



## Academic Senate: Executive Committee

### AGENDA

TUESDAY, DECEMBER 2, 2025

10:00 A.M. – 11:30 AM

**Location:** BPA Conference Room 134

**Zoom Link:** <https://csub.zoom.us/j/88091986667?pwd=GOSakqXvulfaZihtNxTsAFBYwWqAJs.1&jst=1>

**Members:** M. Danforth (Chair), D. Solano (Vice-Chair), D. Thien (Provost), C. Lam (ASCSU Senator), N. Michieka (ASCSU Senator), T. Tsantsoulas (AAC Chair), L. Kirstein (AS&SS Chair), A. Grombly (BPC Chair), Z. Zenko (FAC Chair), and K. Van-Grinsven (Senate Analyst).

1. Call to Order
2. Announcements and Information
  - A. Faculty Honorary Doctorate Committee Recommendations **(Time Certain: 10:10 AM)**
  - B. Spring General Faculty Meeting – Friday, January 30
  - C. Senate Guests- Spring 2026
    - i. J. Watkins – Center for Accessibility and Essential Needs
    - ii. K. De Young – Facilities
3. Approval of Agenda **(Time Certain: 10:05 AM)**
4. Approval of Minutes
  - A. October 28, 2025 (handout)
  - B. November 4, 2025 (handout)
  - C. November 18, 2025 (handout)
5. Continued Items **(Time Certain: 10:30 AM)**
  - A. AS Referral Log (see BOX folder; handout)
    - i. AAC (T. Tsantsoulas)
    - ii. AS&SS (L. Kirstein)
    - iii. BPC (A. Grombly)
    - iv. FAC (Z. Zenko)
  - B. Provost Report (D. Thien) **(Time Certain: 10:20 AM)**
    - i. Status of:
      - a. Academic Administrator Searches
      - b. Academic Administrator Reviews
  - C. Reports and Recommendations
    - i. Criteria for Proposing New Schools Taskforce (Hold; waiting for report)
  - D. ASI Resolution: SB 104 ASI and Shared Governance (Hold; waiting for ASI's revisions)

- E. Calendar Committee – A. Grombly, BPC Chair
  - F. Add “Statements of the Senate” Process to governing documents – EC
6. New Discussion Items (Time Certain: 10:45)
- A. Elections and Appointments (D. Solano)
    - i. Upcoming:
      - a. Exceptional Service Award – Call for applications
  - B. New Degree Program Proposal – Environmental Science- AAC and BPC (handout)
  - C. New Degree Proposal for Bachelor of Science in Mechanical Engineering – AAC and BPC (handout)
  - D. New Degree Proposal for Bachelor of Arts in Human Development and Family Studies – AAC and BPC (handout)
  - E. Department Name Change Request for HD-CAFS (handout) – AAC and BPC (?)
  - F. New Minor Proposal for a Minor in Sociology (handout) – AAC and BPC
  - G. Policies on Approval of Course Coding Changes (handout) – AAC, FAC and AS&SS (?)
  - H. Items from Provost Council (handout)
    - i. Email limits for faculty
  - I. Develop formal policy for General Faculty to bring a resolution to the Senate– EC
  - J. Items from Advising Council
    - i. OnBase vs. Runner Connect
    - ii. CSU-wide Degree Audit and Planner Tool – AS&SS and (?)
      - a. uAchieve (software the Chancellor’s Office has chosen)
    - iii. Faculty advising holds
  - K. Development of a Senate Recording Retention Policy for recordings that are intended to develop Minutes
  - L. Request from ITS to be added to AS&SS (handout) – AS&SS and FAC
  - M. Handbook and Bylaws Project – EC (handout)
7. Agenda Items for Senate (Time Certain: 11:15 AM)

## Academic Senate Meeting – Fall 2025

Thursday, December 4, 2025

Agenda

10:00 AM – 11:30 AM

**Location:** Dezember Leadership and Development Center, Room 409-411

**Zoom Link:** <https://csub.zoom.us/j/84669370314?pwd=gmLoywwMxQR4k7G0hUhv25vs0N8xr8.1>

**Senate Members:** Chair M. Danforth, Vice-Chair D. Solano, CSU Senator C. Lam, CSU Senator N. Michieka, AH Senator T. Tsantsoulas, AH Senator M. Naser (F2025 alt. D. Stockwell), BPA Senator D. Wu, BPA Senator S. Sarma, NSME Senator L. Kirstein, NSME Senator A. Stokes, SSE Senator Z. Zenko, SSE Senator S. Roberts, AV Senator K. Holloway, At-Large Senator H. He, At-Large Senator A. Grombly, At-Large Senator A. Hays, At-Large Senator A. Lauer, At-Large Senator T. Salisbury (alt. D. Solis), At-Large Senator R. Dugan, Lecturer Electorate Senator D. Horn, Senator H. Gonzalez – Staff Representative, Senator A. Reyes – ASI President, VP AA & Provost D. Thien, Senator J. Dong – Dean Representative, and Senate Analyst K. Van Grinsven.

**Guests:** President Harper, K. Grappendorf and K. Watson.

- I. Call to Order and Tejon Tribal Land Acknowledgement
- II. Approval of Minutes
  - a. October 23, 2025 (handout)
  - b. November 6, 2025 (handout)
- III. Announcements and Information
  - a. President's Report – V. Harper **(Time Certain: 10:10 AM)**
    - i. The President's Commission on Intercollegiate Athletics – Co-Chair K. Grappendorf
    - ii. Shafter Research Center – VP for BAS and CFO, K. Watson
  - b. Elections and Appointments – D. Solano (handout)
  - c. Upcoming Events:
    - i. Spring General Faculty Meeting – Friday, January 30
- IV. Approval of Agenda **(Time Certain: 10:05 AM)**
- V. Reports
  - a. ASI Report – Senator Reyes (handout)
  - b. Provost's Report – D. Thien (handout) **(Time Certain: 10:25 AM)**
  - c. ASCSU Report – Senators Lam and Michieka (handout)
  - d. Staff Report – Senator Gonzalez (handout)
  - e. Committee Reports:
    - i. Executive Committee – Vice-Chair Solano (handout)
    - ii. Standing Committees:
      - 1. Academic Affairs Committee (AAC) – Senator Tsantsoulas (handout)
      - 2. Academic Support and Student Services Committee (AS&SS) – Senator Kirstein (handout)
      - 3. Budget and Planning Committee (BPC) – Senator Grombly (handout)
      - 4. Faculty Affairs Committee (FAC) – Senator Zenko (handout)
  - f. CFA Report – D. Solis, CFA Bakersfield Vice-President (handout)
- VI. Resolutions **(Time Certain: 10:30 AM)**
  - a. Consent Agenda: No items.
  - b. Old Business:
    - i. RES 252611 – Minor in Applied Mathematics – AAC and BPC (handout)
    - ii. RES 252612 – Concentration in Nonprofit Management in MPA Degree – AAC and BPC (handout)
    - iii. RES 252613 – Concentration in Healthcare Administration in MPA Degree – AAC and BPC (handout)
    - iv. RES 252609 – Clarifying ASCSU Lecturer Electorate Procedures – FAC (handout)
    - v. RES 252608 – Sabbatical Rubric and Feedback- Handbook Change – FAC (handout)
    - vi. RES 252610 – Unit RTP and PTR Composition- Handbook Change – FAC (handout)
  - c. New Business:

- i. RES 252616 – Academic Calendar 2026-2027 and Summer 2027 – BPC (handout)
- ii. RES 252617 – Academic Master Plan 2026-27 through 2035-36 – AAC and BPC (handout)
- iii. RES 252618 – Special Review Committee for Anthropology – AAC and BPC (handout)
- iv. RES 252614 – Minor in Creative Writing – AAC and BPC (handout)
- v. RES 252615 – Computer Science Cybersecurity Concentration– AAC and BPC (handout)

