CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
AGENDA
Thursday, October 26, 2017
Health Center Conference Room
10:00 a.m. – 11:30 a.m.

1. Call to Order
2. Approval of Minutes
3. Announcements and Information

   President Mitchell 10:15 – 10:30

4. Approval of Agenda
5. ASCSU Report
6. Provost Report
7. Committee and Report Requests

   (Minutes from AAC, AS&SS, BPC and FAC are posted on the Academic Senate Webpage)

   a. Executive Committee (B. Hartsell)
   b. Academic Affairs Committee (M. Slaughter)
   c. Academic Support & Student Services Committee (C. MacQuarrie)
   d. Budget & Planning Committee (A. Hegde)
   e. Faculty Affairs Committee (M. Rush)
   f. Staff Report (K. Ziegler-Lopez)
   g. ASI Report (M. Gomez)

8. Resolutions – (Time Certain 10:45 a.m.)

   a. Consent Agenda
   b. Old Business
   c. New Business

      i. RES 171805 Dissolution of Environmental Committee (First Reading)
      ii. RES 171806 University Program Review Committee Charge (First Reading) *
      iii. RES 171807 Amendment of Classroom Observation Policy (First Reading) *
      iv. RES 171808 University Review Committee Membership Nomination Exemption (First Reading) *
      v. RES 171809 Continuation of Faculty Hiring Initiative to Promote Tenure Density (First Reading)
      vi. RES 171810 Addition of Chief Financial Officer as Ex-Officio Member on Budget and Planning Committee (First Reading) *
      vii. RES 171811 Shared Governance

9. Open Forum Items (Time Certain 11:15 a.m.)

10. Adjournment
* Changes to be made to University Handbook
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

MINUTES

Thursday, October 12, 2017
Health Center Conference Room
10:00 a.m. – 11:30 a.m.


Absent: H. McCown

Visitors: D. Schecter, F. Gorham, V. Kohli, J. Deal, J. Mann, E. Sanchez, J. Lorta, S. Lemus

1. Call to Order – D. Boschini called the meeting to order.

2. Approval of Minutes – M. Rush moved to approve the minutes. All in favor. Approved.

3. Announcements and Information
   - Article 20.37 Assigned Time for Exceptional Service Awardee – Allison Evans/Psychology CSUB AV
   - Appointments approved by Executive Committee October 3, 2017
     a. Teacher Education Advisory Committee
        - (2) A&H faculty: Kim Flachmann (English) and Alicia Rodriguez (History), both for 2017-19
        - (1) SSE faculty: Bre Evans-Santiago for 2017-19
        - (2) NMSE faculty: Carl Klooock (Biology), continuing his 2016-18 term, and Shawnda Smith (Math) for 2017-19
        - (1) Senate faculty rep: Stacy Schmidt (Teacher Education) for 2017-18
     b. NSME faculty member to Associate Dean Search Committee recommended by school administrator
        Jorge Talamantes (Physics and Engineering, Chair)
     c. HSIRB recommendation of a community member to the HSIRB
        Tommy Tunson (CEO Tunson Enterprise and former Arvin Police Chief)
   - Presidential Search Open Forum October 30, 2017 1-3pm. A formal announcement is forthcoming.

4. Approval of Agenda
   - B. Hartsell moved to defer committee reports. J. Kegley seconded. All in favor of approving the agenda with adjustment to defer committee requests.

5. ASCSU Report – J. Tarjan reported that the Graduate Initiative Symposium is in progress. The ASCSU Chair’s presentation informed the Symposium that student success is more than how fast one graduates. J. Millar reported that the amount of conversation on EO 1100 and EO 1110 seems to be having an impact on the CO.

7. **Resolutions** – (Time Certain 10:45 a.m.)
   a. **Old Business**
      i. RES 171801 CSUB Position Statement on Open Search for President and Call for Campus Community Engagement – J. Tarjan reviewed the four resolves, and the arguments have been heard. A motion was made and approved to move to a second reading. M. Rush proposed a friendly amendment to reorder the resolves. All approved. M. Rush moved to cross through “handicap” and replace with “challenge” and the second “being” be struck. Approved. A. Hegde moved that the Resolution be approved as amended. All approved.
   b. **New Business**
      i. RES 171804 Position Statement on the Deferral of Implementation of Executive Orders 1100 (revised) and 1110. (handout) (First Reading) J. Tarjan summarized the concern within the system about 1) the timing, 2) the content may not be best for students and learning outcomes 3) the process. Discussion ensued.

