD</b> ; discussing in EC 8/30/22	AAC, BPC, and FAC Whether one person serving as ombudsperson is enough; funding to support Ombudsperson position; Ways the Committee on Professional Responsibility works with the Faculty Ombudsperson.			
8/23/22	2022-2023 #05 Reclassify Assistant VP of IRPA to Associate VP of IRPA	<b>IP</b> ; 8/30/22	BPC The need to reclassify Assistant VP of IRPA to Associate VP of IRPA per Dr. Harper's request. <a href="#">IP: pending position description.</a>			
8/26/22	2022-2023 #06 Addendum to Academic Calendar 22-23	Complete	BPC Addendum to change campus evacuation date from April 4 to April 11 when campus is open RES 222303- Addendum to Academic Calendar- sent to Senate 9/8/22	9/8/2022	9/20/2022	9/30/2022
9/8/2022	2022-2023 #07 Advising Task Force Recommendations	<b>IP</b> ; 9/15/22	AS&SS and BPC Address and consider taskforce report recommendations; consider current advising structure and whether to accept all recommendations, a few of them, or if other recommendations are needed. <a href="#">IP: AS&amp;SS shared recommendations w/ BPC.</a>			
9/28/2022	2022-2023 #09 Addendum to the Academic Calendar 22-23	<b>HOLD</b> ; Sent to BPC 9/28/22	BPC Addendum to add federal holiday Juneteenth as a campus holiday. <i>*Email from C. Lam- not yet an approved CSU holiday 10/4/22.</i>			

# **Budget and Planning Committee Report**

Thursday, October 27<sup>th</sup>, 2022  
10:00 –11:30 AM

1. 2021-22 Referral 02 – Department Formation Criteria – Reviewed language corrections after first reading.
2. Referral 01 – Time Blocks and Space Utilization – Senate Vice-Chair Danforth provided information from Space Management Committee for consideration. Extensive discussions on related issues of space utilization vs current time blocks. Discussion to continue.

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

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

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-	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.			
9/21/21	2021-2022 23 Faculty Hall of Fame Selection Process Change	Carryover; <b>IP</b>	FAC Whether selection process should move to FHAC; whether time conflict with Faculty Awards, data transfer			
10/19/21	2021-2022 #27 Composition of Search and Screening Committees – Handbook Change	Complete	FAC Handbook 309.5: clarify candidate eligibility, add “General Faculty”, reconstitute committee > 18 months. RES 222301- Composition of Search and Screening Committees.	9/22/2022	10/6/2022	10/6/2022
3/1/22	2021-2022 #39 The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) – Handbook Change	Carryover; <b>IP</b>	FAC Whether the PAF or WPAF is the official file...flow chart of levels of involvement. <a href="#">RES 222309- (1st reading to take place 11/03/22).</a>			
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; <b>IP</b>	FAC Purpose and outcome(s) of the Sixth-year Lecturer Review, etc. <a href="#">IP; still discussing and reviewing handbook.</a>			

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

6/1/22	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	<b>HOLD</b> discussing in EC 8/30/22	AAC, BPC, FAC Whether one person serving as Faculty Ombudsperson is enough; funding to support position; ways the committee Professional Responsibility works with the Faculty Ombudsperson.			
8/29/22	2022-2023 #03 Holding Exams on the Last Day of Class	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	Complete	FAC Whether changes need to be made to the existing office hours policy <b>MEMO-</b> No change to existing policy; Report in materials for 9/8/2022 AS meeting.	n/a	n/a	n/a

**Faculty Affairs Committee**  
**October 27, 2022 Meeting**

- We reviewed the Senate discussion of the Department Formation Criteria Revision and are in support of the resolution.
- We briefly discussed the Sixth-year Lecturer Review referral. Debbie Boschini is researching language used at other CSUs. There are a number of issues still to be unraveled and worked on. We discussed the possibility of providing guidance to chairs regarding cumulative reviews for the upcoming lecturer cycle while we are still in progress with this referral.
- We discussed the use of the Personnel Action File (PAF) versus the Working Personnel Action File (WPAF) and prepared a resolution for Senate consideration.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) -  
Handbook Change**

RES 222309

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the *University Handbook* language regarding the review of the PAF and the WPAF (deletions in ~~strike through~~, additions in **bold underline**) as specified below:

**305.6.3 Evaluation and Recommendation by the Unit Committee**

While faculty and students may contribute to the deliberations concerning a faculty, only unit RTP committee members shall participate in forming the written performance evaluation and recommendation.