VII. Open Forum (**Time Certain: 11:15 AM**)

VIII. Adjournment

8. Adjournment

**2025-2026 Academic Senate: Referral and Resolution Log**

Updated: November 3, 2025

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
9/2/2025	2025-2026 02 Academic Degree Policies	Complete	AAC	Review the academic policies about double majors and double counting courses. Consider: Timeline for declaring a double major, double counting courses between the major and the minor, and double counting courses between both majors for a double major. <b>Carry-over referral:</b> 2024-2025 #37 Academic Degree Policies	<b>RES 252603</b> Double Major Policy Changes  <b>RES 252604</b> Minor Policy Changes	-	<b>RES 2552603</b> approved 10/23/2025 <b>RES 252604</b> approved 11/06/2025	10/31/2025 12/1/2025	11/5/2025;
9/11/2025	N/A	Complete	EC	Rename the Faculty Leadership and Service Award to "Jacquelyn Kegley Faculty Leadership and Service Award" in recognition of Dr. Kegley's decades of service to and leadership at CSUB, including her role in the creation of CSUB's Academic Senate and service as CSUB Senate Chair.	<b>RES 252601</b> Renaming of the Leadership and Service Award	Handbook 308.3.2	9/25/2025	10/6/2025	10/15/2025
9/23/2025	N/A	Complete	EC	AB 1400 of 2025 Opposition; Academic Senate of CSUB requests that the Governor of California veto Assembly Bill 1400 of 2025 Community colleges; Baccalaureate Degree in Nursing Pilot Program.	<b>RES 252602</b> Assembly Bill 1400 of 2025 Opposition	-	9/25/2025	10/6/2025	10/15/2025
10/7/2025	N/A	Complete	EC	RES 252605 Reaffirming Shared Governance and the University Handbook as Policy	<b>RES 252605</b> Reaffirming Shared Governance and the University Handbook as Policy	Handbook	10/23/2025	10/31/2025	11/5/2025
10/21/2025	N/A	Complete	EC	Commendation for CSUB CAMP and HEP Programs	<b>RES 252607</b> Commendation for CSUB CAMP and HEP Programs	-	10/23/2025	10/31/2025	11/5/2025
10/7/2025	N/A	Complete	EC	RES 252606 Call for a CSU Chancellor's Office Investigation Regarding Recent Incidents in Athletics	<b>RES 252606</b> Call for a CSU Chancellor's Office Investigation Regarding Recent Incidents in Athletics	-	11/6/2025	12/1/2025	
9/16/2025	2025-2026 17 Sabbatical Application Process	<b>RES 252608 IP</b>	FAC	Review the handbook guidelines on sabbatical applications. During your discussion, please consider: potential revisions to Sections 307.2 and 307.3 of the University Handbook; consistency with the Collective Bargaining Agreement for Unit 3; whether an application rubric should be developed.	<b>RES 252608</b> Sabbatical Rubric and Feedback <i>(2nd reading scheduled 12/04/25)</i>	Handbook 307.2, 307.3			
9/2/2025	2025-2026 01 Clarify ASCSU Lecturer Electorate Procedures	<b>RES 252609 IP</b>	FAC	Clarify ASCSU Lecturer Electorate Procedures. During your discussion, please consider the following: whether non-tenure track, non-teaching faculty can be eligible; what term the elected representative serves on CSUB Academic Senate; encoding the nomination and election procedures in CSUB Senate Bylaws or University Handbook. <b>Carry-over referral:</b> 2024-2025 #36 Clarify ASCSU Lecturer Electorate Procedures	<b>RES 252609</b> Clarifying ASCSU Lecturer Electorate Procedures <i>(2nd reading scheduled 12/04/25)</i>	-			
9/2/2025	2025-2026 05 Unit RTP Committees	<b>RES 252610 IP</b>	FAC	For FAC to review the University Handbook sections related to Unit RTP Committees. Handbook 305.6.1, 301.6.4 <b>Revised Referral</b> 2024-2025 #34 Unit RTP Committees and PAF Content; drafted RES 242557 (not approved by Senate)	<b>RES 252610</b> Unit RTP and PTR Composition <i>(2nd reading scheduled 12/04/25)</i>	Handbook 305.6.1, 301.6.4			
9/4/2025	2025-2026 09 Proposal for New Minor in Applied Mathematics	<b>RES 252611 IP</b>	AAC and BPC	Review the proposal for New Minor in Applied Mathematics.	<b>RES 252611</b> Minor in Applied Mathematics <i>(2nd reading scheduled 12/04/25)</i>	-			
9/15/2025	2025-2026 12 Proposal for New Concentration HCM_ Healthcare Administration	<b>RES 252612 IP</b>	AAC and BPC	Review and approve the proposal for a New Concentration in Healthcare Administration (HCM) in the Master of Public Administration (MPA) degree.	<b>RES 252612</b> Concentration in Nonprofit Management in MPA Degree <i>(2nd reading scheduled 12/04/25)</i>	-			
9/15/2025	2025-2026 13 Proposal for New Concentration NPM_Nonprofit Management	<b>RES 252613 IP</b>	AAC and BPC	Review and approve the proposal for a New Concentration in Nonprofit Management (NPM) in the Master of Public Administration (MPA) degree.	<b>RES 252613</b> Concentration in Healthcare Administration in MPA Degree <i>(2nd reading scheduled 12/04/25)</i>	-			
9/15/2025	2025-2026 11 Proposal for New Minor in Creative Writing	<b>RES 252614 IP</b>	AAC and BPC	Review and approve the proposal for a New Minor in Creative Writing; Department of English.	<b>RES 252614</b> Minor in Creative Writing <i>(1st reading scheduled 12/04/2025)</i>	-			
9/4/2025	2025-2026 07 Proposal to Rename the Computer Science Information Security Concentration	<b>RES 252615 IP</b>	AAC and BPC	Review the proposal to rename the Computer Science Information Security Concentration to Computer Science Cybersecurity Concentration.	<b>RES 252615</b> Computer Science Cybersecurity Concentration <i>(1st reading scheduled 12/04/2025)</i>	-			
11/3/2025	2025-2026 29 Academic Calendar, Fall 2026 - Summer 2027	<b>RES 252616 IP</b>	BPC	Approval of Academic Calendar, Fall 2026, Winter session, Spring 2027 and Summer 2027	<b>RES 252616</b> Academic Calendar Fall 2026 - Summer 2027 <i>(1st reading scheduled for 12/04/25)</i>	-			
11/3/2025	2025-2026 30 Academic Master Plan 2026-27 through 2035-36	<b>RES 252617 IP</b>	AAC and BPC	Academic Master Plan; 2026-27 through 2035-36	<b>RES 252617</b> Academic Master Plan 2026-27 through 2035-36 <i>(1st reading scheduled for 12/04/25)</i>	-			
9/17/2025	2025-2026 18 Special Review Committee for Anthropology	<b>RES 252618 IP?</b>	AAC and BPC	Review and address the recommendations provided by the Special Review Committee for Anthropology with respect to the proposed discontinuation of the Anthropology MA and BA programs.	<b>RES 252618</b> Special Review Committee for Anthropology <i>(1st reading scheduled 12/04/25)??</i>	-			
9/2/2025	2025-2026 03 Academic Policies and Academic Advising in SASEM	Sent to subcommittee/s	AAC and AS&SS	To discuss shared governance with respect to the academic policies and advising housed in the Division of Strategic Enrollment Management <b>Expanded Carry-over of:</b> 2024-2025 #31 Academic Policies House in the Registrar's Office and 2024-2025 #25 Academic Advising Structure and Report; RES 242518 Academic Advising Structure as an Academic Endeavor		-			

**2025-2026 Academic Senate: Referral and Resolution Log**

Updated: November 3, 2025

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
9/2/2025	2025-2026 04 Time Blocks	Sent to subcommittee/s	BPC	The need to reconsider Time Blocks for classes. During discussion, consider how to address meeting patterns that are not visualized in RES 1314059, whether the 50 minutes M/W/F time blocks are sufficient for pedagogical reasons, overlap between current time blocks of different types, effects of time blocks on space utilization. <b>Carry over referral: 2023-2024 #04 and 2024-2025#10 Time Blocks</b>		-			
9/4/2025	2025-2026 06 Proposal to Elevate the Concentration of Computer Information Systems (CIS) to a Degree Program.	Sent to subcommittee/s	AAC and BPC	Review the proposal to elevate the Computer Science Computer Information Systems (CIS) Concentration to a new Degree Program.		-			
9/4/2025	2025-2026 08 Proposal to Change the MS in Computer Science from Self-support to Stateside Support	Sent to subcommittee/s	AAC and BPC	Review the proposal to Change the MS in Computer Science from Self-support to Stateside Support.		-			
9/15/2025	2025-2026 10 Proposal for New Minor in Medical Spanish	Sent to subcommittee/s	AAC and BPC	Review and approve the proposal for a New Minor in Medical Spanish; Department of Modern Languages and Literatures.		-			
9/15/2025	2025-2026 15 Proposal for New Minor, HD-CAFS, Early Childhood Development (ECD)	Sent to subcommittee/s	AAC and BPC	Review and approve the proposal for 2025-2026 15, Proposal for New Minor in Early Childhood Development; Department of Human Development and Child, Adolescent and Family Studies (HD-CAFS).		-			
9/16/2025	2025-2026 16 Catalog Language Inconsistency with Title V	Sent to subcommittee/s	AAC	Review the inconsistencies between CSUB Academic Catalog language and Title V requirements with respect to upper-division units required for BS degree completion.		-			
9/29/2025	2025-2026 19 Teaching Modality	Sent to subcommittee/s	AAC and FAC	Review and discuss section 203 "Instructional Policy" of the University Handbook, particularly the sub-sections related to course modality and online and hybrid courses. Section 303.1 also has references to online teaching.		Handbook 203 and 303.1			
9/29/2025	2025-2026 20 Disqualification and Readmission Policies	Sent to subcommittee/s	AAC and AS&SS	Review and discuss the policies related to academic disqualification and readmission to the university.		-			
9/29/2025	2025-2026 21 Policy on Use of Informational Banner Space in Canvas	Sent to subcommittee/s	AS&SS	Discuss developing a policy on what information can be posted to the banner space on Canvas.		-			
10/7/2025	2025-2026 22 President's Cabinet Structure and Officers of the University- Handbook Change	Sent to subcommittee/s	FAC	Update section 103.2.3 and 104 of the University Handbook to be consistent with the current structure of the President's Cabinet, President's direct reports, and other officers of the University.		Handbook 103.2.3 and 104			
10/14/2025	2025-2026 23 PERC Timing Concerns	Sent to subcommittee/s	AAC and AS&SS	Investigate the timing of the Post-Enrollment Requirements Checking (PERC) report generation.		-			
10/14/2025	2025-2026 24 First-Year Seminar (CSUB 1029) Concerns	Sent to subcommittee/s	AAC and FAC	Investigate concerns related to the curricular content and oversight of First-Year Seminar (CSUB 1029) and the assignment of instructors for CSUB 1029.		-			
10/29/2025	2025-2026 25 Inconsistency with Previous Handbook Changes to Unit Committee Evaluations	Sent to subcommittee/s	FAC	FAC to review the two resolutions from 2022-2023 related to section 305.6.3 Evaluation and Recommendation by the Unit Committee of the University Handbook. During your discussion, please consider the following: Any language from RES 222309 that may have been accidentally excluded from RES 222335 and will need to be incorporated in the handbook; Incorporating recommendations from this referral with recommendations for referral 2025-2026 05 Unit RTP Committees.		Handbook 305.6.3			
10/29/2025	2025-2026 26 Inventory of Automated Decision-making Software for the Classroom	Sent to subcommittee/s	AS&SS	Inventory of AI and other automated software; A new state law requires CSU campuses to inventory automated decision-making systems. It was suggested that ATI-IM also participate		-			
10/29/2025	2025-2026 27 Handbook Policies on Acting and Interim MPPs	Sent to subcommittee/s	FAC	FAC to review the University Handbook sections, 309.7 through 309.11, regarding appointments of interim administrators. During your discussion, please consider the following: Whether language should be added to define the title "Acting" and provide guidelines for appointing and length of term; Whether the consultation processes for interim appointments should be clarified with respect to entities that are consulted prior to appointment and renewal.		Handbook 309.7 through 309.11			
10/29/2025	2025-2026 28 Term Limits for Department Chairs and Program Directors	Sent to subcommittee/s	FAC	FAC to review the term limit language in section 312.3 Selection and Appointment Procedures of the University Handbook, specifically relating to department chairs, program chairs, and program directors.		Handbook 312.3			
11/3/2025	2025-2026 31 Clarify Handbook Language Related to Faculty Reviews	Sent to subcommittee/s	FAC	FAC to review the Handbook language pertaining to timelines for Post-Tenure Review (PTR) and WPAF length for all faculty reviews. During your discussion, please consider the following: The language in Handbook section 305.4.2.10 "RTP File" related to expected contents and maximum length for the following types of reviews... Multiple timeline issues with Handbook section 305.3.3 "Promotion of		Handbook 305.3.3 and 305.4.2.10			
11/3/2025	2025-2026 32 Clarification of Unit Criteria for Faculty Review	Sent to subcommittee/s	FAC	FAC to review the Handbook language related to Unit RTP, PTR and PEF Criteria. During your discussion, please consider the following: The following Handbook sections related to Unit Criteria, including any changes made in RES 252610 "Unit RTP and PTR Composition": 305.4.2.4 "Unit RTP Criteria," 306.2.2 "Criteria for Periodic Evaluation of Faculty," 306.3 "Post-Tenure Review, " Definition of "exceptional" for Early Promotion at different ranks (i.e. Assistant to Associate and Associate to Full), Developing a checklist of required criteria elements to assist units in revising their Unit Criteria		Handbook			
9/15/2025	2025-2026 14 Proposal for Public Personnel Services Credential	Sent to subcommittee/s	AAC and BPC	Review and approve the proposal for a Pupil Personnel Services Credential in Advanced Educational Studies.		-			
11/7/2025	2025-2026 33 Academic, Curricular, and Student Support Software Concerns	Sent to subcommittee/s	AS&SS	AS&SS discuss academic, curricular, and student support software needs with ITS. Consider: Consulting with ITS about rising software costs for academic, curricular, and student support software, and assisting ITS with determining acceptable replacements and/or non-renewals; Whether AS&SS (via bylaws change), another existing committee (such as ITC), or a new committee (created by resolution), should serve as the shared-governance consultants with ITS for software selection in these areas.					
11/7/2025	2025-2026 34 Review of the Report and Recommendations from the Task Force for Periodic Evaluation of Temporary Faculty	Sent to subcommittee/s	FAC	FAC review the submitted report and recommendations from the Task Force for Periodic Evaluation of Temporary Faculty. Consider: Which recommendations for changes to the Handbook, if any, should be formally adopted; The impact of the report and recommendations on other referrals and resolutions. <b>Carry over referral 2021-2022 #41, 2023-2024 #03 and 2024-2025 #06</b>		Handbook			

2025-2026 Academic Senate: Referral and Resolution Log

Updated: November 3, 2025

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
11/25/2025	2025-2026 35 SOCI Modality	Sent to subcommittee FAC		Review the request from Provost Council to eliminate paper SOCIs and move entirely to online SOCIs. During discussion, consider: Costs of administering paper SOCIs, Low response rates for online SOCIs and how to address, ITS support for online SOCIs.					
		Waiting for Taskforce report; HOLD		Criteria for the creation of schools; waiting for task force report (end of Fall 2025). <b>Update:</b> Yangsuk Ko (chair) estimates report to be done by last meeting of Fall 2025; December 8, 2025.		Handbook			

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**From:** Elizabeth Adams  
**Sent:** Friday, October 3, 2025 4:09 PM  
**To:** Melissa Danforth; Katherine Van Grinsven  
**Subject:** Re: Degree proposal for Senate consideration

Hi—

The easiest way to do is to go to this link:  
<https://next-catalog.csub.edu/programadmin/>

and enter 518 in the search box.