      A. Jacobson moved to waive the first reading so a resolution can get out to the university-wide community. The motion was seconded and approved.

      A. Jacobsen made a motion that the Senate amend the resolve to read “The CSUB Academic Senate shall not support EOs”. B. Hartsell seconded the motion.

      M. Slaughter made a friendly amendment to recommend “shall not support nor implement.” A. Hegde seconded. The body voted to accept “or implement “as part of the statement.

      Following the Time Certain, the body returned to deliberate on the main motion.

      A. Jacobsen moved to end debate on amendment. B. Hartsell seconded. All approved.

      D. Boschini stated there is a motion to alter the wording of the statement. The motion to approve the language changes was approved.

      D. Boschini called the question on the main motion. The vote resulted in a tie. The motion failed

9. **Open Forum Items** (Time Certain 11:15 a.m.)
   A. Hegde announced it is National Farmer’s Day.

10. **Adjournment**
    B. Hartsell moved to adjourn. C. Lam seconded. Meeting adjourned at 11:30
Academic Affairs Committee: Mary Slaughter/Chair, meets 10:00am in BDC 134  
**Dates:** Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3

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| 09/07/17| Maximum Units per Term  
Referral #20 Maximum Units Per Term (discarded), whereby issues contained in Referral #23 Maximum Load Semester Units became RES 161719 Maximum Units per Term. | AAC, AS&SS, BPC, FAC RES 161719                                           | AAC, AS&SS, BPC, FAC RES 161719                                         |                    |                   |                       |
| 09/07/17| Instructor Initiated Drop Policy  
Referral #24 Instructor Initiated Drop Policy | AAC, AS&SS RES 161720                                                   | AAC, AS&SS RES 161720                                                   |                    |                   |                       |
| 09/07/17| Referral 2017-2018 #01 Proposal for New BPA Academic Certificate | AAC, BPC Review Proposal’s three new one-unit classes                    | AAC, BPC Review Proposal’s three new one-unit classes                    |                    |                   |                       |
**Academic Support and Student Services: Charles MacQuarrie/Chair, meets 10:00am in DDH A108**

**Dates:** Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3

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# Budget and Planning Committee: Aaron Hegde/Chair, meets 10:00am in SCI III Room 100

**Dates:** Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3

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<td>AAC, AS&amp;SS, BPC, FAC RES 161719</td>
<td>BPC Combine with Referral 2016-2017 #25 Recovery of Facilities and Administrative Costs</td>
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<td>09/07/17</td>
<td>Policy &amp; Procedures for the Use of Univ. Facilities (2015-2016 004)</td>
<td>BPC</td>
<td>Review Proposal’s three new one-unit classes</td>
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<td>09/07/17</td>
<td>Referral 2017-2018 #01 Proposal for New BPA Academic Certificate</td>
<td>AAC, BPC</td>
<td>Review Proposal’s three new one-unit classes</td>
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<td>09/07/17</td>
<td>Referral 2017-2018 #02 BAS-CFO as Ex-Officio Non-Voting Member of BPC</td>
<td>BPC</td>
<td>Improve BAS understanding of faculty concern &amp; needs, and amend AS By-laws (Section IV B 3 a.) to expand membership. RES 171810 Addition of Chief Financial Officer as Ex-Officio Member on Budget and Planning Committee on Senate Agenda 10/12/17</td>
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<td>9/19/17</td>
<td>Referral 2017-2018 004 - CSU Bakersfield Antelope Valley Center Name Change</td>
<td>BPC First reading waived and friendly amendment to utilize proposed names: California State University, Bakersfield Antelope Valley. Additional versions CSU Bakersfield Antelope Valley, and CSUB AV. RES 171802</td>
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<td>2017-09-28</td>
<td>2017-10-06</td>
<td>2017-10-16</td>
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<td>9/19/17</td>
<td>Referral 2017-2018 008 – Continuation of Faculty Hiring Initiative to Promote Tenure Density</td>
<td>BPC RES 171809 Continuation of Faculty Hiring Initiative to Promote Tenure Density (First Reading) on Senate Agenda 10/12/17</td>
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<td>10/3/17</td>
<td>REF 2017-2018 #09 Use of Small Unmanned Aircraft Systems at CSUB</td>
<td>BPC Determine whether GRASP document is informational or needs action.</td>
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<td>09/07/17</td>
<td>Recusal from Discussion and Voting on RTP Committee</td>
<td>FAC</td>
<td>Referral 2016-2017 #22 sent to committee. The FAC committees reported to EC 05/02/17. RES 171808 University Review Committee Membership Nomination Exemption (First Reading) on Senate Agenda October 12, 2017</td>
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<td>09/07/17</td>
<td>Position of Ombudsman (2016-2017 11)</td>
<td>Returned 2/16/17 to Committee by Senate</td>
<td>FAC On Senate Agenda 2/02/17 RES 161711 Tabled by Committee 5/04/17 until next year.</td>
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<td>9/19/17</td>
<td>Referral 2017-2018 006 Classroom Observation of Probationary and Temporary Faculty Who Have Not Earned Rights Under Collective Bargaining Agreement</td>
<td>FAC address workload and rank of observer/recommender RES 171807 Amendment of Classroom Observation Policy (First Reading) scheduled for Senate October 12, 2017</td>
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<td>9/20/17</td>
<td>Referral 2017-2018 007 UPRC Task Force Recommendations to Change University Handbook</td>
<td>FAC add UPRC Charge and address UPRC recommendations to process and involvement of specific authorities. RES 171806 University Program Review Committee Charge (First Reading) on Senate Agenda 10/12/17</td>
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RESOLVED: That the Academic Senate recommend to the President that the Campus Environmental Committee be dissolved.