- a. The views expressed by individual members of the unit RTP committee during the committee's deliberations shall be confidential.
- b. The unit RTP committee shall prepare a written evaluation and recommendation based ~~primarily~~ on information in the RTP file, **which includes information from both the WPAF (submitted by the faculty under review) and the PAF (maintained by and located in the respective dean's office). All unit committee members must review the contents of the WPAF and sign the WPAF access sheet. At least one unit committee member must review the contents of the PAF and sign the PAF access sheet.**
- c.** The evaluation and recommendation shall be approved by a simple majority of the committee. An abstention shall count as a negative vote. ~~e.~~ All committee members shall sign the unit RTP committee evaluation and recommendation. Any member of the unit committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).
- d. The RTP file, including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.

**RATIONALE:** There has been longstanding confusion about the Personnel Action File's (PAF) role in the RTP process especially regarding whether any (or all) unit committee members need to review it. Instructions from the Faculty Affairs Office have not been consistent over the years; some departments regularly consult the PAF while others never do. The *University Handbook* currently does not address the issue. A clear policy is needed.

The official RTP file is the PAF and the review is based on this file (i.e., "Personnel recommendations or decisions relating to retention, tenure, or promotion or any other personnel action shall be based on the Personnel Action File." CBA 15.12.c) ; however, during the review period, the WPAF is considered incorporated into and part of the PAF (see CBA 15.9). By requiring at least one unit committee member review and sign the PAF, the full committee can be informed if there are any pertinent documents that need to be considered from the formal PAF in the dean's office that are not already included within the submitted WPAF. Any unit committee member is permitted to review the PAF during the unit committee review period. Departments that have an established practice of all committee members reviewing the PAF can continue to do so if they wish.

CALIFORNIA STATE UNIVERISTY, BAKERSFIELD  
ACADEMIC SENATE

Knowmia Replacement Project Summary  
RES 222310

AS&SS

**RESOLVED:** That the Academic Senate of CSU, Bakersfield recommends the adoption of Panopto as endorsed by the Faculty Teaching and Learning Center (FTLC) and Information Technology Services (ITS) Evaluation Team in their Knowmia Replacement Project Summary.

**RATIONALE:** Knowmia (formerly known as Relay) by Techsmith is a video media manager service that CSUB has used for many years. Techsmith has decided to deprecate the Knowmia service by the end of 2023. CSUB is one of the last licensed customers for this service and must transition to a different video media manager service as soon as possible to avoid any interruptions for faculty and staff that rely on it. None of the other current cloud storage services can adequately support managing and sharing videos. The last day of CSUB's Knowmia contract is 10/31/2023.

**ATTACHMENTS:**

Executive Summary Knowmia Replacement Project Summary, and Media Solutions Evaluation

**Distribution List:**

President

Provost

ITS

FTLC

# Knowmia Replacement Project Summary

## Techsmith Knowmia Overview

Knowmia (formerly known as Relay) by Techsmith is a video media manager service that CSUB has used for many years. This service is used to host and create faculty, staff, and students' videos on their website (<https://csub.techsmithrelay.com>). Knowmia is typically used to share videos for academic and training purposes in a Canvas course, email, or website.

## Problem Statement

Techsmith has decided to deprecate the Knowmia service by the end of 2023. Our institution is one of the last licensed customers for this service and must transition to a different video media manager service as soon as possible to avoid any interruptions for faculty and staff that rely on it. None of our other current cloud storage services can adequately support managing and sharing videos. The last day of our Knowmia contract is 10/31/2023.

## FTLC/ITS Evaluation team

Leadership includes:

- Faust Gorham – ITS CIO
- Rebecca Weller – FTLC Director

Evaluation team includes:

- Alex Slabey – FTLC Instructional Designer
- Mallory Gardner – FTLC Instructional Designer
- James Evans – ITS Zoom Administrator
- Don David – ITS Canvas Administrator
- Ernie Hashim – ITS Media Services Support
- Bryan Ellison – ITS Client Services Support

## Products Evaluated

The FTLC and ITS Evaluation team has met with five (5) different media solutions vendors. Each vendor provided a presentation and overview of their tool and services.