Their system really likes its own assigned numbers in search.

Elizabeth

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**From:** Melissa Danforth <mdanforth@csb.edu>  
**Date:** Friday, October 3, 2025 at 2:36 PM  
**To:** Elizabeth Adams <eadams6@csb.edu>, Katherine Van Grinsven <kvan-grinsven@csb.edu>  
**Subject:** Re: Degree proposal for Senate consideration

Hi Elizabeth,

Yes, that would be helpful. At the very least, it will help the committees get familiar with the platform, even if they prefer to review the PDF.

Melissa

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**From:** Elizabeth Adams <eadams6@csb.edu>  
**Date:** Friday, October 3, 2025 at 2:34 PM  
**To:** Melissa Danforth <mdanforth@csb.edu>, Katherine Van Grinsven <kvan-grinsven@csb.edu>  
**Subject:** Re: Degree proposal for Senate consideration

I downloaded the pdf from CIM but it can also be viewed in CIM. Do you want the link for EC?

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**From:** Melissa Danforth <mdanforth@csb.edu>  
**Date:** Friday, October 3, 2025 at 2:33 PM  
**To:** Elizabeth Adams <eadams6@csb.edu>, Katherine Van Grinsven <kvan-grinsven@csb.edu>  
**Subject:** Re: Degree proposal for Senate consideration

Hi Elizabeth,

We'll add it to the EC agenda, but it may take us a while to refer it out.



**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Monday, October 27, 2025 5:14 PM  
**To:** Elizabeth Adams; Katherine Van Grinsven  
**Subject:** Re: BS Mechanical Engineering proposal for Senate consideration

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Elizabeth,

Is Jane wanting this available for Spring 2027 applicants in CSU Apply? I don't think that timeline will be feasible. CSUApply for Spring term usually opens in August of the preceding year, but needs to be active a few months before that for CSU Apply to pick it up (I forget the exact turn-around time).

I don't see this making its way through all the way through Chancellor's Office approval by Spring. Maybe there's a waiver to recruit while waiting for CO approval though. Even Fall 2027 will be a tight turn-around time, given that it will open on CSUApply in October 2026.

The mention of ABET though makes me wonder if NSME Curriculum Committee evaluated the degree with respects to the ABET curriculum requirements for a Mechanical Engineering program. They are different than the requirements for an Engineering program, and not really something Senate should be having to check (other than to ask if the lower levels confirmed compliance).

Melissa

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**From:** Elizabeth Adams <eadams6@csub.edu>  
**Date:** Monday, October 27, 2025 at 4:43 PM  
**To:** Melissa Danforth <mdanforth@csub.edu>, Katherine Van Grinsven <kvan-grinsven@csub.edu>  
**Subject:** BS Mechanical Engineering proposal for Senate consideration

Hi—

The BS in Mechanical Engineering has passed the NSME processes and is ready for referral to Senate/Standing Committees.

Jane Dong did let me know that the ABET accreditation would benefit from this proposal being available to new transfer students in Spring 2027. I don't know how realistic it is for the proposal to be approved this term, but wanted to let you know of her request to expedite.

<https://next-catalog.csub.edu/programadmin/>

Proposal 09101

Elizabeth

# HDFS\_BA\_B: HUMAN DEVELOPMENT AND FAMILY SCIENCES - BA

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## In Workflow

1. 801 - HCAF Curriculum Review (ecorrea1@csub.edu)
2. SS&E Curriculum Committee (mszolowicz@csub.edu)
3. SS&E Dean Office (lvega@csub.edu,agancarz@csub.edu)
4. Academic Programs (eadams6@csub.edu)
5. Academic Operations (amendoza145@csub.edu,czuniga-prado@csub.edu,org-curriculum@csub.edu)

## Approval Path

1. Wed, 01 Oct 2025 18:48:19 GMT  
Elaine Correa (ecorrea1): Approved for 801 - HCAF Curriculum Review
2. Wed, 05 Nov 2025 18:28:11 GMT  
Michael Szolowicz (mszolowicz): Approved for SS&E Curriculum Committee
3. Mon, 10 Nov 2025 18:19:47 GMT  
Amy Gancarz-Kausch (agancarz): Approved for SS&E Dean Office

## History

1. Jul 29, 2025 by cladmin-sgafrick

## New Program Proposal

Date Submitted: Wed, 01 Oct 2025 16:43:50 GMT

**Viewing: HDFS\_BA\_B : Human Development and Family Sciences - BA**

**Last approved: Tue, 29 Jul 2025 12:42:07 GMT**

**Last edit: Wed, 01 Oct 2025 16:43:48 GMT**

Changes proposed by: Alexander Reid (001962584)

## Contact

### User ID

001962584

### Proposer Name

Alexander Reid

### Proposer E-mail

areid2@csub.edu

### Proposer Department

Human Dev. & Child, Adolescent, & Family Studies

## Program Information

### Program Type

Bachelor of Arts

### Propose Program Moratorium?

No

### Effective Catalog

2026-2027

### Effective Term

Fall 2026

### College

SSE

**Department**

Human Dev. &amp; Child, Adolescent, &amp; Family Studies

**Program Title**

Human Development and Family Sciences - BA

**Program Code**

HDFS\_BA\_B

**CIP Code**

19.0701 - 19.0701

**Academic Career**

Undergraduate

**Support Type**

State Support

**Delivery Format**

Hybrid

**Is the proposed program subject to WASC Substantive Change?**

No

**Program Overview and Rationale**

**Provide a brief descriptive overview of the program citing its 1) purpose and strengths, 2) fit with the institutional mission or institutional learning outcomes and 3) the compelling reasons for offering the program at this time.**

On May 12 2022, the President of CSUB approved our request for a Department name change from Child, Adolescent, and Family Studies (CAFS) to Human Development and Child, Adolescent, and Family Studies (HD-CAFS). We were informed, however, that the 6-letter name would not work in PeopleSoft and we would need to have the name change be reflected on our degree. At this point, we are in the process of changing our dept name from HD-CAFS to Human Development and Family Sciences (HDFS), which aligns with other CSU Departments in our field.

To align the name of our degree with our department, we propose to change the name of our program to Human Development and Family Sciences (HDFS).

The rationale for this name change is to service the diverse program strands in which our students seek a B.A. degree aligned with employment opportunities in the fields of Human Development, Resource Management, Teacher Education and Early Childhood and Family Sciences. Currently, our program description reads as follows:

**Program Options and Paths**

Bachelor of Arts (B.A.) Degree in Child, Adolescent, and Family Studies. This program is geared towards students interested in working with children and their families in any of the following settings: preschool, childcare center, case management, criminal justice, Head Start, and the Department of Human Services. Students will earn a B.A. Degree in Child, Adolescent, and Family Studies.

Our program currently offers classes across the lifespan (i.e., Infancy to Older Adulthood), thus the degree name of “Child and Adolescent” fails to reflect the diverse areas and population groups our program studies. Accurately representing our program through the title and CIP code of the degree ensures that our students can apply for positions that cover the vast range of options available within our field.

Additionally, it should be noted that 3 out of our 4 full-time faculty members hold degrees covered under the area of Human Development. The size of our Department is small, and therefore we cover a range of areas that other CSU's have divided into separate departments. In alignment with other CSU's, our department name should include the Human Development area as well as the Family Sciences domain.

In accordance with other CSU's, for consistency and disciplinary convention, the name change aligns with our other campuses:

CSU Sacramento (BS in Family Studies and Human Development)  
 CSU Monterey Bay (BA in Human Development and Family Studies)  
 CSU Long Beach (BA in Human Development)  
 CSU East Bay (BA in Human Development)

We propose HDFS as the 4-digit acronym for People Soft, in keeping with other institutions of higher education in the U.S.A. that offer the same degree. For example, Colorado State, Michigan State, University of Connecticut, Penn State, East Carolina University, Florida

State, George Mason University, Georgia Southern, Indiana State, Kansas State, Iowa State, Mississippi State, and North Dakota State all use HDFS as their acronym.

### Program Description (i.e. Catalog Description)

**Disclaimer:** Due to substantial changes in credential legislation and degree programs in the State of California, please check with an official Human Development and Family Sciences (HDFS) advisor for current information.

## Program Description

The Bachelor of Arts degree in Human Development and Family Sciences (HDFS) at California State University, Bakersfield provides breadth and depth in the scientific study of child, adolescent, and adult developmental domains. The program focuses on the biological, cognitive, psychological, and sociological foundations of learning from infant development, through adolescent growth, and adult behavior. The program design is based on contemporary learning theories, application of ethics and values, research methods and diverse family systems/approaches, with practical applications in disciplines that require direct interaction with children and families.

## Mission Statement

The Human Development and Family Sciences (HDFS) program offers learners specialized knowledge that enhances their skills and abilities to work and advocate in partnerships that foster healthy children, supportive family networks, and interactive community relationships. A social constructivist approach to learning is reinforced in the academic activities that result in superior educational preparation for teachers, parents, and community professionals. The mission of the program is to develop well prepared, highly skilled individuals who can envision, interact, and respond to the needs of diverse populations within the local, regional, national, and global community.

