ACADEMIC SENATE EXECUTIVE COMMITTEE

Agenda
Tuesday, September 18, 2018
10:00 a.m. – 11:30 a.m.
SCI III Room 100

1. **CALL TO ORDER**

2. **ANNOUNCEMENTS AND INFORMATION**
   WCSUC Campus Update – V. Harper (handout) *Time Certain 10:05*

3. **APPROVAL OF MINUTES**
   September 4, 2018

4. **APPROVAL OF AGENDA**

5. **CONTINUED ITEMS**
   a. AS Log
   b. Financial and strategic planning transparency and faculty participation

6. **DISCUSSION ITEMS**
   a. Results of Faculty Survey (see previous handout)
   b. BPC membership/staff representative replacement
   c. Ombudsman (handout)
   d. Hiring Procedures
   e. Assigned Time for Grant Management (see previous handout)
   f. Canvas Pilot (handout)
   g. Staff member selection process to various service opportunities
   h. Distributed Learning Committee – (see previous handout) possible referral to FAC
   i. Administrator Review Policy, Procedures, and Outcomes
   j. Election to fill recent vacancies (see previous handout)
      Research Council of the University (RCU)
      SSE 2017-2019
   k. Appointments – (see previous handouts)
      i. UPRC - EC selection of
         (1) Academic Senate Faculty Representative to a two-year term
      ii. Academic Petitions Committee – EC appoints
         (1) A&H Faculty Member for a three-year term, May 2018-May 2021
         (1) SSE Faculty Member for a three-year term, May 2018-May 2021
      iii. University-Wide Teacher Education Advisory Committee (TEAC) - EC appoints
         (1) Academic Senate Faculty Representative to a two-year term.
iv. University Strategic Planning and Budget Advisory Council – Selected by the President in consultation with the EC
   (1) Faculty Representative to complete an Alternate position 2017-2019
   (1) Faculty Representative to complete (Brian Street’s) term 2017-2019
   (1) Faculty Representative for a two-year term 2018-2020
v. Transportation Committee – appointed by the Academic Senate
   (1) Faculty Member for a two-year term 2018-2020
vi. Alumni Association Board 2018-2020
   (1) AS Chair or designee
vii. Auxiliary of the Sponsored Programs Administration BOD
   (1) Appointed by the EC for two-year term 2018-2020
      Re-appoint Kristina LaGue
   (1) Recommendation to the President’s office for President’s appointment
viii. Mobile App Steering Committee
   (1) Academic Senate member or appointee
ix. Web Governance Committee (handout)
x. Institutional Review Board for Human Subjects Research – Appointed by the VP
   AA in consultation with the EC
   (1) Non-scientific Humanistic Concerns to replace Steve Gamboa (2017-2020)
l. Faculty Marshals (Deferred)
m. Instructor Initiated Drop Policy
n. 50th Anniversary Planning
o. Committee Structure (committee proliferation)

7. AGENDA ITEMS FOR SENATE MEETING SEPTEMBER 27, 2018 (Time Certain 11:00 a.m.)
   Announcements
   Consent Agenda
   New Business
   Old Business
      RES 181901 University Handbook Renumbering* Second Reading

8. COMMENTS FROM THE FLOOR

* Changes to the University Handbook
WSCUC FA18: Campus Update #1
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

Important Dates
- February 12, 2019: Institutional Report due to WSCUC
- April 23, 2019: WSCUC Offsite Review
- August 13, 2019: Additional documents requested
- October 8-10, 2019: WSCUC Reaffirmation of Accreditation Visit to CSUB

What is WSCUC?
The Western Senior College and University Commission (WSCUC), formerly known as “WASC,” is the accrediting agency that aids institutions in developing and sustaining effective educational programs, while assuring the community that the accredited institution has met the high standards of quality and effectiveness.

