Welcome to the 2018-19 academic year! On behalf of the Academic Senate, I would like to thank you for your commitment to CSUB and your investment in the future of our students. The work you will do this year will expand minds, open hearts, and change lives. CSUB is ranked #3 in the nation for upward social mobility by the Equality of Opportunity Project (2017), based on the finding that 82% of our students from the bottom fifth of the income distribution end up in the top three-fifths. Our graduates will go on to make a difference from the community level to a global scale. I believe it is our duty—and our privilege—to prepare them well.

The CSUB Academic Senate serves as the voice of the general faculty in educational and professional matters not subject to collective bargaining. I encourage you to visit our website regularly (www.csub.edu/senate) and stay up-to-date with Senate business. Get to know your representatives (see p. 5), ask them about their Senate participation, and share your input with them. Effective shared governance requires regular communication and genuine opportunities for meaningful input into decisions. A healthy environment for shared governance includes well-informed faculty, effective communication loops, and dedicated representatives that listen carefully, ask good questions, engage in hard conversations, and make the best decisions possible for our campus community. We must work together to ensure an institutional climate that values excellence, innovation, diversity, transparency, and respect for each other. Here’s to another great year at CSUB!

Highlights 2017-2018

- Faculty Participation in Budgetary Matters
- Addition of CFO as Ex-Officio Member on Budget & Planning Committee
- University Program Review Charge
- University Review Committee Membership Nomination Exemption
- Range Elevation Handbook Changes
- Fairness in Evaluation in Faculty Review Handbook Changes
Message from Aaron Hegde
Academic Senate Vice-Chair 2018-2020

Colleagues,

The faculty voice was heard last year through a strengthened shared governance practice as it pertains to financial transparency and input into campus strategic objectives. Engagement resulted in inclusion of faculty into the CSUB budgetary process and making the CFO an ex-officio member of the Budgeting and Planning Committee. That’s progress!

Shared governance is practiced via committees charged with discussing various issues from various perspectives. Members participate through a free and informed discussion that can get exciting at times. It is the differing perspectives that enrich the committee discussions. Including administrators and staff on senate committees results in the sharing of relevant and accurate information resulting in increased understanding and trust among the various campus stakeholders. This leads to optimal solutions to the many issues faced by our beloved organization through our daily operations.

As Elections Committee Chair, I want to thank you for helping to fill all elected positions for this academic year. Please seek out colleagues who may not know that their thoughtful input is valued, and welcome them to be involved in the process of shared governance. If you know of such individuals please do nominate them for various committees, including the Academic Senate.

The calls and elections will occur in the following order: (i) Senators representing each school; (ii) Senators for At-Large positions; (iii) members representing each school on university-wide committees; and finally (iv) members for at-large positions on university-wide committees.

All appointments to committees occur upon the conclusion of elections. Interested candidates make their committee preference known by either (i) responding to Call for Interests or (ii) communicating their interest to a Senator(s). In most cases, appointments are made by the Senate Executive Committee. Some committees require that the Executive Committee make recommendation(s) to the Provost. For more information refer to the committee charge posted on the Senate webpage, Elections and Appointments.

This new academic year brings a good balance of new faces and experienced committee members. Thank you for your interest and participation. Let’s keep the momentum going!
* See page 8 for Standing Committee description and committee Chairs.
Handbook Updates

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<th>Resolution Subject(s)</th>
<th>Resolution Number</th>
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<td>Name Change CSUB Antelope Valley Center</td>
<td>171802</td>
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<td>202.4.1</td>
<td>University Program Review Committee Charge</td>
<td>171806</td>
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<td>Amendment of Classroom Observation Policy</td>
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<td>University Review Committee Membership Nomination Exemption</td>
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<td>By-laws Section IV.B.3.a.</td>
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<td>Appendix C, Article 2.1.A.3</td>
<td>Faculty Participation in Budgetary Matters</td>
<td>171813</td>
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<td>305.4.1., 305.4.1. c.</td>
<td>Fairness in Evaluation in Faculty Review Handbook Changes</td>
<td>171826</td>
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Carry-Over