### Program Requirements

The Bachelor of Arts Degree with a major in Human Development and Family Sciences (HDFS) requires a minimum of 120 units which consists of courses for the HDFS major as well as other university-wide general education graduation requirements. Students pursuing a HDFS major must complete the pre-requisite classes

Course List

Code	Title	Units
CAFS 1100	Introduction to Child, Adolescent & Family Studies	3
CAFS 2000	Fundamentals in Developmental Theory	3
MATH 1209	Statistics in the Modern World	3
or PSYC 2018	Introduction to Statistical Methods in Psychological Research	
or SOC 2208	Introduction to Statistics in the Social Sciences	

which is part of the General Education Requirements. The HDFS major course requirements consist of 51 units. Students will need to complete 21 additional units (courses may be Minor courses or graduate school prerequisites) to earn the required credit units needed for graduation. All HDFS majors must hold a current certificate in First Aid and Adult, Child, and Infant CPR upon graduation. Students are expected to maintain a grade of "C-" or higher in all HDFS courses to count towards graduation.

Course List

Code	Title	Units
<b>General Education Requirements</b>		
Subject Area 1A: English Composition		3
Subject Area 1B: Critical Thinking		3
Subject Area 1C: Oral Communication		3
Subject Area 2: Mathematical Concepts & Quantitative Reasoning <sup>4</sup>		0
Subject Area 3A: Arts		3
Subject Area 3B: Humanities		3
Upper Division 3 Arts or Humanities: (3UD)		3
Subject Area 4: Social and Behavioral Sciences		3
Upper Division 4 Social and Behavioral Sciences: (4UD) <sup>4</sup>		0
Subject Area 5A: Physical Science		3
Subject Area 5B: Biological Sciences		3
Subject Area 5C: Laboratory		1
Upper Division 5 Science: (5UD)		3
Subject Area 6: Ethnic Studies		3
<i>General Education Subtotal</i>		<b>34</b>
<b>Campus Requirements</b>		
First-Year Seminar (FYS)		2
American Institutions: Government <sup>6</sup>		3
American Institutions: History		3
Junior Year Diversity & Reflection (JYDR)		3

Graduation Writing Assessment Requirement (GWAR)		3
Capstone <sup>5</sup>		0
<i>Campus Requirement Subtotal</i>		<b>14</b>
<b>Major Requirements</b>		
<i>Prerequisites to the Major</i>		
CAFS 1100	Introduction to Child, Adolescent & Family Studies	3
CAFS 2000	Fundamentals in Developmental Theory	3
MATH 1209	Statistics in the Modern World	3
or PSYC 2018	Introduction to Statistical Methods in Psychological Research	
or SOC 2208	Introduction to Statistics in the Social Sciences	
<i>Core Courses</i>		
CAFS 2080	Child, Family, and Community	3
CAFS 2500	Child Health, Safety, and Nutrition	3
CAFS 3110	Infant and Toddler Development	3
CAFS 3140	School Aged and Adolescent	3
CAFS 3500	Child Guidance, Supervision and Support	3
CAFS 4000	Introduction to Research Methods	3
CAFS 4100	Research, Assessment and Evaluation of Children and Families	3
CAFS 4908	Senior Seminar and Capstone	3
CAFS 3800	Multiple Perspectives on the Importance of Play	3
or CAFS 3550	Adulthood and Aging	
CAFS 3650	Risk and Resilience in Children	3
or CAFS 3560	Aging and the Family	
<i>Major Electives</i>		
Select two of the following: <sup>1</sup>		6
CAFS 1050	Practicum in Early Childhood Education	
CAFS 1250	Teaching in a Diverse Society	
CAFS 2100	Observation of Children	
CAFS 2200	Curriculum, Procedures, and Laboratory Experience for the Child	
CAFS 2300	Curriculum, Procedures, and Laboratory Experience in the Elementary School	
CAFS 2400	Introduction to Administration of Child and Family Programs	
CAFS 2620	Philosophy for Children	
CAFS 2800	Multicultural Children's Literature	
Select two of the following: <sup>2</sup>		6
CAFS 3200	Individual and Family Development in Diverse Cultures	
CAFS 3600	Parenting and Family Relations	
CAFS 3620	P4C: Practicum	
CAFS 4140	Advanced Practicum	
CAFS 4200	Advanced Techniques for Working in Child and Family Programs	
CAFS 4300	School, Community, and Family Collaborations	
CAFS 4400	Advanced Practicum for Adult Education and Supervision	
<i>Major Subtotal</i>		<b>51</b>
<b>Additional Units Needed Towards Graduation <sup>3</sup></b>		<b>21</b>
<b>Total Units</b>		<b>120</b>

## Footnotes

<sup>1</sup>Select two lower division courses<sup>2</sup>Select two upper division courses<sup>3</sup>Additional Units are needed to meet the 120 units graduation requirement.<sup>4</sup>Area 2 is met through prerequisite coursework in the major.**Note:** The following 3 courses are needed to meet the core requirements for CCTC Child Development Associate Teacher Permit.

Course List

Code	Title	Units
CAFS 2000	Fundamentals in Developmental Theory	3
CAFS 2080	Child, Family, and Community	3
CAFS 2200	Curriculum, Procedures, and Laboratory Experience for the Child	3
<b>Total Units</b>		<b>9</b>

**Note:** The following 3 courses are needed to meet the core requirements for CCTC Child Development Master Teacher Permit.

## Program Learning Outcomes

**Program Learning Outcome. Identify each PLO one by one (select the green "+" to add)**

1. Goal 1: Critical reasoning and problem solving skills
  - 1.A Ability to read critically
  - 1.B Ability to write critically
  - 1.C Ability to speak critically
  - 1.D Ability to think critically
  - 1.E Capacity for life-long learning
  - 1.F Critical Problem Solving
2. Goal 2: Oral and written communication
  - 2.A Writing Skills
  - 2.B Oral presentation skills
  - 2.C Competence in information management
  - 2.D Computer literacy
3. Goal 3: Discipline-based and career knowledge
  - 3.A Knowledge in the major discipline
  - 3.B Ability to apply knowledge of discipline
  - 3.C Career preparation and planning
4. Goal 4: Numerical literacy
  - 4.A Mathematical calculations and estimation skills
  - 4.B Quantitative reasoning skills.
  - 4.C Apply quantitative reasoning skills to the real world
5. Goal 5: Students will become engaged citizens.
  - 5.A Engage in university and community activities
  - 5.B Interpersonal skills
  - 5.C Knowledge of self
  - 5.D Responsibility in group settings
  - 5.E Ability to work independently
6. Goal 6: Students will develop a well rounded skill set.
  - 6.A Possess and demonstrate an ethical framework
  - 6.B Understanding of cultural and ethnic diversity.
  - 6.C Research methods/analysis/technology for problem solving
  - 6.D Interdisciplinary knowledge

- 1. Goal 1: Critical reasoning and problem solving skills
  - 1.A Ability to read critically
  - 1.B Ability to write critically
  - 1.C Ability to speak critically
  - 1.D Ability to think critically
  - 1.E Capacity for life-long learning
  - 1.F Critical Problem Solving
- 2. Goal 2: Oral and written communication
  - 2.A Writing Skills
  - 2.B Oral presentation skills
  - 2.C Competence in information management
  - 2.D Computer literacy
- 3. Goal 3: Discipline-based and career knowledge
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  - 3.B Ability to apply knowledge of discipline
  - 3.C Career preparation and planning
- 4. Goal 4: Numerical literacy
  - 4.A Mathematical calculations and estimation skills

- 4.B Quantitative reasoning skills.
- 4.C Apply quantitative reasoning skills to the real world
- 5. Goal 5: Students will become engaged citizens.
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- 6. Goal 6: Students will develop a well rounded skill set.
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- 6.B Understanding of cultural and ethnic diversity.
- 6.C Research methods/analysis/technology for problem solving
- 6.D Interdisciplinary knowledge

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### Learning Outcomes Display (show only)

Course Code	PLO 1
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Download the Curriculum Map PDF from the CIM Program Homescreen

#### Attach Curriculum Map

Current Curriculum Map.pdf

#### Attach 5 Year Assessment Plan

5 year report working document draft 2016-2022 (final)(2).pdf

#### Does the program use courses offered by other programs?

No

#### The total number of units required for graduation (not just the total for the major):

120

#### Does this baccalaureate program require more than 120-semester units?

No

#### Does this program have any concentrations or emphasis planned under the proposed major?

No

List any new courses that are: (1) needed to initiate the program or (2) needed during the first two years after implementation. Include proposed catalog descriptions for new courses. For graduate program proposals, identify whether each new course would be at the graduate- or undergraduate-level.

n/a

Attach a proposed course-offering plan for the first three years of program implementation, indicating likely faculty teaching assignments.

Placeholder.docx

Please specify the total number of prerequisite units required for the major. Note: The prerequisites must be included in the total program unit count.

9

For undergraduate programs, specify planned provisions for articulation of the proposed major with community college programs.

no change

#### Academic Roadmap Attachment

Placeholder.docx

For program revision - does this change negatively impact the alignment with the current ADT?

No

**Does this program change create new alignment with an ADT?**

No

**Is this program:**

Currently accredited

**Describe how accreditation requirements will be met, if applicable.**

Program currently accredited.

## Student Demand

**Provide compelling evidence of student interest in enrolling in the proposed program. Types of evidence vary and may include (for example), national, statewide, and professional employment forecasts and surveys; petitions; lists of related associate degree programs at feeder community colleges; reports from community college transfer centers; and enrollments from feeder baccalaureate programs.**

This program is currently offered. Our Department is requesting a change to the degree name and CIP code to reflect the current courses and training offered in our program.

**Identify how issues of diversity and access to the university were considered when planning this program. Describe what steps the program will take to insure ALL prospective candidates have equitable access to the program. This description may include recruitment strategies and any other techniques to insure a diverse and qualified candidate pool.**

This program is currently offered. Our Department is requesting a change to the degree name and CIP code to reflect the current courses and training offered in our program.

**Describe professional uses of the proposed degree program.**

This program is currently offered. Our Department is requesting a change to the degree name and CIP code to reflect the current courses and training offered in our program.

### Anticipated Student Demand (Majors)

	At Initiation	After 3 Years	After 5 Years
<b>Number of Majors (Annual)</b>	350	380	410
<b>Number of Graduates (Cumulative)</b>	80	270	500

**Attach documentation as needed:**

Placeholder.docx

## Societal and Public Need for the Proposed Degree Major Program

**List other California State University campuses currently offering or projecting the proposed degree major program; list neighboring institutions, public and private, currently offering the proposed degree major program.**

<b>Institution(s)</b>
Sacramento State
CSU Monterey Bay
Cal State Long Beach
Cal State East Bay

**Describe differences between the proposed program and programs listed above.**

Similar programs.

**List other curricula currently offered by the campus that are closely related to the proposed program.**

<b>Curricula</b>
n/a

**Describe community participation, if any, in the planning process. This may include prospective employers of graduates.**

no change

**Provide applicable workforce demand projections and other relevant data.**

Placeholder.docx



## Existing Support Resources for the Proposed Degree Major Program

List faculty who would teach in the program, indicating rank, appointment status, highest degree earned, date and field of highest degree, professional experience, and affiliations with other campus programs. Note: For all proposed graduate degree programs, there must be a minimum of five full-time faculty members with the appropriate terminal degree.

Dr. Elaine Correa, Ph.D. - Chair and Professor  
Dr. Alexander Reid, Ph.D. - Associate Professor  
Dr. Tzu-Fen Chang, Ph.D. - Associate Professor  
Dr. Anna Catalan, Ph.D. - Full-time Lecturer

Describe facilities that would be used in support of the proposed program.