What was accomplished in the Spring and Summer of 2018?
- 8 Writing Teams (30 faculty and staff) worked to create the 1st Draft of the Institutional Report
- Two Campus Open Forums occurred with the comments collected and returned to campus
- CSUB’s Self-Evaluation (Lines of Inquiry) was provided to Cabinet
- CSUB Institutional Report Editor (Dr. Marit MacArthur) gave a single voice to the entire the Institutional Report

What will be accomplished in the Fall 2018?
- 2nd full draft of the Institutional Report will be provided to campus in mid-September
- CSUB WSCUC Steering Committee will listen to feedback and provide edits to the draft
- Campus Open Forums will be held to review the report

When will the Institutional Report be made available?
The 2nd draft of the Institutional Report will be made available to campus in mid-September. The Academic Senate will begin its review in September and Cabinet will then review the report before the end of the semester.

Can I learn more about the process?
Follow this link: https://www.csub.edu/wscuc/index.html
# WSCUC Steering Committee

**Dr. Vernon Harper**  
Associate Vice President for Academic Programs; Accreditation Liaison Officer (ALO)

**Dr. Debra Jackson**  
Interim Associate Dean of Undergraduate and Graduate Studies; Director, Graduate Student Center; Vice Chair

**Ms. Valari Kirkbride**  
Administrative Coordinator, Academic Programs; Committee Support Liaison

**Dr. Steve Bacon**  
Dean, School of Social Sciences and Education

**Dr. Deborah Boschini**  
Chair, Academic Senate

**Ms. Ashley Schmidt**  
ASI President and CEO (Student Member)

**Dr. James Drnek**  
Associate Vice President for Student Affairs

**Michael Lukens**  
Interim Chief of Staff to the President

**Dr. Kris Krishnan**  
Assistant Vice President, IRPA

**Dr. Jacqueline Mimms**  
Associate Vice President, Enrollment Management

**Ms. Michelle Ponci**  
Benefits Coordinator, HR

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**View the Steering Committee Agendas and Meeting Notes here:**  
[https://www.csub.edu/wscuc/Agendas%20and%20Notes/index.html](https://www.csub.edu/wscuc/Agendas%20and%20Notes/index.html)

**Questions?**

- **Contact:** Vernon B. Harper Jr.  
  [vharper@csub.edu](mailto:vharper@csub.edu)
- **Office email:**  
  [academicprograms@csub.edu](mailto:academicprograms@csub.edu)
- **Phone:** 661.654.3420
- **In-Person:** CSUB Education Building, Room 242
ACADEMIC SENATE EXECUTIVE COMMITTEE

Minutes
Tuesday, September 4, 2018
10:00 a.m. – 11:30 a.m. normal business
11:30 a.m. – 12:30 p.m. special session with President Zelezny
SCI III Room 100

Members: D. Boschini (Chair), A. Hegde (Vice Chair), J. Millar, J. Tarjan, M. Rush, E. Correa, B. Street, M. Danforth, J. Zorn (ALT)

Visitor: B. Hartsell, D. Schecter, L. Zelezny

1. CALL TO ORDER
   D. Boschini called the meeting to order.

2. ANNOUNCEMENTS AND INFORMATION
   EC Orientation (Handout) The Standing Committee has an agenda. Minutes are complete to the extent that confidentiality is not compromised. Attendance is expected of all members. Ex-officio attendance is important due to their expertise and authority. Once the point of the discussion plays out, it’s time for a vote. The meetings are open.

3. APPROVAL OF MINUTES

4. APPROVAL OF AGENDA
   B. Street moved to approve. M. Danforth seconded. Approved.

5. CONTINUED ITEMS
   a. AS Log – only two referrals to date.
   b. Financial and strategic planning transparency and faculty participation are covered under Discussion Items.

6. DISCUSSION ITEMS
   a. President attendance at Senate meetings - Topics for discussion during today’s special session with the President: Budget and Strategic Plan, Capital Campaign, Diversity. Enrollment, and her take-away from General Faculty Meeting. The President has accepted the invitation to present a brief report and answer questions at Senate meetings 9/13, 10/25, and 11/29. She has been invited to attend as a guest on all other dates.
   b. Results of Faculty Survey – the many issues categorized as workload, campus culture and quality of life relate to the lack of funding for necessary instructional resources. Another meeting is needed between certain BPC members to address the continuation
of the $2M faculty hire initiative that USPBAC acknowledged last year as the #1 priority yet is not contained in this AY’s $5M budget. The goal of BPC is to uphold the budget calendar as agreed upon last year. B. Street will present a report to the Senate on faculty involvement in the budgetary process in November. The entire Senate is to get access to Questica, which contains campus financial data. Donors will wonder about CSUB priorities – why money is going elsewhere rather than to help students. Beyond reacting it is helpful to have the correct numbers behind the decision-making. The campus can get behind the President’s decision if we understand the priorities.