RATIONALE: The Campus Environmental Committee has seldom met in recent years, and the functions of the committee are being addressed through other processes and committees.

Distribution List:
President
Provost & V.P. for Academic Affairs
VP for Business and Administrative Services
School Deans
General Faculty
RESOLVED: That the Academic Senate of CSU Bakersfield recommend to the President that the University Handbook be revised whereby deletions have strike-through, and additions are underlined:

202.4 Program Discontinuation Program Review

202.4.1 University Program Review (UPRC)

The University Program Review Committee (UPRC) is a faculty committee that is responsible for all CSUB degree and credential programs. UPRC reviews all documents submitted to it from the program, dean, and external reviewer (accreditation findings), in order to assess the extent to which CSUB’s programs adopt reasoned strategies and resource allocation decisions for continuous improvement. Thus, it is expected that program faculty will use UPRC feedback to improve program quality.

The UPRC is regarded as an important committee with respect to program continuity and, in that capacity, UPRC can make recommendations for program improvement and advancement. However, from time to time, the UPRC may determine that it is necessary for the campus to stop offering a particular program either on a temporary or permanent basis. In such a circumstance, UPRC may recommend a program moratorium (temporary) or discontinuation.

The UPRC is also responsible for monitoring the overall program review process, recommending changes in the policy and procedures of that process, and assuring that program review findings are used transparently and with accountability to inform university-wide curricular and budgetary planning processes. Finally, at the end of the academic year the chair of the UPRC shall submit to the Academic Senate a summary of the major findings and recommendations for all programs reviewed.

202.4.2 Program Discontinuation

The decision to discontinue an approved program is an all-university responsibility. Program faculty, the University Program Review Committee (UPRC), a school or staff dean, or the P&VPAA can initiate the process for discontinuation. The discontinuation policy is found in the Academic Planning Manual.
RATIONALE: Currently, there is no charge or description of the UPRC in the University Handbook. This section explains the Charge of the UPRC within the new section 202.4 Program Review.

Distribution:
President
Provost
AVP Academic Programs
UPRC Chair
Program Review Task Force Report

Respectfully submitted on May 30, 2017 by the Program Review Task Force: Jacquelyn Kegley, Chair; Steve Bacon, Dean of the School of Social Sciences and Education; Mark Evans, Professor of Economics Emeritus; Doris Hall-McPhetridge, Chair, Department of Criminal Justice; Many Rees, Professor and Chair of Theatre; Danielle Solano, Associate Professor & Chair, Department of Chemistry and Biochemistry.

The Program Review Task Force met throughout the Spring Semester beginning on April 18th. The group met with Dr. Vernon Harper, Associate Vice President for Academic Programs and Dr. Vandana Kohli, Associate Dean, Undergraduate and Graduate Programs; Dr. David Schechter, Vice Provost, Chair of Annual Report Revision Committee; Dr. Kris Krishnan, Assistant Vice President, Institutional Research, Planning and Assessment (IRPA); and Jenny Zorn, Provost and Vice President for Academic Affairs. Based upon these meetings and our own discussions we make the following set of recommendations.