No change

Provide evidence that the institution provides adequate access to both electronic and physical library and learning resources.

No change

Describe available academic technology, equipment, and other specialized materials.

No change

## Additional Support Resources Required

Describe additional faculty or staff support positions needed to implement the proposed program.

no change

Describe the amount of additional lecture and/or laboratory space required to initiate and to sustain the program over the next five years. Indicate any additional special facilities that will be required. If the space is under construction, what is the projected occupancy date? If the space is planned, indicate campus-wide priority of the facility, capital outlay program priority, and projected date of occupancy. Major capital outlay construction projects are those projects whose total cost is \$610,000 or more (as adjusted pursuant to Cal. Pub. Cont. Code §§ 10705(a); 10105 and 10108).

no change

Include a report written in consultation with the campus librarian which indicates any necessary library resources not available through the CSU library system. Indicate the commitment of the campus to purchase these additional resources.

Placeholder.docx

Indicate additional academic technology, equipment, or specialized materials that will be (1) needed to implement the program, and (2) needed during the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.

no change

## Self-Support Program Information

Confirm that the proposed program will not be offered at places or times likely to supplant or limit existing state-support programs.

No

Explain how at least one of the following additional criteria shall be met:

The courses or program are primarily designed for career enrichment or retraining;

Yes

Explain:

Our program will continue to serve as a feeder program to the teaching credential programs.

The location of the courses or program is significantly removed from permanent, state-supported campus facilities;

No

The course or program is offered through a distinct technology, such as online delivery;

Yes

Explain:

The current program does offer a selection of online courses.

For new programs, the client group for the course or program receives educational or other services at a cost beyond what could be reasonably provided within CSU Operating Funds;

No

For existing programs, there has been a cessation of non-state funding that previously provided for educational or other services costing beyond what could be reasonably provided within CSU Operating Funds.

No

Specify how all required EO 1099 self-support criteria are met.

no change

The proposed program does not replace existing state-support courses or programs.

No

Academic standards associated with all aspects of such offerings are identical to those of comparable state-supported CSU instructional programs.

Yes

### Basic Cost Recovery Budget Elements (Three to five year budget projection)

Student per-unit cost:

0

Number of units producing revenue each academic year:

0

Total cost a student will pay to complete the program:

0

#### Revenue

	1st Year	2nd Year	3rd Year	4th Year	5th Year
Student Fees	0	0	0	0	0
Projected Attrition Numbers	0	0	0	0	0
Totals	0	0	0	0	0

#### Additional Revenue Sources

	1st Year	2nd year	3rd Year	4th Year	5th Year
Grants	0	0	0	0	0
Other	0	0	0	0	0
Totals	0	0	0	0	0

#### Direct Expenses

	1st Year	2nd Year	3rd Year	4th Year	5th Year
Instructional costs	0	0	0	0	0
Operational costs	0	0	0	0	0
Extended Education costs	0	0	0	0	0
Technology development and ongoing support	0	0	0	0	0
Totals	0	0	0	0	0

#### Indirect Expenses

	1st Year	2nd Year	3rd Year	4th Year	5th Year
Campus Partners	0	0	0	0	0
Campus reimbursement general fund	0	0	0	0	0
Extended Education overhead	0	0	0	0	0

Chancellor's Office overhead	0	0	0	0	0
Totals	0	0	0	0	0

### Additional Questions

Is this program an accredited educator preparation program?

No

Do you want email notification when the course is fully approved?

Yes

### Supporting Documentation

Placeholder.docx

Key: 49

**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Wednesday, September 24, 2025 5:00 PM  
**To:** Katherine Van Grinsven  
**Cc:** Danielle Solano  
**Subject:** FW: Dept of HD-CAFS name change request  
**Attachments:** Department of HD\_CAFS name change .docx

Hi Katie,

Here's an item for the EC agenda.

Melissa

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**From:** Alexander Reid <areid2@csb.edu>  
**Date:** Wednesday, September 24, 2025 at 4:39 PM  
**To:** Melissa Danforth <mdanforth@csb.edu>  
**Cc:** Danielle Solano <dsolano@csb.edu>, Elaine Correa <ecorrea1@csb.edu>, Elizabeth Adams <eadams6@csb.edu>  
**Subject:** re: Dept of HD-CAFS name change request

Dear Melissa,

On behalf of the Department of Human Development and Child, Adolescent, and Family Studies, please accept our request for Senate Approval of our Department name change.

We consulted with Dr. Adams and our interest to begin the process of changing our Department name first with Senate approval and then we anticipate submitting a request to SSE Curriculum Committee to move forward with our degree name aligned with our Department name.

Please see attached for our name change approval request.  
Please let me know if there is any additional information needed.

Thank you for your time.

Sincerely,

Alexander

Alexander Reid, Ph.D.  
Associate Professor, Department of Human Development and Child, Adolescent and Family Studies  
California State University Bakersfield

**Katherine Van Grinsven**

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**From:** Elizabeth Adams  
**Sent:** Thursday, November 20, 2025 3:26 PM  
**To:** Melissa Danforth; Katherine Van Grinsven  
**Subject:** FW: [CIM Programs] Review Request: Academic Programs  
**Attachments:** 22081\_ Thematic Sociology Minor in Migration, Population, and Globalization.pdf

Referral: New Minor in Sociology.

Hi there,

Here's another piece of curriculum for fun and profit. (Or not, given that it's sociology).

I'm attaching the pdf.

<https://next-catalog.csub.edu/programadmin/>

Key: 528

Elizabeth

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**From:** General Catalog Update <csup@notify.courseleaf.com>  
**Date:** Thursday, November 13, 2025 at 10:48 AM  
**To:** Elizabeth Adams <eadams6@csup.edu>  
**Subject:** [CIM Programs] Review Request: Academic Programs

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**This Message Is From an External Sender**

This message came from outside your organization.

[Report Suspicious](#)

Hello,Elizabeth:

There are pending program change proposals awaiting your review, including 22081: Thematic Sociology Minor in Migration, Population, and Globalization.

Please visit:

<https://next-catalog.csub.edu/courseleaf/approve/?role=Academic%20Programs>  
to review the changes and provide your feedback.

For questions or information regarding this email, please reply to this email:Org-curriculum@csup.edu.

Thank you,

Academic Programs and Academic Operations

And I assume this is in CIM from the format of the PDF, but just to confirm, is this something that should be routed through CIM? If so, we'll make sure the committees know that.

Melissa

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**From:** Elizabeth Adams <eadams6@csb.edu>

**Date:** Friday, October 3, 2025 at 2:02 PM

**To:** Katherine Van Grinsven <kvan-grinsven@csb.edu>, Melissa Danforth <mdanforth@csb.edu>

**Subject:** Degree proposal for Senate consideration

Hi—

NSME has approved the attached proposal for a new baccalaureate degree. I'm forwarding it your way for referral.

Elizabeth

**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Thursday, September 25, 2025 3:31 PM  
**To:** Katherine Van Grinsven  
**Cc:** Danielle Solano  
**Subject:** Re: DNP course coding

Hi Katie,

Let's call it "Policies on Approval of Course Coding Changes". This will cover other situations beyond changing the CS#, like changing the number of units in a class.

And I too had to Google to find the course classification number (CS#) guide, which looks identical to what I recall from Q2S:

[https://www.csub.edu/academicprograms/\\_files/Course\\_Classification\\_Numbers.pdf](https://www.csub.edu/academicprograms/_files/Course_Classification_Numbers.pdf)

Once I knew the filename, I was able to find it on <https://www.csub.edu/academicprograms/new-catalogandcurriculum-process-8-12-25.shtml> but not on the older Academic Planning Manual page.

Melissa

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**From:** Katherine Van Grinsven <kvan-grinsven@csb.edu>  
**Date:** Thursday, September 25, 2025 at 3:11 PM  
**To:** Melissa Danforth <mdanforth@csb.edu>  
**Cc:** Danielle Solano <dsolano@csb.edu>  
**Subject:** RE: DNP course coding

New discussion item for EC? Topic title – course coding?

–

**KATHERINE VAN GRINSVEN**

She/her/hers  
Senate Analyst  
Office of the Academic Senate  
Direct Line: (661) 654-3128  
Office: BDC A 252

**California State University, Bakersfield**

9001 Stockdale Hwy, Mail Stop: 20 BDC  
Bakersfield, CA 93311

[www.csub.edu/senate](http://www.csub.edu/senate)



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**From:** Melissa Danforth <[mdanforth@csub.edu](mailto:mdanforth@csub.edu)>  
**Sent:** Thursday, September 25, 2025 2:04 PM  
**To:** Katherine Van Grinsven <[kvan-grinsven@csub.edu](mailto:kvan-grinsven@csub.edu)>  
**Cc:** Danielle Solano <[dsolano@csub.edu](mailto:dsolano@csub.edu)>  
**Subject:** Re: DNP course coding

Hi Katie and Dani,

Since we don't have a policy on changing WTUs associated with a course, I told Elizabeth that we'll have to follow prior precedent, which is to have the NSME Curriculum Committee review and approve/deny the request.

We should add discussing if a policy needs to be developed for changing the WTUs associated with a course to the Senate EC agenda. That would be different than auditing/reviewing the current CS#'s to see if they comply with CSU policy, as there could be other reasons to change CS#'s beyond course caps.

Thanks,  
Melissa

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**From:** Katherine Van Grinsven <[kvan-grinsven@csub.edu](mailto:kvan-grinsven@csub.edu)>  
**Date:** Wednesday, September 24, 2025 at 1:28 PM  
**To:** Melissa Danforth <[mdanforth@csub.edu](mailto:mdanforth@csub.edu)>  
**Cc:** Danielle Solano <[dsolano@csub.edu](mailto:dsolano@csub.edu)>  
**Subject:** RE: DNP course coding

Hi,

The referral only had a link to the BOX folder in the attachments. I opened up the link and it is a pretty large list of documents which were all uploaded in October 2023. The document you shared is dated November 2023, so I don't think it would be in the BOX folder, but I did look and didn't find anything. Here is the link in case you wanted to look:

<https://csub.app.box.com/s/ingu47wfahx5vyxp3kifvolncq30h4q2>

I found the "New Degree Program Proposal Form" (attached). I did see mention of a "Substantive Change Screening Form," but it looks like it was submitted in Summer 2023 (see page 71). I included some screenshots. It doesn't look like it is the same document, which was titled "WSCUC Substantive Change, November 2023." I know there was some back and forth between the subcommittees and the Nursing Department. Maybe it was sent over to AAC or BPC directly, and not uploaded to the folder? If it bypassed me, I would not have uploaded it to the referral folder. I am not sure.



Here are the screenshots from the *CSUB DNP Program Proposal with MOU* pdf:

j. Substantive Change Screening Form:

The WASC Senior College and University Commission Substantive Change Screening Form was submitted in Summer 2023. See [Appendix P](#). If a full Substantive Change Review is required, the proposal will be submitted by no later than November 2023 to provide adequate time for review.

k. Proposed Classification of Instructional Programs (CIP) and CSU Degree Program Code.