- Panopto (recommended by Knowmia)
- Yuja
- Kaltura
- Canvas Studio
- MediaSite

## CO Contracts in place

The Panopto currently has a Master Enabling Agreement (MEA #150718) with the CSU system that was negotiated with the CSU Chancellor's Office that provides lower pricing for CSU institutions that implement their solution. This MEA is being renegotiated with the Chancellor's Office (CO) at this time and pricing may increase or stay the same.

MediaSite also has an MEA (#140256) with the CO, but their proposal that they provided did not express MEA discounted pricing.

### **CSUB Data Usage**

In the 2021-2022 year, Techsmith Knowmia reports that

- 4,213 different CSUB faculty, staff, and students have accessed videos.
- 67,509 videos have been added.
- 221,890 videos have been viewed.

### **Recommendation**

Techsmith Knowmia has officially partnered with Panopto to support customers transitioning to a new service. This partnership has allowed Panopto to create tools to readily transfer Knowmia media to their platform and create a dedicated export video option to Panopto from Techsmith's video editing tool Camtasia.

Our evaluation team recommends that CSUB transitions to Panopto as our new media manager service after reviewing their presentation, MEA pricing, and partnership with Techsmith. Our team also recommends using a company called K16 Solutions to work with Panopto to transfer all Canvas links of current Knowmia videos to Panopto so faculty do not have to re-link their videos in their courses.

### **Expected time to implement**

Migration and testing may take up to 6 months. Implementation time may vary depending on the availability of Panopto's migration team, K16 Solutions to replace links in Canvas, and CSUB faculty and staff time to test.

### **Impact if no decision is made**

Once the Techsmith Knowmia service is no longer available at the end of 2023, all links to Knowmia videos will cease to work in Canvas courses or elsewhere. CSUB ITS will need to download all videos to cloud storage, like Box, where they will reside in a central location until a new media manager service is implemented. CSUB members will not readily have access to their own videos in this location. Zoom cloud recordings will no longer have a backup copy in Knowmia to retain recordings past 180 days. And finally, CSUB will not have access to a video manager website to upload and organize videos for instruction or sharing.

	Panopto	Kaltura	Yuja	Canvas Studio	MediaSite
<b>RECORDING</b>					
Multiple source recording (e.g. webcam and screen capture) PiP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Multiple input sources (e.g. DocCams)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Embed a webpage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharing Recordings	Panopto videos are stored in the Panopto Cloud and can be shared individually with links or via Canvas integration.		Normal sharing functions in place; Able to give sub-admin access for folders	Canvas Studio videos are stored in the Canvas cloud and can be shared within Canvas.	
<b>EDITING</b>					
Thumbnails can be changed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic post-production online video editing (e.g. trim, hide)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Caption Editing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Merging recordings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANALYTICS</b>					
Analytics that show the segment(s) of a video watched per student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Analytics that show how many times students watched a video, heat maps of re-watched sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>VIEWING</b>					
Create publicly shareable links	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments/discussion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In-line comments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change the position, color, and size of closed captions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search on video audio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Panopto	Kaltura	Yuja	Canvas Studio	MediaSite
Search on screen content (e.g. if a PowerPoint is recorded, you can search on text in the PPT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note taking (individual and as a group channel)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bookmarking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playlists	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ASSIGNMENTS &amp; QUIZZES</b>					
Grade on Quizzing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grade on % watched	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ORGANIZATION</b>					
Foldering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shared libraries/collections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Video Search	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Storage	No limits at this time.	Unlimited vs buying a 'bucket'		No impact on course storage in Canvas Studio. 1g per user	Unlimited with retention policy
Bandwidth	No limits at this time.	Unlimited vs buying a 'bucket'			
Supported File Formats	.avi, .mp4, .mpg, .wmv, .mov, .qt, .asf, .3gp, .wma, .mp3, .m4v, others.	Didn't specify, but supports video, audio, and picture file formats		.flv, .asf, .qt, .mov, .mpg, .mpeg, .avi, .m4v, .wmv, .mp4, .3gp, .mp3, .wma, .wav	
Permissions	Can prevent faculty from changing sharing permissions (such as share publicly)	Can prevent faculty from sharing publicly		Limited	
<b>ACCESSIBILITY</b>					
Automatic speech recognition (ASR) captioning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Upload caption files	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	Panopto	Kaltura	Yuja	Canvas Studio	MediaSite
Integration with third-party captioning services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Record on iOS and Android devices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View recordings on iOS and Android devices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Etc.					
SSO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer from Knowmia to New Platform	Migration tool built WITH Techsmith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$1k minimum @ \$1/video	<input type="checkbox"/>
OTHER Notes	"SWITCHING PLAN" Available (Free til the end of 2023 to avoid paying for 2 systems at once).	Hotspots	IMS Certified; LTI link; Auto captioning in 20 languages; Customizable PLAYER skins; PnP + Captions - Draggable; Able to retain user content when they leave; Policy creator interface is clean Replace media (similar to Knowmia); 'Capture' software/plugin; Zoom plugin (May need more info)	Can't lock down in order to NOT be public; Works well with speedgrader; 10g limit per file; Not shared storage w/canvas; Integration with Zoom; No user information;	
Pricing	30.5K Annually	29.5K Annually	25K Annually	32K Annually	40K Annually