Proposed Recommendations to Senate & Others

- **Task Stream Evaluation:** We recommend that a committee be formed to work with Kris Krishnan to evaluate and reconfigure Task Stream. We recommend school Assessment coordinators and at least one chair from each school be represented on the committee.

- **Annual Report:** We make the following suggestions to the Annual Report Revision Committee: (1) That one field instead of multiple fields be provided for the first four questions and a separate field be provided for the faculty accomplishments. (2) We suggest adding a field for feedback from the Deans. (3) Also there should be a generous character limit for the fields. (4) Finally, we suggest that a preliminary Program Profile [before graduation and final grades posting] be sent early to Chairs.

- **Program Review:**
  a. Assistance should be provided to faculty in completing the Program Review. The UPRC workshop should be continued and there should be workshops for Chairs, especially new chairs, every year, to assist them in a hands on with Annual Reports and the Program Review.
b. We urge that the Deans of the Schools remind the Chairs that Program Review should involve the total program faculty in some meaningful manner.

c. The time for program reviews should be seven-year span and although extensions may be granted to programs, the review cycle should be no longer than 10 years.

d. It is recommended that representatives of the UPRC and representatives from Accredited programs meet to discuss a separate Program Review Template or process that will be facilitate a streamlined yet adequate Program Review process.

e. It is recommended that the Provost, representatives of the UPRC and Deans meet to discussion a revision of the MOUAP that will provide proper closure to the Program Review process.

- The Task Force approves and sends forth the attached “University Program Review Committee Charge” to the Academic Senate for adoption
UNIVERSITY PROGRAM REVIEW COMMITTEE

PURPOSE:
Program review establishes benchmarks and follow-up plans that track progress toward achieving and ensuring alignment of student, programmatic, and university-wide academic goals and objectives. Program review should be centered on the desire to provide a quality university-level program balanced with respect for the needs of society in general and the region in particular, student abilities and interests, and career needs. Most importantly, program review must provide an evidence-based determination of whether students are accomplishing the program’s learning objectives through outcomes-based assessment of student learning and development. In this way, the results of program review provide the evidentiary basis for informed, transparent and accountable decisions about program, faculty and student needs, curricular planning, and resource allocation and management. Through this faculty-driven program review process, the university administration, working collaboratively with the faculty at multiple steps in the process, is better prepared to allocate scarce resources and to plan for change. Transparency and accountability is enhanced by tying together the recommendations for program improvement with budgeting, faculty lines and space requirements through a Memorandum of Understanding and Action Plan (MOUAP). The campus systematically integrates the results of program review into planning and budgeting processes.

CHARGE:
The University Program Review Committee (UPRC) is a faculty committee that is responsible for the systematic evaluation of all CSUB degree and credential programs. UPRC reviews all documents submitted to it from the program, dean, and external reviewer (accreditation findings), in order to assess the extent to which CSUB’s programs adopt reasoned strategies and resource allocation decisions for continuous improvement. Thus, it is expected that program faculty will use UPRC feedback to improve program quality.

The UPRC is regarded as an important committee with respect to program continuity and, in that capacity, UPRC can make recommendations for program improvement and advancement. However, from time to time, the UPRC may determine that it is necessary for the campus to stop offering a particular program either on a temporary or permanent basis. In such a circumstance, UPRC may recommend a program moratorium (temporary) or discontinuation.

The UPRC is also responsible for monitoring the overall program review process, recommend changes in the policy and procedures of that process, and assure that program review findings are used transparently and with accountability to inform university-wide curricular and budgetary planning processes. Finally, at the end of the academic year the chair of the UPRC shall submit to the Academic Senate a summary of the major findings and recommendations for all programs reviewed.

MEMBERSHIP:
The UPRC consists of one faculty member elected by each of the schools and two at-large faculty, as well as one faculty from the Academic Senate membership selected by the Executive Committee, and as a non-voting member, the AVPAP (ex officio). To ensure continuity in
UPRC operation the members shall serve two-year staggered terms. Each member is given three WTUs of assigned time for his/her two-year service.