CSU CIP: 51.3818

CSU Degree Program Code: 12033 Doctor of Nursing Practice

## Appendix P: WSCUC Screening Form



### WSCUC Substantive Change Program Screening Form

**Directions:** Institutions planning to implement new degree programs beginning on or after July 1, 2017 should submit this screening form to WSCUC to determine if a Substantive Change review and approval is necessary prior to implementation. A determination on the necessity of review is made after submission of the form and any further information requested by WSCUC. The form should be submitted to John Hausaman (jhausaman@wscuc.org).

**Institution:** California State University, Bakersfield (CSUB)

**ALO Name and contact information:** Dr. Debra Jackson

**Date:** 7/10/2023

Proposed program name, modality, and CIP code:

Currently, the Department of Nursing (DON) at CSUB offers a Master of Science in Nursing, Family Nurse Practitioner (MSN/FNP) program, which is designed to prepare Family Nurse Practitioners for the region. However, the emerging national standards in Nurse Practitioner (NP) education require a Doctor of Nursing Practice (DNP) degree for all entry level NPs by 2025. Unless CSU Bakersfield transitions its NP program to a DNP degree, our MSN/NP graduates will not be qualified to take national certification examinations and may be unable to compete with other DNP prepared graduates in the professional job market. Elevating our existing MSN/FNP to a DNP program becomes a necessity. The DON is proposing two Doctor of Nursing Practice (DNP) degree programs:

- Post Baccalaureate Doctor of Nursing Practice Nurse Practitioner (DNP-NP) Program with Family Nurse Practitioner Concentration (DNP-NP).  
The purpose of the DNP-NP program is to produce doctorally prepared nurse practitioners to address the critical shortage of primary care providers in the region and to meet the emerging educational and scholarly standards for Nurse Practitioners. This three-year, eight-semester program is designed for registered nurses (RNs) who have a Bachelor of Science (BS) or Master of Science (MS) in Nursing, and who aspire to become doctorally prepared Nurse Practitioners. Currently, our DNP-NP program only offers the Family Nurse Practitioner (FNP) concentration.

**KATHERINE VAN GRINSVEN**

She/her/hers

Senate Analyst

Office of the Academic Senate

Direct Line: (661) 654-3128

Office: BDC A 252

**California State University, Bakersfield**

9001 Stockdale Hwy, Mail Stop: 20 BDC

Bakersfield, CA 93311

[www.csub.edu/senate](http://www.csub.edu/senate)



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**From:** Melissa Danforth <[mdanforth@csb.edu](mailto:mdanforth@csb.edu)>  
**Sent:** Wednesday, September 24, 2025 10:49 AM  
**To:** Katherine Van Grinsven <[kvan-grinsven@csb.edu](mailto:kvan-grinsven@csb.edu)>  
**Cc:** Danielle Solano <[dsolano@csb.edu](mailto:dsolano@csb.edu)>  
**Subject:** FW: DNP course coding

Hi Katie,

Can you check the referral for the DNP program made to AAC and BPC to see if this document was included?

Thanks,  
Melissa

---

**From:** Elizabeth Adams <[eadams6@csb.edu](mailto:eadams6@csb.edu)>  
**Sent:** Wednesday, September 24, 2025 10:44 AM  
**To:** Melissa Danforth <[mdanforth@csb.edu](mailto:mdanforth@csb.edu)>; Tiffany Tsantsoulas <[ttsantsoulas@csb.edu](mailto:ttsantsoulas@csb.edu)>  
**Cc:** Heidi He <[hhe@csb.edu](mailto:hhe@csb.edu)>; Jane Dong <[jdong2@csb.edu](mailto:jdong2@csb.edu)>  
**Subject:** DNP course coding

Hi all,

I had a chance to speak with Dr. He today and it's clear to me that the course forms for the Didactic courses for the DNP were submitted with the incorrect C/S number. If you look at the attached WSCUC substantive change document on p.23, you'll see that they clearly intended those courses to have a 1.5 K factor, which is only associated with C-15.

What I'd like to suggest that either AAC or Senate be briefed on this and asked to approve a correction to the C/S number for these courses so that the faculty teaching them can get the appropriate compensation this term (and to prevent the current APDB errors). If that won't work, I'm open to other idea about how to solve this issue.

Elizabeth

**Katherine Van Grinsven**

---

**From:** Melissa Danforth  
**Sent:** Tuesday, October 7, 2025 9:01 PM  
**To:** Zachary Zenko; Senate Executive Committee Group  
**Subject:** RE: Possible Senate business from Provost's Council

Hi all,

When talking to Katie earlier, I realized I may have misheard when Chris said the current Qualtrics license cost, and maybe it was only a 10k increase, instead of the massive increase I thought I'd initially heard. In any case, the Tableau license renewal proposal is more than 3x the cost of the Qualtrics one, and talking to Chris, it sounded like he's asking for more budget to keep Qualtrics as academically necessary for the March 2026 renewal. That gives us time to discuss alternatives with a wider audience, if ITS can renew through March 2027.

For the online SOCIs, I only received the summary report for my summer online class. I did not receive the individual responses for Summer 2025, although looking further back, I did receive the individual responses for my Fall 2024 class. We'd requested that both the summary report and individual reports be returned to faculty members when we ok'd the new paper forms, but it looks like there are still issues to work out with that process.

Melissa

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**From:** Zachary Zenko <zzenko@csub.edu>  
**Sent:** Tuesday, October 7, 2025 7:53 PM  
**To:** Melissa Danforth <mdanforth@csub.edu>; Senate Executive Committee Group <executivecommittee@CSUB.onmicrosoft.com>  
**Subject:** Re: Possible Senate business from Provost's Council

Hi all,

That is very concerning regarding Qualtrics. Dr. Marianne Wilson would know more, but I would estimate that about 80% of research with human participants (including graduate student research) involves Qualtrics. Maybe more. Most of my research would come to a halt.

Perhaps there are other options to explore, like different license types, or open source statistical analysis software (e.g., JASP, Jamovi, r) instead of SPSS. I am not sure if that is a csu license or chancellor's office license.

Regarding online SOCIs, I thought ITS is now in the practice of sharing individual responses as well as the overall summaries?

Just some thoughts. I am sure some of this can wait as we address other pressing concerns.

Thank you

**ZACHARY ZENKO, PH.D., FACSM, PAPHS**

He/Him/His

Associate Professor  
Graduate Program Director, [MS in Kinesiology](#)  
Department of Kinesiology  
(661) 654-2799  
Office: EDUC 149  
[Zoom Link](#)

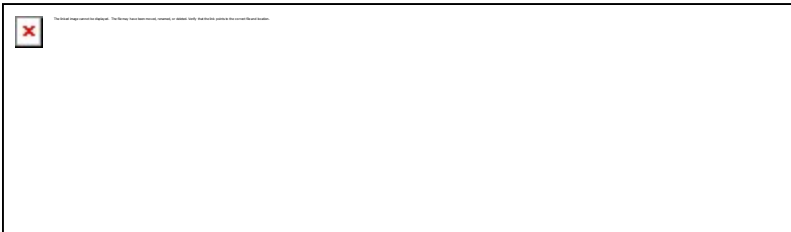
### Fall 2025 Office Hours

Mondays: 2:30 to 3:30 pm  
Tuesdays and Thursdays: 1:30 to 3:30 pm  
or by appointment

### California State University, Bakersfield

Mail Stop: 22 EDUC  
9001 Stockdale Hwy  
Bakersfield, CA 93311

### [Essentials of Exercise and Sport Psychology: An Open Access Textbook](#)



I am a proud member of the California Faculty Association; if you are not already a proud member of CFA, [join here](#).

---

**From:** Melissa Danforth <[mdanforth@csub.edu](mailto:mdanforth@csub.edu)>

**Sent:** Tuesday, October 7, 2025 3:45 PM

**To:** Senate Executive Committee Group <[executivecommittee@CSUB.onmicrosoft.com](mailto:executivecommittee@CSUB.onmicrosoft.com)>

**Subject:** Possible Senate business from Provost's Council

Hi all,

I just came out of Provost's Council and there were several items we'll need to discuss in future EC meetings to see if a referral is needed.

#### SOCI modality:

Paper SOCI's are becoming increasingly expensive, both in terms of costs for purchasing the materials and people-hours in processing the materials. I said that online SOCI's aren't a substitute for paper SOCI's since the individual responses are not preserved. ITS will look into the SOCI report to see if they can generate the individual responses along with the summary. There was also discussion about the low response rate for online SOCI's, and how that would need to be addressed.

#### Rising software costs:



Multiple software packages up for renewal are having drastic increases in costs. The full group primarily discussed Qualtrics, which is quadrupling in costs for the March renewal. I spoke with Chris afterwards and he also said that the costs for Slack and Tableau are going up. Along with this would probably need to be a discussion with the Library about database costs.

#### Email limits:

I spoke with Chris after the meeting, and he said that students are limited to 50 recipients on an email, but there are no limits for faculty members. Chris said the idea has been brought up before to address cybersecurity concerns (such as someone's account being compromised and use to mail out spam), but there was push-back on limiting how many recipients could be on an email from a faculty member. We discussed certain cases where a faculty member might need to email a large group, such as emailing a large class or all students in a specific major. For the later, Chris was open to ITS creating mailing lists for students in each major, similar to what they have created for colleges to facilitate academic administrator reviews.

On a purely informational front, WASC did change their accreditation standards to remove DEI language. And there have been some inconsistencies with how ASCs have done schedule build (putting specific section information into myCSUB), which includes inconsistencies in overriding the default CS#, so they're looking into providing more training for ASCs in this area.

Melissa

--

Dr. Melissa Danforth (she/they)  
Chair, CSUB Academic Senate  
PI, CSUB's S-STEM Scholarship Program  
Professor of Computer Science  
Department of Computer & Electrical Engineering/Computer Science  
California State University, Bakersfield  
Website: <https://www.cs.csub.edu/~melissa/>

**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Thursday, November 6, 2025 12:15 PM  
**To:** Katherine Van Grinsven  
**Cc:** Danielle Solano; Leslie Kirstein  
**Subject:** FW: Request for ex-officio, non-voting membership on AS&SS (memo attached)  
**Attachments:** Request for ex-officio membership memo - signed.pdf

Hi Katie,

We just received this request from ITS to add a non-voting ITS position to AS&SS.

I think this needs to be a separate referral from the software referral, as it would require a bylaws change for AS&SS, whereas the software referral might or might not result in a bylaws change, depending on which body AS&SS feels is most appropriate for ITS to consult on academic software.

Please add it to the EC agenda as a new discussion item titled "Request from ITS to be added to AS&SS".

Thanks,  
Melissa

---

**From:** Christopher Diniz <cdiniz@csb.edu>  
**Date:** Thursday, November 6, 2025 at 12:05 PM  
**To:** Melissa Danforth <mdanforth@csb.edu>  
**Cc:** Ydalia Lucio <ylucio2@csb.edu>, Leslie Kirstein <lkirstein@csb.edu>  
**Subject:** Request for ex-officio, non-voting membership on AS&SS (memo attached)

Dear Dr. Danforth,

I am writing to share the attached memo requesting an appointment as an ex officio, non-voting member of the Academic Support and Student Services Committee (AS&SS). The intent is to formalize an ITS liaison to support the committee's work, particularly the inventory of automated decision-making systems and the integration of technology into student success and support functions, while preserving the committee's independent governance role.