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

AAC, BPC, and FAC

**Department Formation Criteria**

RES 222308

**RESOLVED:** That the Academic Senate adopt the document and policy in “The Formation and Modification of Academic Departments: Principles and Procedures”.

**RATIONALE:** The existing department formation criteria and procedure is unclear and outdated. The new guidelines provide a detailed description for parties involved in both the proposition and evaluation processes.

**Distribution List:**

President  
AVP for Academic Affairs and Dean of Academic Programs  
AVP Faculty Affairs  
School Deans  
Library Dean  
Dean of Antelope Valley  
Department Chairs  
General Faculty

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Approved by the Academic Senate: 11/3/2022

Sent to President: 11/14/2022

Approved by President: 11/15/2022

## **Academic Senate Task Force**

### **Department Formation Criteria**

#### **Response to 2021-2022 REFERRAL #02**

At its meeting on August 24, 2021, the CSUB Academic Senate Executive Committee requested that the AAC, BPC, and FAC address the issue of Department Formation Criteria Revision. The standing committees elected representatives to an ad hoc Task Force to examine New Department Formation policies and procedures, with representatives from the Academic Affairs Committee (AAC), Budget and Planning Committee (BPC), and Faculty Affairs Committee (FAC). The Task Force was asked to clarify and expand upon the current department formation procedures. Particular issues of concern were the need to include the rationale behind creating a new Department, existing support resources for the proposed department, additional support resources required, and how the creation of a new department affects current RTP process for impacted faculty.

The Task Force members and chairs from AAC, BPC, and FAC met on September 14, 2021 to formally call the Task Force and elect a committee chair. Additional meetings by the committee occurred during the Fall 2021 Semester, with additional committee correspondence via email.

The Task Force reviewed existing new department formation criteria, the University Handbook, the CFA-CSU CBA, example policies from other CSU campuses, and recommendations from last year's Academic Senate standing committees. The current document represents a consensus recommendation from the Task Force for a new policy document. We share this document with the standing committees and invite comments and suggestions, if any.

#### **Composition of the Task Force on New Department Formation:**

Maureen Rush (Task Force Chair), Anna Jacobsen, John Deal, Jackie Kegley, Jorge Moraga

John Tarjan, Academic Affairs Committee (AAC) Chair

Charles Lam, Budget and Planning Committee (BPC) Chair

Mandy Rees, Faculty Affairs Committee (FAC) Chair

**THE FORMATION AND MODIFICATION OF ACADEMIC DEPARTMENTS:  
Principles and procedures**

**PRINCIPLES**

**I. Purpose and qualities of an Academic Department**

**A. Purpose of an Academic Department**

- (1) The purpose of an academic department (unit) is to support the mission of the university by offering academic programs or courses in the disciplines it houses, promoting academic inquiry and critical thinking within and across disciplines, and engaging in disciplinary and interdisciplinary research, scholarship, and creative activities.