<table>
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<tr>
<th>Resolution Subject</th>
<th>Status</th>
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<tbody>
<tr>
<td>Instructor Initiated Drop Policy</td>
<td>Pending new Academic Affairs Committee (AAC) and Academic Support &amp; Student Services Committee (AS&amp;SS) action</td>
</tr>
<tr>
<td>Position of Ombudsman</td>
<td>Pending new Faculty Affairs Committee action</td>
</tr>
</tbody>
</table>

Academic Senate Schedule

Senate meetings are open to all campus employees. Visitor seating is in the “gallery.” Meetings are conducted using parliamentary procedure. They occur on alternate Thursdays from 10:00 – 11:30 a.m. skipping holidays and campus breaks. Find agenda and minutes on the Senate webpage. You are welcome!

“As I see it, the functional goal of the Budget and Planning Committee is to steward new academic programs, to bring transparency to appropriations and resource allocation, making the University's budget visible and discernible to faculty, all with a goal to meet the priorities and aspirations of faculty and the mission of the University.” Brian Street, Chair BPC
## Senate Membership

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Department</th>
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</thead>
<tbody>
<tr>
<td>Chair *</td>
<td>Deborah Boschini</td>
<td>Nursing</td>
</tr>
<tr>
<td>Vice-Chair *</td>
<td>Aaron Hegde</td>
<td>Economics</td>
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<tr>
<td>CSU Senator *</td>
<td>John Tarjan</td>
<td>Management &amp; Marketing</td>
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<tr>
<td>CSU Senator *</td>
<td>Janet Millar</td>
<td>Counseling</td>
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<tr>
<td>Antelope Valley</td>
<td>Isabella Kasselstrand</td>
<td>Sociology</td>
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<tr>
<td>Arts &amp; Humanities</td>
<td>Mustafah Dhada</td>
<td>History</td>
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<td>Mary Slaughter</td>
<td>Communications</td>
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<td>Business &amp; Public Administration</td>
<td>Richard Gearhart</td>
<td>Economics</td>
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<td>Business &amp; Public Administration</td>
<td>Dan Zhou</td>
<td>Accounting &amp; Finance</td>
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<td>Natural Science, Math &amp; Engineering</td>
<td>Maureen Rush</td>
<td>Mathematics</td>
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<td>Natural Science, Math &amp; Engineering</td>
<td>Kathy Szick</td>
<td>Biology</td>
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<td>Social Sciences &amp; Education *</td>
<td>Elaine Correa</td>
<td>Child, Adolescent &amp; Family Studies</td>
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<tr>
<td>Social Sciences &amp; Education</td>
<td>Yeunjoo Lee</td>
<td>Advanced Education</td>
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<tr>
<td>At-Large *</td>
<td>Melissa Danforth</td>
<td>Computer &amp; EE &amp; Computer Science</td>
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<td>At-Large</td>
<td>Antje Lauer</td>
<td>Biology</td>
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<tr>
<td>At-Large</td>
<td>Charles Lam</td>
<td>Mathematics</td>
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<tr>
<td>At-Large *</td>
<td>Brian Street</td>
<td>Kinesiology</td>
</tr>
<tr>
<td>Staff Representative</td>
<td>Karen Ziegler-Lopez</td>
<td>Academic Advisor SS&amp;E</td>
</tr>
<tr>
<td>ASI</td>
<td>Ashley Schmidt</td>
<td>President</td>
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<tr>
<td>Dean Representative</td>
<td>Bob Frakes</td>
<td>Arts &amp; Humanities</td>
</tr>
<tr>
<td>VP Academic Affairs *</td>
<td>Jenny Zorn</td>
<td>Provost &amp; Academic Affairs</td>
</tr>
</tbody>
</table>

*Executive Committee Member
Emerging Discussions

**Strategic Planning and Budget** – Long-range view and the Key Performance Indicators (KPIs) to measure progress.
- Transparency - When going through the strategic process we need to be looking at current data, campus-wide.
- Faculty Participation – Give input on budgetary issues that impact the academic mission of the institution.