If you are amenable, please advise on the next steps. I am happy to attend a meeting to answer any questions.

I appreciate your consideration.

-Chris

Christopher Diniz, MBA  
Associate Vice President &  
Chief Information Officer  
Information Technology Services  
(661) 654-3431

California State University, Bakersfield



**TO:** Dr. Melissa Danforth, Chair, Academic Senate

**CC:** Dr. Leslie Kirstein, Chair, Academic Support and Student Services Committee (AS&SS)

**FROM:** Christopher Diniz, MBA, AVP and CIO, Information Technology Services

**DATE:** November 6, 2025

**RE:** Request for Ex-Officio, Non-Voting Membership on the Academic Support and Student Services Committee

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Dear Dr. Danforth,

I am writing to respectfully request consideration for appointment as an ex-officio, non-voting member of the Academic Support and Student Services Committee (AS&SS) on a standing basis.

Given the committee's recent and ongoing engagement with areas that closely intersect with Information Technology Services (ITS), including the inventory of automated decision-making systems, use of Canvas banner messaging, and the integration of technology in student success and support functions, I believe a formal liaison role would strengthen communication, transparency, and responsiveness between ITS and the Academic Senate.

My intent is not to influence deliberations or votes, but rather to serve as a resource to the committee by:

- Providing background or clarification on ITS systems and processes when questions arise.
- Offering a direct channel for faculty and staff to submit technology-related issues or concerns; and
- Collaborating on technology components that support student learning, accessibility, and communication.

This ex-officio participation would ensure timely coordination on matters where Senate policy intersects with campus technology infrastructure while preserving the committee's independent governance function.

I appreciate your consideration of this request and remain committed to strengthening collaboration between the Senate and Information Technology Services in support of CSUB's academic mission.

With appreciation,

A handwritten signature in black ink, appearing to be 'C. Diniz'.

**Christopher Diniz, MBA**  
Associate Vice President and Chief Information Officer  
Information Technology Services





**Topic:** Handbook and Bylaws Project – EC (See Box folder for handouts)

- A. Updating Schools to Colleges
- B. Updating all references to quarters
- C. Standing Committees Composition:
  - 1. Clarify Handbook language about staff positions being non-MPP staff
  - 2. AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS.
  - 3. Update language for administrator positions to allow for designee
  - 4. Review and update the Standing Committees ex-officio positions due to the re-organization of university
  - 5. AAC Composition: Clarify the catalog and PeopleSoft positions with the SASEM re-organization.
- D. Director of Assessment: Review position (Handbook 105.2 and 305.6.)
- E. Council of Academic Deans: Review Composition and name (Handbook 105.2)
- F. Public Affairs Committee: Committee in handbook but not bylaws (Handbook 107.1. Standing Committees of the Academic Senate). Discussion on if we want to create the committee or not.
- G. Review committees listed (Handbook 107)
- H. Update TEAC Description: Currently lists old college names (H&SS, SOE, and NSM) (Handbook 201.5)
- I. Update reference to Associate Vice President for Academic Affairs- association with Academic Advising and review other duties (Handbook 104.2.1)
- J. Update position titles in 309.9 (Handbook 309.9)
- K. Update all references to the AVP of Enrollment Management- distinguish the VP of Strategic Enrollment Management from the new AVP of Enrollment Management
- L. Bylaws Section IV.A.4 Annual reports from committees- limit to specific committees?
- M. Changes to bylaws that were approved by previous resolution but never posted (clarifying the edition of Robert's Rules of Order).
- N. Q2S Linger Issues:
  - 1. Deadline issue for stating one's intent to seek promotion to full professor
  - 2. Discussions about whether we should change the Handbook to require classroom observations for tenured faculty.
- O. Section 103.1 Statewide Organization Structure still states 23 CSU campuses- remove number?
- P. Update the Committee on Academic Requirements and Standards (CARS) to the General Education Curriculum Committee (GECCo) - referenced in various places in Handbook



**Minor in Applied Mathematics**

**RES 252611**

AAC, BPC

**RESOLVED:** That the Academic Senate approves the proposed new minor in Applied Mathematics.

**RATIONALE:** The minor in Applied Mathematics offers students a minor pathway in mathematics that does not require MATH 3000. The existing program resources are sufficient to support this new minor pathway.

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP for Student Affairs and Strategic Enrollment Management  
AVP for Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Associate Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended Education and Global Outreach  
Department Chairs  
General Faculty

---

Approved by the Academic Senate:

Sent to the President:

President Approved:



**Concentration in Nonprofit Management in MPA Degree**

**RES 252612**

AAC, BPC

**RESOLVED:** That the Academic Senate approves the proposed new Nonprofit Management Concentration in the Master of Public Administration degree program.

**RATIONALE:** The new concentration formally recognizes longstanding student interest in a specialization in Nonprofit Management within the Master of Public Administration degree program. The Department of Public Policy and Administration already offers the necessary courses to support this area of study. Creating the new concentration in Nonprofit Management will allow students to publicize their specialized graduate study and will enhance their standing and job-market desirability. The existing program resources are sufficient to support this new concentration.

**Attachments:** (1) 2025-2026 12\_Proposal for New Concentration\_MPA\_HCM, (2) MPA\_HCM\_concentration

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP for Student Affairs and Strategic Enrollment Management  
AVP for Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Associate Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended Education and Global Outreach  
Department Chairs  
General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved:



**Concentration in Healthcare Administration in MPA Degree**

**RES 252613**

AAC, BPC

**RESOLVED:** That the Academic Senate approves the proposed new concentration in Healthcare Administration in the Master of Public Administration degree program.

**RATIONALE:** The new concentration formally recognizes longstanding student interest in a specialization in healthcare administration within the Master of Public Administration degree program. The Department of Public Policy and Administration already offers the necessary courses to support this area of study. Creating the new concentration in Healthcare Administration will allow students to publicize their specialized graduate study and will enhance their standing and job-market desirability. The existing program resources are sufficient to support this new concentration.

Attachment: 2025-2026 13\_Proposal for New Concentration\_MPA\_NPM

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP for Student Affairs and Strategic Enrollment Management  
AVP for Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Associate Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended Education and Global Outreach  
Department Chairs  
General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved:



**Clarifying ASCSU Lecture Electorate Procedures**

**RES 252609**

**FAC**

- RESOLVED:** That lecturer faculty shall be eligible to serve as a Lecturer Representative to the ASCSU if they are full-time or part-time with a time-base entitlement of at least 0.6 (e.g., 18 WTUs for the academic year) and are classified as lecturer employees under the Collective Bargaining Agreement (CBA). Eligible classifications currently include Unit 3 employees serving in temporary appointments for a specified period of time in the following classifications: ~~0357, 0360, 0361, 0364, 0365, 0393, 0557, 0560, 0564, 2158, 2308, 2358, 2359, 2369, and 2458~~ 2358 and 2359 (Lecturer – Academic Year, and Lecturer – 12 Month); and be it further
- RESOLVED:** That the Elections Committee of the Academic Senate shall ensure that Lecturer Representatives are eligible and elected by lecturer faculty. All full- and part-time lecturers are eligible to participate in the voting and election process; and be it further
- RESOLVED:** That the term of service for the Lecturer Representative to the ASCSU shall be consistent with that of Senate Representatives from each college, as specified in the Academic Senate Bylaws: “Senators shall serve for a term of two years (with the exception of the representatives to the Academic Senate CSU who are elected for three-year terms), with terms so arranged that one-half of the Academic Senate shall be elected each year”; and be it further
- RESOLVED:** That if the Lecturer Representative is subsequently elected to serve as the campus representative to the statewide Academic Senate of the California State University (ASCSU), they shall serve out the remainder of their statewide term, even if it extends beyond their local two-year Senate term.

**RATIONALE:**

The purpose of this resolution is to clarify eligibility and term of service for the Lecturer Representative to the Academic Senate of the California State University (ASCSU).

First, this resolution reaffirms the eligibility criteria established in RES 242515, ensuring that lecturer faculty with at least a 0.6 time-base entitlement are eligible to serve and that all full- and part-time lecturers may participate in the election process.

Second, this resolution explicitly clarifies “lecturer faculty”, which is aligned with the definition of “lecturer” in the Collective Bargaining Agreement. Listing these classifications ensures transparency and consistency across campus and avoids the inadvertent exclusion of qualified Unit 3 employees who hold lecturer status.

Finally, the resolution aligns the term of service for the Lecturer Representative with the standard two-year term for campus Senate Representatives, while acknowledging that election to the statewide ASCSU carries a distinct three-year term. This clarification ensures continuity of representation and avoids confusion regarding overlapping or extended service obligations.

**Distribution List: (update as needed)**

President  
Provost and VP for Academic Affairs  
College Deans  
Associate Deans  
Department Chairs  
General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved:



## **Establishing a Rubric for Sabbatical Applications**

**RES 252608**

FAC

- RESOLVED:** The Academic Senate approves revisions to the University Handbook regarding Sabbatical Leave Applications. Deletions are in ~~striketrough~~, and additions are in **bold and underlined**.
- RESOLVED:** The Office of the Provost and Office of Faculty Affairs will ensure that sabbatical application materials are made available at least 30 days prior to the application deadline for sabbatical leave and difference-in-pay leave.
- RESOLVED:** Application materials shall include the Faculty Information Bulletin, Application Cover Form/Routing Sheet, Procedures for Preparation of the Application, Sabbatical Report Cover Sheet, and Rubric (Appendix A).
- RESOLVED:** A list of eligible faculty and their sabbatical award history, list of sabbatical and difference-in-pay leave awards, and sabbatical leave financial form shall also be made available on the Faculty Affairs webpage.
- RESOLVED:** The attached rubric (Appendix A) shall be available on the Faculty Affairs webpage and used to determine sabbatical awards. Future modifications to the rubric shall require Academic Senate resolution.
- RESOLVED:** The ~~AVP for Faculty Affairs (or designee) shall work with the~~ Faculty Honors and Awards Committee shall work with the Academic Senate to keep application submission materials current and facilitate sabbatical review. These updates may include, but are not limited to, application submission materials, as well as guidance on page limits, word count, formatting, and submission guidelines.