**B. To qualify as an academic department the proposed entity must:**

- (1) Offers a set of academic courses, approved through the appropriate curricular review process (departmental, school, and university levels), that lead to undergraduate or graduate degrees.
- (2) Ensure to its faculty, the rights and responsibilities of Academic Freedom, as defined by the American Association of University Professors (AAUP), to engage in free inquiry and dissent in both scholarship and instruction. This includes the rights of the unit to initiate curricular proposals, to make autonomous decisions on instructional materials, pedagogy, delivery mode, and grading systems/practices. The faculty unit is free to offer its own views and interpretations that may dissent from the received views of either the discipline or in any other arena of society.
- (3) Be mainly comprised of Unit 3 faculty, who are subject to the rights and responsibilities of the CFA-CSU CBA, the CSUB University Handbook, and other relevant university policies.
- (4) Include sufficient tenured and tenure-line faculty (see additional guidance below), with assistance of associated departments when necessary, to engage meaningfully in shared governance activities, especially those related to Retention, Tenure, and Promotion (RTP) and Post-tenure Review (PTR) processes, classroom observations, and other required activities associated with performance evaluation, and peer feedback/review.

**II. Formation of new Academic Departments, or modifications to existing departments**

- A.** Requests to change the structure of a department should usually emerge from the concerns of the faculty and/or the dean directly involved. However, other individuals of the university may suggest that the faculty examine the effectiveness of the present departmental structure, especially as part of the Program Review process.
- B.** A new department may be formed as (1) an entirely new entity, (2) a result of dividing an existing department, or (3) a result of combining two or more existing departments.
- C.** If the change affects more than one school, then more than one dean will be involved, so any references to a dean in this policy statement imply more than one dean if the situation so indicates.
- D.** Collegiality is the fundamental principle upon which the governance of the university rests. At any point in this process, any of the parties involved may consult informally with anyone in the campus community whose contribution seems desirable.
- E.** It is assumed that each level of review will focus primarily on its charge and issues.

## **PROCEDURES FOR THE ESTABLISHMENT OF A NEW ACADEMIC DEPARTMENT**

### **I. Initiation of Proposal**

- A.** Faculty members, departments, or administrative officers of the University may initiate the discussion and consultation processes to consider the establishment of a new academic department.
- B.** When considering a change in departmental structure, the relevant faculty, the appropriate academic dean, and the Provost and Vice President for Academic Affairs should engage in considerable informal discussion. These people should solicit advice from other potentially interested parties, possibly including faculty in other departments or schools as well as the Academic Senate.
- C.** When informal discussions appear to have elicited all of the relevant issues and concerns, the faculty who wish to form the new department should write a proposal that addresses all of the areas included below (Section II. New Department Proposal: Contents).
- D.** The initial request should be submitted in writing to the appropriate dean(s). Because of the potential impact on departments/schools/programs, faculty, staff, and students, the proposal must follow the guidelines and review process set forth below (Section III. New Department Proposal: Procedure for Review).

### **II. New Department Proposal: Contents**

#### **A. Background and Introduction**

- (1) The exact name of the proposed academic department and name(s) of individual(s) preparing the proposal;
- (2) Description of the consultation process and information discussions that occurred prior to the submission of the proposal (Section I. Initiation of Proposal);
- (3) Describe how and why the establishment of a new department will better serve institutional needs, including student, faculty, staff, school, and university needs;
- (4) Description of possible consequences of not forming the new department.

#### **B. Faculty Composition**

- (1) List the proposed faculty members for the new department's first year of operation, including the names of existing faculty who would be moved, jointly appointed, or affiliated from other department(s) and/or school(s). A minimum of three tenured faculty affiliated with the unit is required (whether through appointment, joint appointment, or Memo of Understanding) in order to document that they will be able to fully carry out the hiring and performance review duties of the department.

Include the following information:

- a. For each faculty member include their name, rank (Lecturer, Assistant Professor, Associate Professor, or Professor), current departmental affiliation, and if they will be moved to the new department or jointly appointed between their prior department and the new department.
- b. For each individual who will have a joint appointment, include:
  - i. the portion of their assignment within the new department,
  - ii. documentation of assignments from the President and his/her designee confirming the assignment proportion, and
  - iii. documentation from the appropriate dean designating which of the units will be responsible for conducting RTP/PTR review.
- (2) If the new department is breaking away or drawing members from existing departments, list all foreseeable effects that this change would have on other department(s) or school(s) in terms of

name change, number of faculty remaining, support staff, curriculum, operating budget, space, etc.