c. GITF Hold Proposal – the handout communicates the way the academic holds are being implemented and the way it forces students to come in for advising. While it is working in some ways, the proposal suggests how it could work better. If graduation is the student’s goal then they need the right information at the right time as the faculty and/or advisors perform advising. V. Harper is bringing the proposal before the Senate through the EC as part of the conversation for consideration. It has been referred to AAC. Holds being place through EM don’t go into the Handbook. AAC can acknowledge the proposal or decide if it needs to be a resolution.

d. Handbook Changes – B. Hartsell (Handout) (Time Certain 11:00 a.m.) A draft resolution on behalf of the EC was distributed. An Ad Hoc Committee (Bruce Hartsell, Charlie McQuarrie, Janet Millar and Jackie Kegley) to address changes to the Handbook formed in Spring 2018. The changes in the handout addresses the numbering system only. If there are any changes in policy or in quarter/semester reference, the EC can take them up later. Submit any editorial typographical changes to B. Hartsell. All members of the EC approved placing RES 181901 on the Senate Agenda.

7. **AGENDA ITEMS FOR SENATE MEETING SEPTEMBER 13, 2018** (Time Certain 11:00 a.m.)
   - Announcements
   - President Zelezny Report and Q&A
   - Consent Agenda
   - New Business
   - RES 181901 University Handbook Renumbering
   - Old Business

8. **COMMENTS FROM THE FLOOR**

   * Changes to the University Handbook
### Academic Affairs Committee: Melissa Danforth/Chair, meets 10:00am in SCI III Rm 235 Math Library

**Dates:** Sept 6, Sept 20, Oct 4, Oct 18, Nov 1, Nov 15, Dec 6, Jan 31, Feb 14, Feb 29, Mar 14, Mar 28, Apr 11, May 2

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Academic Support and Student Services: Elaine Correa/Chair, meets 10:00am in BPA 134

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Budget and Planning Committee: Brian Street/Chair, meets 10:00am in Student Health Center, Conference Room (HCCR)

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Faculty Affairs Committee: Maureen Rush/Chair, meets 10:00am in HOB 241
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APPENDIX D: STUDENT COMPLAINT AND GRIEVANCE PROCEDURES

The policy and procedures specified herein deal only with individual student complaints and/or grievances against the actions and/or decisions of faculty, academic administrators, or staff professionals. The complaints and/or grievances may concern but are not restricted to (1) an assigned final course grade, (2) administration of records, (3) admission to a program, or (4) requirements for program completion.

Group grievances are not permitted. Complaints and/or grievances will not involve allegations of dishonesty or abuse of professional responsibility as such allegations fall strictly under formal University disciplinary proceedings.

Procedures for redress of grievances must protect the respondent against unsubstantiated and false charges of bias or unfairness. Therefore, in a grievance there is a presumption that procedures have been fairly followed. It is the responsibility of the grievant to demonstrate otherwise. The final responsibility for assigning or changing a student’s record rests solely with the faculty, academic administrators, or staff professional.

(Revised 10/29/15)

Article 1 Definitions

Section 1

A. “Complaint” is defined as any unwritten dispute arising with a student under terms of Article 2. A “Complaint” may be any point of issue between a student and faculty, academic administrator, or staff professional, in which a student feels an abridgement of academic rights or benefits has occurred.

B. “Grievance” is defined as a written dispute arising with a student under terms of Article 2. A “Grievance” is a difference, presented in writing, that may arise between a student and faculty, academic administrator, or staff professional, with respect to, but not necessarily limited to:

1) violation of established academic policies and regulations: defined as those policies and regulations outlined in the respondent’s course syllabus, the University’s current Catalog, and/or the University’s current Class Schedule. (e.g., examination policies, advisement policies, registration procedures, etc.) The violation must have resulted in a direct and adverse impact on the Grievant’s student record.