**Capital Campaign** - $50 million is the goal to align vision, growth trends, and delivery of quality education. A feasibility study is planned. CSUB’s 50th Anniversary is 2020, which is a short window for campaign development and launch.

**Tenure Density and Faculty Hiring** - RES 171809 recommended funding $2 million to increase tenure/tenure track faculty density past the 2020-2021 academic year. It passed the Senate; however, it was not signed by past-President. Instead, it was forwarded to President Zelezny as a budgetary priority contingent on funding.

**The Process of Creating New Departments** - There are different ways programs grow, and getting resources for them on the Master Plan is different than a Chair asking a Dean for a new TT line and then getting a ‘yes’ from the Provost. Those things don’t always line up with the Program Review. Approval can be given to develop the program and not the department. There are different paths where things get done; sometimes the decision-making gets out front in one area before the others. For example, where more students signed up for a major, the program can get out in front of others. More faculty are hired, resulting in squeezing other programs back in the queue.

**Faculty Workload** – EO 1110 implementation: it is a workload issue when an edict comes down saying that faculty have to do all this extra work, especially in light of what’s already been done. **Faculty Review:** the extra time required of the small pool of qualified reviewers to visit classrooms to observe and report. **Enrollment Management and Advising** process; Courses are not listed accurately according to the academic plan organized by faculty and Chair and sent to EM. There are a series of extra steps that increases workload and it’s distressing to students. Don’t move Grad Check to schools unless resourced are allocated to the people who are tasked with completion. Does moving Grad Check to the Schools remove EM from the process? It looks like EM does the Grad Check and then it comes to faculty to do Grad Check and then it’s questionable whether EM checks faculty’s version. In many cases, departments get the Grad Checks with significant errors. The concern is that there are allocated funds and resources for EM to complete Grad Checks and it’s being done incorrectly, and then the task is passed onto someone else to get right. Look at systemic issues, documenting process, making it visible, and a means to update and communicate changes to all constituents. **Intro classes:** if we’re not going to get 4-4 get to 4-3 and maybe go back to the GE committee to talk about doubling up on some of the intro classes.

**Grant Management** – Assigned Time for managing grants.

**Faculty Development** – the small pool of candidates for promotion may be due to a lack of clear career opportunities, support and mentorship available. Feeling “ready” is sometimes a limiting self-perception for certain people.

**Academic Integrity** - An Ad Hoc Committee was created to look at the various roles of faculty, students, administrators, counselors; reporting violations; sharing information; implementing an academic integrity policy and a mechanism to enforce policy. **Members are BJ Moore, Jackie Kegley, Maureen Rush, Janet Millar, Ruby Alvarez, Nate Olson, Maria Palaiologou, Mary Slaughter, and Edie Warkentin. The Academic Integrity Task Force will begin meeting in September, 2018.**

**Answers to Senator Name Game** L to R: first row – Isabella Kasselstrand, Charles Lam, Kathy Szick, Leo Sakomoto, Melissa Danforth. second row – Mustafah Dhada, Dan Zhou.
PROCESS MAP OF ACADEMIC SENATE RESOLUTIONS

INDIVIDUAL OR ORGANIZATION
Submits ideas, requests, recommendations and complaints to the Academic Senate.

ACADEMIC SENATE OFFICE
Senate Chair reviews and routes information to the Executive Committee or appropriate committee.

EXECUTIVE COMMITTEE
A. Takes care of the matter, if possible.
B. Refers matter to appropriate committee(s) for study or action.
C. Indicates to individual or organization what action has been taken.
D. Creates a task force

Academic Affairs Committee
Academic Support & Student Services
Budget & Planning Committee
Faculty Affairs Committee

A. Reports findings and policy recommendations in Resolution Form to the Executive Committee.
B. May refer back to Executive Committee.