Sources (text extracted from):
Strategic Plan
Academic Planning Manual
Academic Program Review Policy and Procedures (Approved Senate and President 2010)
RESOLVED: That the Academic Senate of CSU Bakersfield recommend to the President that the University Handbook be amended whereby deletions have strike-through, and additions are underlined:

305.2.4.7 Classroom Observation

Evaluation of teaching of probationary and temporary faculty members shall include at least one observation of classroom teaching during each academic year.

Evaluation of teaching of temporary faculty members with three-year appointments shall include at least one observation of classroom teaching during the third academic year of the appointment. Evaluation of teaching of temporary faculty members teaching in their second consecutive semester shall include at least one observation of classroom teaching during that academic year. Evaluation of teaching of temporary faculty members teaching across consecutive years shall include at least one observation of classroom teaching during each academic year. Units may require additional observations. Any employee may request that a classroom observation of themselves be performed during any term.

Each department unit shall develop procedures for the observation.

The faculty member shall include the observation report in the RTP file.

RATIONALE: These changes create classroom observation minimum requirements that align with the cycles for periodic evaluation for different faculty units. The proposed changes reduce classroom observation workload for department units.

Distribution:
President
Provost and VPAA
School Deans
RESOLVED: That the Academic Senate of CSU Bakersfield recommend to the President that the University Handbook be amended whereby deletions have strike-through, and additions are underlined:

305.8.1 Membership on the URC

The six (6) members of the URC shall be tenured professors, librarians, or counselors. The committee shall select its own chair, who participates in the evaluations and votes on the recommendations. No member of the URC may serve on a unit RTP committee. Faculty members serving as Chair of the Academic Senate/Faculty, President of the CFA, or Director of the Teaching and Learning Center are not eligible to serve on the URC. Department chairs, faculty members who have served on the URC within the last six years, and faculty members who have served two terms on the URC may choose to accept or decline nomination for election to the URC. A faculty member may decline nomination if he/she is the only tenured professor available to serve on their unit RTP committee. All other tenured professors and librarians and counselors of equivalent rank are obligated to accept nomination for election to the URC.

RATIONALE: Election of the URC precedes the formation of unit RTP, and an exception to serve on the URC needs to be granted to those departments with a sole tenured professor who may be needed to serve on their unit RTP Committee. It is believed that at least one tenured member of the department should serve on the unit committee, whenever possible.

Distribution:
President
Provost and VPAA
School Deans
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

Continuation of Faculty Hiring Initiative to Promote Tenure Density

RES 171809

RESOLVED: That the Academic Senate recommend that the President continue supporting the initiative dedicated to annual increases in faculty hiring past the academic year 2020-21.

RATIONALE: Over the decade 2003-2013, CSUB experienced a steady decline in the number of FTE Faculty. The faculty hire expansion initiative dedicating $1 million per year has been effective in reversing this trend. This limited initiative is expected to end after a 5-year period. CSUB’s student faculty ratio (SFR) has consistently been higher than the system-wide SFR over 2003-2013 decade. As a result of the initiative, CSUB’s SFR has improved.

Distribution List:

President
Provost
BAS/CFO
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Addition of Chief Financial Officer as Ex-Officio Member on
Budget and Planning Committee

RES 171810

RESOLVED: That the Academic Senate recommend that the President approve expanding the membership of the Budget and Planning Committee to include the Business and Administrative Services (BAS) Chief Financial Officer (CFO) as an ex-officio non-voting member; and be it further

RESOLVED: That the CSUB Academic Senate By-laws Section IV.B.3.a. be amended to expand the membership of the Budget and Planning Committee as stated above

RATIONALE: Including the BAS/CFO in BPC will improve BAS understanding of faculty concerns and needs, and BPC’s understanding of campus budgetary resources, processes, and reporting.

Distribution List:
President
Provost
BAS/CFO

BPC
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Shared Governance

RES 171811 EC

RESOLVED: that the Academic Senate notify the Chancellor’s Office of CSUB’s commitment to shared governance and our objection to Executive Orders that violate principles of shared governance.

RATIONALE: According to The Higher Education Employer-Employee Relations Act, “The Legislature recognizes that joint decisionmaking [sic] and consultation between administration and faculty or academic employees is the long-accepted manner of governing institutions of higher learning and is essential to the performance of the educational missions of these institutions, and declares that it is the purpose of this chapter to both preserve and encourage that process.” Recent actions by the Chancellor suggest that faculty need to remind the Chancellor of our commitment to upholding this law.

Distribution List:
Chancellor’s Office
ASCU
President
Provost
School Deans
Department Chairs
General Faculty