2) Clerical error: A “clerical error” means an error made by the faculty, academic administrator, or staff professional, in reviewing, estimating, evaluating, or posting student records.

3) Prejudicial evaluation: For prejudicial evaluation to be present, the faculty, academic administrator, or staff professional must have applied a different standard to the Grievant than applied to other students in the same situation. Also, the action must have adversely impacted the Grievant’s student record.

4) Capricious evaluation: For capricious evaluation to be present, the faculty, academic administrator, or staff professional must have changed the standards of evaluation during the quarter. Since changes in evaluation
standards can and do occur during a quarter, the change must have occurred abruptly and without apparent reason (e.g., two days after the mid-term examination and without prior discussion, the faculty member declares there will be a series of short quizzes). Finally, for capricious evaluation to be present, the Grievant has to show that the change had a direct, singular, and adverse impact on the Grievant's student record.

C. “Grievant” is defined as the individual lodging the complaint and/or grievance.
D. “Respondent” is defined as the faculty, academic administrator, or staff professional most directly responsible for the alleged action(s) and/or decision(s) resulting in the complaint and/or grievance.

**Article 2 General Provisions**

**Section 1** It is the desire of the University that any Grievance be handled in a timely manner. The Grievance procedures must adhere to the time deadlines stated in the grievance procedures.

**Section 2** This document is not intended to inhibit the resolution of a problem in any satisfactory informal way.

**Section 3** At any point in these grievance proceedings the Grievant may move to withdraw the Grievance or accept a solution.

**Section 4** The Ombudsman may be consulted by the Grievant at the earliest opportunity. Deadlines may be extended at the request of the Ombudsman to the relevant School Dean or the Academic Vice President (e.g., if the Grievant is in a course of the respondent the following quarter, an extension may be granted).

**Section 5** The University has a strict policy of zero tolerance of actual or implied violence. If at any time a Grievant engages in harassment or intimidation, the grievance will immediately become a disciplinary matter to be dealt with by campus security.

**Section 6** Complaints and/or Grievances may be brought against the actions and/or decisions of faculty, administrators, staff in admissions, records, financial aid, counseling, placement or other student service offices for failure to adhere to written campus policies or for procedures or actions that constitute arbitrary, capricious, or unequal application of those procedures.

**Section 7** A complaint and/or grievance may be initiated on the basis of a claim of: (refer to Article 1 for definitions)

A. Violation of established academic policies and regulations
B. Clerical error
C. Prejudicial evaluation
D. Capricious evaluation
Article 3  Complaint Procedures

Section 1  Before resorting to grievance, a student shall exhaust all complaint procedures herein at the department level. Grievance procedures, as outlined in Article 4, should not be invoked until the complaint has been thoroughly addressed at the department level.

Section 2  The student shall first address the complaint to the concerned faculty, academic administrator, or staff professional most directly responsible for the alleged action(s) and/or decision(s) resulting in the complaint. Complaints shall be initiated within one quarter, excluding summer, of the incident giving rise to the complaint. If the complaint cannot be resolved by the student and faculty, academic administrator, or staff professional, the student should meet with the Department Chairperson/Director to discuss their complaint.

Section 3  If the student and the Department Chairperson/Director cannot resolve the complaint, the student should meet with the appropriate school or departmental Dean to discuss their complaint.

Section 4  If the complaint is still unresolved after this point, the student may then, and only then, file a written grievance as outlined in Article 4. In no case should the informal resolution of a complaint take longer than one quarter (excluding summer) and formal grievances must be initiated within two quarters of the incident giving rise to the grievance.

Article 4  Grievance Procedures

Section 1  Before a student may invoke the grievance procedures specified herein, they shall first exhaust all complaint procedures as outlined in Article 3. In no case should the informal resolution of a complaint take longer than one quarter (excluding summer) and formal grievances must be initiated within two quarters of the incident giving rise to the grievance.

Section 2  A student may initiate formal grievance procedures by filing a Student Grievance Form with the Office of the Academic Vice President, or designee, within a period of two (2) working days following the date that the complaint procedures were concluded, as indicated by the relevant Dean.