EXECUTIVE COMMITTEE
A. Sends numbered resolution to the Academic Senate.
B. Indicates to Individual or organization that action/ no action was being taken.

ACADEMIC SENATE
A. Approves numbered resolution and sends it to the President for approval and signature and/or information.
B. Forwards sentiment of faculty for information to the President and Provost.
C. Defeats the resolution or takes no action.
D. Refers the resolution back to the originating committee(s).

PRESIDENT OF UNIVERSITY
A. Approves/ Accepts Senate Recommendation or sentiment. Sends letter to Senate Chair.
B. Confers with the Senate on recommendations not approved; may suggest changes.

ACADEMIC SENATE
A. Updates Senate Database
B. Catagorizes Resolution
• Handbook Changes
• Policy (new or modified)
• New Initiative
• Faculty Sentiment/State-wide Senate
• Curriculum
C. Provost confers with President on Policy, New Initiative or Other item before forwarding to Appropriate VP
• Provost & Vice President of Academic Affairs
• Vice President of Student Affairs
• Vice President Business & Admin Svcs.
• Vice President of University Advancement
D. Forwards Handbook Changes to Office of the Provost/VPAA
• Revises Handbook
• Posts to Web
E. Prepares appeal status report

The Vice President identifies Lead(s), forwards to appropriate Unit/Office and completes Monitoring Grid

LEAD(S)
• Takes responsibility for resolution
• Gives initial feedback
• Takes measure
• Outcomes

Yearly Status Report
Submitted to the President and the Academic Senate.
• Action Underway
• Planning Underway
• Action Delayed
• Action not resourced
• Action Completed

AS-Process map of Academic Senate Resolutions, Revised August, 2013
Standing Committees

Rosters: [http://www.csub.edu/senate/Senate%20Standing%20Committees/index.html](http://www.csub.edu/senate/Senate%20Standing%20Committees/index.html)

**Academic Affairs Committee (AAC)** Functions to (1) review and report to the Academic Senate its recommendations regarding: (a) All new academic policies, procedures, programs, and curricula having inter-school or all-university impact; (b) Proposed changes to the University Catalog that have inter-school or all-university impact; (c) The Academic Plan; and (d) Proposed changes in the implementation of the General Education Program; (2) Serve as the school curriculum committee for interdisciplinary programs; and (3) Recommend to the Academic Senate action to be taken when there is disagreement among faculty involved in proposed changes to the Catalog and/or to academic policies, procedures, programs and curricula having inter-school or all-university impact.  

Chair: Melissa Danforth

**Academic Support and Student Services Committee (AS&SS)** Functions to make policy recommendations to the Academic Senate concerning the library, media services, student services, international students, the cafeteria, the bookstore, the computer center, and the campus police. In the performance of this function, the committee shall monitor the University’s academic support and student services programs and make recommendations to the appropriate administrator.  

Chair: Elaine Correa

**Budget and Planning Committee (BPC)** Functions to make recommendation to the Academic Senate on all policies and procedures related to (1) setting institutional priorities, (2) allocating and utilizing University resources, (3) jointly, with the Academic Affairs Committee, approving the Academic Plan and new academic programs and reviewing existing programs, and (4) responding to the needs of the University service region. The committee shall monitor the University’s planning processes and coordinate revisions to the Missions and Goals Statement.  

Chair: Brian Street

**Faculty Affairs Committee (FAC)** - Functions to (1) make recommendations to the Academic Senate on all policies and procedures concerning appointment, promotion, tenure, retention, evaluation and other closely related matters; (2) review and propose revisions to all sections of the Handbook; and (3) review and prepare recommendations concerning policies on faculty development, such as the University Research Council.  

Chair: Maureen Rush

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**Academic Senate**
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