- (3) Results of a vote from each department or school directly affected, including written comments from affected academic program chair(s)/director(s) and faculty. Anonymity, if requested, should be accommodated and respected throughout the process.

**C. Curricular and Degree Impacts**

- (1) List the courses, curricula, programs, degrees to be administered by the new department;
- (2) Describe how the change will affect the governance and delivery of curriculum and degree programs;
- (3) Present a three-year plan for assessment of student learning outcomes, program development, course scheduling, and individual faculty assignments. In instances where a new department will not be solely responsible for a degree program, include documentation of consultation and course schedule and assessment planning from across all impacted and associated units;
- (4) In the case of impacts on departments or programs with external accreditation, provide the rationale and justification for creating the department that aligns with accreditation requirements.

**D. Faculty Rights and Responsibilities**

- (1) Describe how the establishment of the new department will affect recruitment, appointment, review, promotion and tenure of faculty, as well as faculty assignments and workload;
- (2) Include the following criteria and policies, including documentation that they have been reviewed and approved by the incoming departmental faculty (as included In Section II. B.1.), the appropriate school dean, and the P&VPAA.
  - a. Retention, Tenure and Promotion (RTP) Criteria,
  - b. Post-Tenure Review (PTR) Criteria,
  - c. Classroom observation policies, and
  - d. Criteria and Procedures for the periodic evaluation of temporary faculty
- (3) In the case where the initial faculty composition of the new department does not include a minimum of three tenured faculty of the rank of Professor, include information on the pool from which qualified faculty will be drawn for RTP, PTR, and other committees that require faculty of this rank.
- (4) Include “Rules of Governance” that, at minimum, specifically address the following items:
  - Voting procedures
  - Department committees (formation, responsibilities, structure, membership)
  - Advisory committees (formation, responsibilities, structure, membership)
  - Frequency of department meetings

**E. Budgetary, Financial, and other Resource Considerations**

- (1) Describe the needs of the new department for financial support and resources, particularly for the first three years of operation, including:
  - a. operating expenses,
  - b. staff,
  - c. space, including staff (ASC) offices, mail, housing of instructional support equipment, laboratories, etc.
  - d. equipment, and
  - e. possible other sources of non-stateside funding, if applicable.
  - f. Information Technology Services
  - g. Library
  - h. other facilities;

#### **F. Planned Implementation and Timeline**

- (1) The proposed date of implementation and the appropriate timeline for the process of implementation;
- (2) Include important milestones and dates for the development of the department.

#### **III. New Department Proposal: Procedure for Review**

**A.** The proposal must pass through the following levels of review in the order indicated. The individual(s) at each level shall review the proposal, consult with others as seems appropriate, and then either forward it to the next level with a positive recommendation or provide a written explanation of the reasons for withholding approval. If the proposal fails to receive approval at any level, the proposal shall not proceed to the next level of review. The proposers may choose to revise and resubmit to that specific level of review. Any revisions of a proposal shall be communicated with previous levels of review. All levels of review must be documented clearly for subsequent review levels:

- (1) The initial proposal must be submitted to the appropriate dean(s) for consultation and signature(s). The dean(s) shall provide written comments/recommendations to the originator(s) of the proposal.
- (2) The proposal, including responses and revisions based on feedback from the dean(s), shall then be submitted to the Provost and Vice President for Academic Affairs, who shall consult with the Council of Deans and provide written comments/recommendations reflecting their own review and feedback from the council;
- (3) The revised proposal, including responses and revisions based on feedback from the dean(s), P&VPAA, and Dean's Council, shall then be submitted to the Academic Senate, through the Executive Committee. If all prior levels of review are deemed to have been satisfied, the proposal shall be forwarded to the Standing Committees for review. Each Standing Committee will review the proposal and provide their comments/recommendation.
- (4) If the revised proposal receives approval from all prior levels of review, the proposal will then be sent to the full Academic Senate for review and final action.
- (5) The approved proposal shall then be forwarded to the President for their final decision regarding the proposal.