Section 3  Upon receiving a written notice of grievance, the Academic Vice President shall inform the Presiding Officer of the Grievance Review Board, the Ombudsman, and the appropriate Dean of the School or Department in which the grievance occurred, of the grievance. The Grievance Review Board Presiding Officer shall verify that the student has complied with all procedures outlined in Article 3.

Section 4  At any point in these formal grievance proceedings the Grievant may move to withdraw the grievance or accept an informal solution.
Article 5  Grievance Review Board

Section 1  Be it that grievances may encompass both academic and non-academic issues, the Grievance Review Board shall be composed of seven persons: the Presiding Officer, three full-time faculty members, at least two of whom shall be tenured members of academic departments, one full-time student-service professional staff members, and two full-time students.

Section 2  The Presiding Officer shall be the Dean of Academic Programs or his/her designee. He/she shall be responsible for ensuring that all procedures are followed in the seating of the Review Board and in the conduct of its hearings and deliberations. The Presiding Officer shall vote only in case of a tie. The Presiding Officer shall also insure that all participants in each hearing are officially notified of the confidential nature of the hearing and all information and data presented therein.

Section 3  The Grievance Review Board shall be a standing committee, with board members selected each academic year. At the beginning of each academic year, the Presiding Officer shall draw two names from the pool of currently enrolled fulltime students, three names from the pool of full-time faculty at least two of whom shall be tenured members of academic departments and one name from the pool of full-time student-service professional staff. Administrative-level Faculty and staff personnel will be excluded from the pool. University policy regarding definitions of full-time faculty, staff members, administrators, and students shall apply. Upon selection, if a faculty, staff, or student declines to serve, another name shall be drawn in their place. Once the position is accepted, it will be for the duration of the academic year.

Section 4  After the regular Board members are selected, alternates shall be drawn using the same method. Three full-time faculty, one full-time student-service professional staff, and two full-time students shall be selected as alternates.

Section 5  Any board member, other than the Presiding Officer, may be permanently replaced with an alternate during the academic year:

A. if faculty or staff - are no longer employed by CSUB as a full-time employee;
B. if a student - are no longer enrolled full-time or if placed on academic probation in any quarter during the academic year of service.
C. If absent from any scheduled meeting of the Grievance Review Board, in which member notification and availability were confirmed, then the Presiding Officer may permanently remove that member from the board at his/her discretion.
D. If deemed to be exhibiting inappropriate behavior via a consensus vote of all remaining members of the board.

Section 6  If a board member is replaced with an alternate, then the Presiding Officer shall immediately draw another name from the appropriate pool to fill the vacant alternate position.
Section 7  A quorum shall consist of all current members of the Grievance Review Board, excluding alternates.

Section 8  All hearings shall be closed. The Grievant and the Respondent shall each have the right to have the Ombudsman present as a non-participant observer at the hearings. Attendance shall be limited to the Grievant, the Respondent, the Ombudsman, witnesses, if any, while giving evidence, and the Review Board. Since this is not a legal action and grievant has ultimate legal recourse, attorneys shall be excluded.

Section 9  Formal grievance hearings shall not be held during the Summer or Christmas breaks unless Grievant, Respondent, entire Board, and witnesses agree. Every effort shall be made to resolve the grievance within the term filed.

Section 10  The Presiding Officer shall inform all parties to the grievance of the time, date, and location of the hearing, names of the presiding board members, as well as decisions on other matters that may affect the hearing.

Section 11  Both the Grievant and the Respondent then have two working days after the date of notice of presiding board members in which they may each request to the Presiding Officer up to one board member be temporarily replaced with an alternate due to cause. The Presiding Officer shall immediately grant or deny such requests, and these decisions shall be final for all purposes. Those temporarily excused for cause shall regain their positions once the Review Board’s proceedings for that specific grievance have concluded.

Section 12  The Board shall normally convene within fourteen (14) working days from notice of grievance. The Presiding Officer shall be responsible for meeting with the Board at an appropriate time before the beginning of the hearing to familiarize the members with the procedures, as outlined in Article 6.

Section 13  The content of the proceedings in a grievance hearing is confidential, and the Board recommendations resulting there from shall not be made public by any participant in the hearings. In the event these matters should become public, the University, as are appropriate, may make such public statements. This policy of confidentiality shall not preclude such discussion of the case by the opposing parties as may be necessary to prepare for the hearings.

