1. **CALL TO ORDER**
   **Present:** D. Boschini, J. Fielder, S. Frye, B. Hartsell, J. Kegley (Chair), H. McCown, C. Murphy, J. Tarjan, K. Knutzen
   **Absent:** None

2. **ANNOUNCEMENTS AND INFORMATION**
   
   **Intercollegiate Athletic Advisory Council (IAAC)-**Chair Kegley announced that a call for interest has been issued for five faculty members to serve on the IAAC.

   B. Hartsell moved to approve the minutes, J. Fielder seconded the motion. The minutes of January 13, 2015 are approved as submitted.

4. **APPROVAL OF AGENDA**
   J. Tarjan requested that SOCI Task Force and Enrollment Management be added as discussion items. D. Boschini requested that Elections Task Force be added. The agenda was approved as amended.

5. **CONTINUED ITEMS**
   - **Update Log**-The log is up to date.
   - **Update on Searches**-Chair Kegley reported that all of the searches are moving forward. J. Tarjan expressed concern that search procedures are being violated. K. Knutzen will follow-up on the issue.
     - Provost & VP of Academic Affairs
     - VP for Business and Administrative Services
     - AVP Information Technology Services
     - Dean of BPA
     - Dean of University Library
     - Dean of AVC- A call to serve on the search committee for Dean of the Antelope Valley Center will be issued. K. Knutzen requested that faculty and staff from the AVC be included on the search committee.
   - **Meetings with President**
     Next Meeting is scheduled for January 20, 2015 (today) was cancelled.

6. **PENDING ITEMS**

7. **DISCUSSION ITEMS**
   - **SOCI Task Force**-J. Tarjan distributed the document *Potential SOCI Task Force Charge/Principles*. He added that ASI the wants to be involved in the discussion. This issue will remain on the agenda for February 3, 2015.
   
   - **Enrollment Management**-J. Tarjan reported that CSUB is over target enrollment; traditionally campuses that go over are penalized. He stated that because of the quarter to semester conversion, our campus is not being held to the penalty and recommended that the faculty be informed. K. Knutzen reported that we are over target and will not be penalized for the next two years; the information has been shared with the Deans. H. McCown stated that room size is a problem. Chair Kegley added that large classrooms are available in the dorms and recommended that the policy for using them be reviewed. J. Tarjan stated that we need to look strategically at average class size and the amount of instructor work required to deliver a course.
• **Election Task Force**-D. Boschini reported that the Election Task Force met with past members of the school election Committees and summarized the issues that were presented. The committee will invite the current election committees to participate in future discussion to look at the policy and processes. She added that the most controversial topic was transparency of the nomination process; C. Murphy recommended that a website be used to track nominations and encourage faculty involvement. K. Knutzen recommended the following: 1) that a packet of University committees be prepared and made available at the new faculty orientation; and 2) nomination information should be shared with the deans. B. Hartsell added that he feels nominations should be made public.

• **Graduation Initiative**-In regard to the document *California State University, Bakersfield 2025 Goals*, K. Knutzen reported that CSUB has been asked by the Chancellor’s office to develop a campus plan for improving the measures. She stated that the four year graduation rate is going to be the biggest challenge. She added that she doesn’t see this issue as an Enrollment Management charge; this is a complex topic and would like to get faculty engaged. Recommendations and concerns from the table include: 1) quality of education should be paid attention to i.e. student learning, student development, and career success; 2) emphasis on general education student engagement; 3) lack of systematic data; 4) recognize diversity within the system; 5) look at comprehensive data from students; 6) the need for a clear definition of faculty advising; 7) faculty is being shut out of advising; 8) how to guide students toward declaring a major; 9) review requirements for changing majors; 10) look at ways to nurture and motivate students; 11) faculty not involved in process of pre-registration for students; 12) lack of follow-up with outliers in relation to intervention; 13) identify bottleneck courses. K. Knutzen reported that she continues to collect best practices from other CSU's. This issue will be added to the Academic Senate agenda for January 29, 2015 as an informational item.

• **Role of Faculty in Determining Curriculum for EU**-This issue will remain on the agenda for February 3, 2015 –S. Frye reported that there are a lot of changes taking place in EU in terms of programs. D. Boschini expressed concern in regard to the EU contract and the Intellectual Policy. M. Novak will be invited to attend a meeting and provide information about the changes.

• **Office Hour Requirements for Semesters**-J. Tarjan stated that there a lot of faculty members who are in violation of the office hour requirement. A referral will be sent to the FAC to discuss issues in regard to flexibility in the policy, faculty availability during hours that are appropriate for the student body, and office hours in relation to online courses.

• **Red Folder**- Kegley reported that there is confusion about the purpose of the Red Folder. Chair Kegley will invite a representative from Counseling to discuss the issue at a future meeting of the Academic Senate. D. Boschini added that it may be helpful to invite someone from BART to clarify their role.

• **Senate Representative: Instructionally Related Activities (IRA)**-Chair Kegley announced there is a vacancy for an appointed Senate representative on the IRA. A call for interest will be issued to members of the Academic Senate.

• **Senate Representatives for Alumni Council to Replace for Once Quarter Leave**-Chair Kegley reported that the current Senate representative on the Alumni Council is on leave during Winter, 2015. Chair Kegley will serve as alternate.

• **Establishing an International Education Committee**-This issue will be postponed until M. Novak is available for discussion.

• **Nomination Process for Faculty Awards**-B. Hartsell stated that there needs to be clarity in regard to when it is appropriate for self-nominations for Faculty Awards. He
stated that it is also unclear whether nominations for Emeritus faculty have to go to the departments for consultation. Chair Kegley will discuss the issues with the FHAC.

- **Senate Alternates**—Chair Kegley stated that there have been situations where alternates have served for an entire quarter; clarity is needed on the process for Academic Senate alternates. Also, does an alternate attend EC meetings? This issue will remain on the EC agenda for January 29, 2015.

- **Parking for Faculty and Staff**—Chair Kegley reported that there has been concern that the parking situation has become dangerous as faculty, staff, and students compete for available parking spaces. B. Hartsell added that there is a perception among faculty that there is not sufficient handicap parking. K. Knutzen stated that Administrators pay for their reserved parking. Chair Kegley will refer this issue to the University Council.


- **Announcements**
  - Graduation Initiatives 2025

- **Consent**

- **Old Business**
  - Implementation of Article 20.37- Assigned Time for Exceptional Service RES 141520 (FAC) (Second Reading)
  - Participation in Governance RES 141521 (FAC) (Second Reading)

- **New Business**

9. **COMMENTS FROM THE FLOOR**

K. Knutzen reported that the Interim Dean of University Library is interested in putting together a faculty hall of fame. Chair Kegley will obtain additional details.

J. Fielder stated that the Summer 2016 Academic Calendar still has to be adopted. A referral will be sent to the BPC and AAC.