Section 14  Subject to Section 15 below, both the Grievant and the Respondent may offer evidence and call witnesses, with the Grievant doing so first.

Section 15  Within the guidelines established by these procedures, and subject to overrule by a majority of Board members, the Presiding Officer may establish necessary rules for the conduct of the hearing, including decisions involving procedural issues.
Section 16  Any relevant evidence shall be admitted and the Presiding Officer shall have the discretion to rule out evidence if in his/her judgment such evidence is essentially repetitious or irrelevant.

Section 17  During the course of the proceedings the Grievant and the Respondent shall not discuss the case with members of the Review Board outside the hearings. If, in the judgment of the Board either Grievant or Respondent has harassed or attempted to intimidate the other or any Board member, the Board may initiate disciplinary procedures. (See Article 8 below)

Section 18  Both parties may make an opening statement. The Grievant has the burden of proof, and shall demonstrate by a preponderance of evidence that he/she was directly wronged by the action that gave rise to the Grievance. After the opening statements, both parties shall answer questions the Board may have regarding the case. Both parties may then question each other, as well as all witnesses. Any documents submitted as evidence shall be made available by the Presiding Officer to both parties.

Section 19  The Grievant or Respondent may sign a waiver allowing the Board to have access to confidential information pertinent to the case. However, the rights of privacy of third parties (such as other students in the course who are not involved in the case, or other faculty who may teach similar courses) shall be respected.

Section 20  The Grievant and Respondent may request information from each other concerning the case. The Grievant, for example, may request a class list with student names and an overall grade distribution, but in no circumstance will the grades given to specific students in the course, or student identification numbers, be released without their written permission. Moreover, the Board shall not have access to, nor consider, records of testimony about previous academic performance of the Grievant in other courses or in prior grievances.

Section 21  The Board shall not have access to nor consider records of testimony about the previous use of sanctions by the Respondent nor previous instances of grievances.

Section 22  A tape recording of the hearing shall be kept and filed in the Office of the Academic Vice President. It shall be retained for two calendar years, and then shall be erased. The tape recording is to remain confidential.

Section 23  Each party may present a closing statement with the Respondent going first. Any closing statements shall be limited to the evidence presented. There shall be no questioning of the parties during or after the closing statements.

Article 6  Grievance Review Board Decisions & Ad Hoc Assessment Committee
Section 1  The decision of the Board must be consistent with campus and CSU policy. The Presiding Officer shall notify the Grievant, Respondent, and the appropriate administrator of the Board’s finding.

Section 2  If the Board found that a legitimate grievance has occurred, the Presiding Officer shall request the Respondent to reconsider the grieved action in light of the Board’s finding. If the Respondent agrees, he/she shall make the appropriate corrective action within seven (7) working days after notification of the Board’s finding.

Section 3  If the Board recommends the change but the Respondent refuses, the Presiding Officer shall convene an ad hoc Assessment Committee composed of two faculty or two staff members whose field of expertise is appropriate for suitable evaluation. The Presiding Officer shall be a non-voting member of the Assessment Committee. The Presiding Officer shall inform the Respondent of the decision reached by the Assessment Committee.

Section 4  If the Respondent refuses to comply with the decision of the Assessment Committee, he/she shall notify the Presiding Officer within seven (7) working days after receiving notice of the committee’s decision.

Section 5  In the event the Respondent refuses to comply with the decision of the Assessment Committee, the Presiding Officer shall refer the matter to the University’s President for final resolution.

Article 7  Appeals

Section 1  Either the Grievant or the Respondent may appeal the finding of the Grievance Review Board, but the Respondent may not appeal the decision of the Assessment Committee. The party wishing to appeal the finding of the Grievance Review Board must deliver a written appeal to the Presiding Officer, with copies to the opposing party. This appeal shall be delivered to the Presiding Officer within fourteen (14) working days from the date of the receipt of the finding of the Grievance Review Board.

Section 2  The only grounds for appeal are:

A. Substantial departure from the procedures established in this document so as to seriously prejudice the outcome of the hearing;
B. Prejudicial treatment by the Grievance Review Board.

Section 3  The appeal document shall specify the following:

A. That it is an appeal;
B. The name and current address and telephone number of the person making the appeal;
C. The reasons for the appeal and the facts supporting those reasons.
Section 4  The Presiding Officer may bring final resolution to the grievance by either electing to reject the appeal based on lack of evidence, or by referring the matter to the University’s President. The Presiding Officer’s decision to either reject, or refer, the appeal shall be final for all purposes. If referred, the President’s decision shall be final.

Article 8  Grounds for Disciplinary Action

Section 1  Students and faculty are subject to disciplinary action if they knowingly make false statements or act in any other way with malicious intent within the provisions of this document.

Section 2  The Presiding Officer of the Review Board shall immediately bring all such cases before the appropriate disciplinary bodies for review.

Article 9  Procedures for Reporting

Section 1  At the end of the academic year the Presiding Officer of the Grievance Review Board shall report to the Academic Senate the number of cases heard and the disposition of each case.

Article 10  Procedures for Revision

Section 1  These procedures are subject to change by majority vote of the Academic Senate. The President is responsible for ensuring that any revisions conform to Executive Order No. 320 of the Office of the Chancellor.

Article 11  Proceedings Orientation

Section 1  The Presiding Officer of the Review Board shall conduct an orientation prior to the commencement of proceedings to be attended by all Board members, the Grievant and the Respondent.

Section 2  During the orientation, the following shall be reviewed:

A. The scope of allowable grievances as outlined in Articles 1 and 2.
B. The rules governing the proceedings as outlined in Articles 5 and 8.
Article III-Complaint Procedures

Section A:
At any point during the grievance procedures, the student/grievant may consult with the Ombudsperson.

Section B:
At any point during the grievance procedures, student/grievant, faculty, academic administrator, or staff professional may invite the Ombudsperson to facilitate a resolution regarding the issue.

Section C:
At any point during the grievance procedures, the appropriate school or departmental Dean may invite the Ombudsperson to facilitate a resolution regarding the issue.
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<th>Date Contacted</th>
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<td>Andrea</td>
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<td>Yes</td>
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<td>Yes</td>
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<td>Ault</td>
<td>Michael</td>
<td>Poli. Sci.</td>
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<td>Yes</td>
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<td>Bradex</td>
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<td>Yes</td>
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<td>Yes</td>
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<td>Miller</td>
<td>Josh</td>
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The intent of the Mobile Application Steering Committee (MASC) is to lead and advise on the process of managing CSUB Mobile Applications to ensure best in class mobile experience for students, faculty, staff, and community members. The committee's purpose is to guide, govern, and prioritize the CSUB Mobile application development. This includes determining new features within the app, working through taxonomy issues, organizing releases within the CSUB Mobile App as well as setting up a process to make decisions for changes to the CSUB Mobile look and feel. Voting members: two ASI reps, one Student Affairs rep, one Enrollment Management, one AARC or GI 2025, one faculty member appointed by the Academic Senate Executive Committee, one Librarian, one ITS, one University Advancement, one rep from Athletics. None-voting members: one ITS administrator, one ITS staff. Monthly meetings for one hour.

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### WEB GOVERNANCE COMMITTEE

The purpose of the WGC is to provide strategic direction for CSUB in regards to its web presence. To coordinate and support CSUB staff & faculty across the entire organization to create content that meets web standards including unity and clarity while achieving our overall CSUB and department/unit goals. We are committed to making decisions and recommendations based on real data from competitive audits, usability testing, analytics, campaign feedback, search engine results, and individual feedback. Meetings will be quarterly. *Selected by the respective Dean or MPP.*

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RESOLVED: that the Academic Senate recommend to the President that the University Handbook be amended to reflect the numbering system, reorganization, and editorial changes reflected in the attached document (reorganization in strikethrough and relocations in bold underline).

RATIONALE: From time to time in recent years, faculty members have observed that the organization of the University Handbook is sometimes difficult to understand. The proposed renumbering is offered as a more coherent organization. The proposal incorporates all recent approved changes to the handbook without introducing any new changes other than minor editorial corrections and the renumbering system itself.

Distribution List:
President
Provost & V.P. for Academic Affairs
School Deans
Department Chairs
General Faculty