---

### **307.2 Procedures for Preparation of Sabbatical Leave Application**

The applicant shall inform ~~his/her~~ **their** chair and ~~school~~-**college** dean of the application for sabbatical leave and the proposed dates of absence. The application for sabbatical leave shall be evaluated by the Honors and Awards Committee (FHAC) in accordance with the established criteria and must contain the following information:

- a. Proposed Project

1. The proposed project shall be one or both of the following **categories. These categories shall be considered equally:**
  - a) A project of high quality and importance. This includes, but is not limited to, original research, a creative project, or the development of new academic skills;
  - b) A study or travel of a kind and in an amount that will improve and update the applicant's professional capabilities. If the emphasis is a study, it must be related to the University's curriculum or to the applicant's professional development.
2. A clear and detailed explanation of the proposed project, including the nature, scope, and means of implementation.
3. The inclusive dates requested for the leave and, where appropriate, a timetable for the implementation of the proposal.
4. If relevant to project completion, the location(s) where the project will be conducted. If travel is part of the plan, its usefulness and necessity must be clearly presented.
- b. Professional Productivity and Preparation
  1. A current vita containing evidence, where appropriate, of relevant education or research in the field of the proposed project, publications, or other professional accomplishments in the field of specialization.
  2. Where appropriate, what preparatory work has been completed specifically for this project, such as background reading, development of techniques, personal contacts, and tentative facility arrangements.
- c. Benefits to the University (in at least one of the following):
  1. The tangible results to be expected from the project. These may be in the form of publication, creative presentations, participation in seminars, conferences, program or curricular development.
  2. Benefits of the proposed project to the applicant as a teacher and benefits to students.

### **307.3 The Role of the Faculty Honors and Awards Committee (FHAC)**

The FHAC shall review all sabbatical leave proposals and make recommendations regarding the awarding of leaves to the P&VPAA.

The proposal shall involve one or more of the following: scholarly research, scholarly and creative activity, instructional improvement, or faculty retraining.

They shall consider the potential relevance of the proposal and the subsequent service of the faculty member at this University relative to institutional and departmental mission, goals, and obligations. Among the factors which may be considered are professional development and renewal, improvement of teaching skills, development of a new academic program, and enhancement of the reputation of the University which may result from the leave.



The FHAC shall evaluate the proposals using a two-step process: (1) ~~determine completeness of distinguish meritorious from non-meritorious~~ proposals. Those deemed ~~incomplete non-meritorious~~ shall not be ranked, but will be returned to the proposer with ~~comments for~~ the possibility of revision and consideration for the following year; (2) rank all remaining proposals only on merit ~~(see Handbook Section 307.3.1)~~, allowing no ties. In addition to the assessment of project's ~~completeness~~ merit, the FHAC will also assess the following:

- a. The proposed project shall be one for which the applicant has:
  1. Acquired professional capabilities adequate to the task;
  2. Completed preparation and planning to undertake the project.
- b. Results of the sabbatical shall benefit the University by one or more of the following:
  1. ~~Advanced~~ **Advancement of** scholarship by such means as publication, presentation at conferences or meetings, public performance or exhibition;
  2. Improving curriculum, developing new course(s) or program(s);
  3. Improving teaching **effectiveness**;
  4. Renewing professional skills.

### **307.3.1 Rubric for Sabbatical Leave Application and Feedback**

**The FHAC shall apply the approved rubric when evaluating applications.**

#### **307.3.2.1 Feedback on Sabbatical Leave Application**

**All applicants, whether meritorious or non-meritorious, shall receive structured written feedback based on the rubric above. Feedback shall identify the number of applicants and the number of awards for the application cycle. This feedback shall identify strengths of the proposal and areas for improvement. Applicants not awarded a sabbatical may revise and resubmit in a subsequent year, with the benefit of this feedback for proposal strengthening. Revision in response to feedback shall not be assumed to result in automatic award of sabbatical application.**

**RATIONALE:**

Sabbatical leave is one of the most important mechanisms available to faculty for professional development, renewal, scholarly productivity, and the advancement of teaching and learning at the University. To ensure that proposals are evaluated fairly and consistently, it is essential that clear, transparent criteria guide the Faculty Honors and Awards Committee (FHAC). The development of a rubric provides a standardized framework for evaluation designed to promote equity and consistency across disciplines, and to strengthen the integrity of the review process.

Providing written feedback to applicants enhances faculty development by identifying strengths and areas for improvement. This process will encourage faculty to submit stronger proposals in future cycles, increase the quality and impact of sabbatical projects, and expand the benefits to the University. The proposed revisions are therefore designed to enhance transparency, fairness, and continuous improvement in sabbatical leave procedures, in alignment with the University's commitment to faculty excellence.

**Distribution List:**

President  
Provost and VP for Academic Affairs  
Academic Senate  
Faculty Honors and Awards Committee  
College Deans  
Dean of the Library  
College Associate Deans  
General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved:

## Appendix A: Rubric

The FHAC shall apply the following rubric when evaluating applications (approved by Academic Senate on **XX/XX/XX**):

### Rubric for Evaluating Sabbatical Applications

**Is the Project Proposal Application Complete?** \_\_\_\_\_ **Yes (Proceed)** \_\_\_\_\_ **No (Do not proceed)**

#### Category: Proposed Project

When evaluating the Proposed Project, focus on the clarity, coherence, and intellectual or creative merit of the applicant's plan. Strong projects present a well-defined idea, articulate clear methods or creative processes, and demonstrate realistic feasibility within the sabbatical timeframe. Projects that are generally sound but lack detail, contain partial gaps, or require further development may still merit a solid evaluation but should be distinguished from those that are thoroughly articulated and compelling. Use lower ratings when proposals are vague, insufficiently developed, or unclear in purpose or feasibility. Disciplinary differences in methodology, innovation, and project design should be respected, and reviewers should evaluate each proposal within the standards and norms of the applicant's field.

Subcategory	Description	Exemplary	Proficient	Developing
1.1 Originality & Innovation	How creative, distinctive, or novel the project is in concept or approach.	41–50: Project presents a unique, innovative idea or approach; advances the field meaningfully.	21–40: Sound idea but moderately conventional or lacks clear innovation.	0–20: Little originality or creative merit; unclear purpose.
1.2 Methods & Design	Clarity, rigor, and appropriateness of the project's design, methods, or creative process.	41–50: Methods are well-defined, rigorous, and align logically with goals.	21–40: Methods partially developed or missing key details.	0–20: Methods vague, incomplete, or infeasible.
1.3 Feasibility & Scope	Realistic scale, timeline, and potential for completion within constraints.	21–25: Clear, realistic plan; timeline and resources fully support success.	11–20: Mostly feasible but scope or <u>timeline</u> may be optimistic.	0–10: Unclear or unrealistic scope <u>and timeline</u> ; feasibility in question.
1.4 Contribution & Impact	The scholarly, creative, or applied significance of the project.	21–25: Clear, meaningful contribution to the field or broader community.	11–20: Moderate contribution or potential impact not well articulated.	0–10: Limited or unclear contribution.

## Category: Professional Productivity and Preparation

Reviewers should consider whether the level of prior productivity, preparation, or skill development is reasonable for the project's scope and expectations within the applicant's field. A strong evaluation is appropriate when there is clear evidence of relevant background, preparation, or a well-justified need for retraining or new skill acquisition. A moderate evaluation may be appropriate when an applicant demonstrates some relevant experience or planning but with limitations or partial gaps. Lower evaluations are appropriate when there is minimal evidence of preparation or relevant background in cases where such evidence would reasonably be expected. Reviewers should not penalize applicants for projects that, by design, require exploration, the development of new competencies, or a fresh direction in their scholarly or creative work.

Subcategory	Description	Exemplary	Proficient	Developing
2.1 Prior Productivity	Evidence of previous scholarly, creative, or professional output, <u>where appropriate to the discipline and the nature of the proposed project.</u>	33–40: Strong, consistent record of high-quality work (publications, performances, grants, etc.).	16–32: Some relevant productivity; output inconsistent or moderate.	0–15: Minimal record of productivity or engagement.
2.2 Preparatory Work	Steps taken to lay the groundwork for the proposed project, <u>where preparatory work is appropriate or necessary for the type of project. Some projects (e.g., skill acquisition, exploratory study, creative development) may not require substantial preparatory work prior to the sabbatical period.</u>	25–30: Substantial preparatory work completed <u>when appropriate for the project</u> ; shows readiness and planning.	15–24: Some preparatory effort evident but with gaps.	0–14: Little or no preparatory work evident <u>when such work would reasonably be expected for this type of project.</u>
2.3 Skills & Competencies	Applicant's background, experience, and expertise relevant to the project, <u>or a clear rationale for why the sabbatical itself is needed to develop these competencies (e.g., retraining, new methodological expertise, new scholarly agenda).</u>	13–15: Clearly possesses all necessary skills and experience <u>needed to accomplish the project.</u>	8–12: Adequate skills; may need additional training or support <u>to complete the project. Demonstrates a clear plan for skill acquisition as a core sabbatical activity.</u>	0–7: Lacks key competencies or background <u>to complete the project.</u>

Subcategory	Description	Exemplary	Proficient	Developing
2.4 Career Development Potential	Likelihood that the project will enhance the applicant's career trajectory, <u>recognizing that career pathways and markers of advancement differ by discipline and project type.</u>	13–15: Project strongly supports professional growth and future advancement.	8–12: Some potential for development; link to long-term goals not fully clear.	0–7: Minimal or unclear connection to professional advancement.

### Category: Benefits to the University

When assessing Benefits to the University, consider how clearly and convincingly the applicant describes the anticipated contributions to teaching, curriculum, scholarship, student engagement, or institutional priorities. Strong evaluations are appropriate for proposals that articulate realistic and meaningful benefits that are well aligned with the university's mission or strategic goals. Moderate evaluations may be appropriate when benefits are present but not fully developed, or when the connection to broader institutional value is implied rather than clearly explained. Lower evaluations may be warranted when benefits are vague, speculative, or minimally connected to university needs. Reviewers should remember that different disciplines contribute in different ways and should weigh benefits in a manner that respects pedagogical, scholarly, creative, and community-engaged forms of impact.

Subcategory	Description	Exemplary	Proficient	Developing
3.1 Benefits to Students	Impact on student learning, mentorship, or research engagement.	41–50: Clear, substantial, and measurable student benefits.	21–40: Some student benefits described; modest scope or clarity.	0–20: Minimal or unclear student impact.
3.2 Benefits to Curriculum or Teaching	Integration of project outcomes into courses, pedagogy, or academic programs.	33–40: Strong plan to enhance teaching or curriculum with project results.	16–32: Some potential integration; <u>plan to enhance teaching or curriculum with project results is</u> limited in detail or scope.	0–15: No clear <del>teaching or curricular benefit.</del> <u>plan to enhance teaching or curriculum with project results.</u>
3.3 Benefits to Scholarship or Reputation	Advancement of the university's academic or public reputation.	33–40: Likely to elevate university profile through publications, presentations, <u>creative outputs, curricular</u>	16–32: Some potential <del>for visibility or recognition.</del> <u>to elevate university profile through publications, presentations, creative</u>	0–15: No clear link to <u>advancement of the</u> university <del>reputation</del> <u>through publications, presentations, creative outputs, curricular</u>

Subcategory	Description	Exemplary	Proficient	Developing
		<u>innovations, <del>or</del> and/or</u> partnerships.	<u>outputs, curricular</u> <u>innovations, and/-or</u> <u>partnerships.</u>	<u>innovations and/-or</u> <u>partnerships is established.</u>
3.4 Alignment with Institutional Mission or Priorities	Consistency with the university's strategic goals (e.g., sustainability, justice, innovation, diversity).	17–20: Clearly aligned with institutional priorities; demonstrates shared values.	9–16: Partial or indirect alignment <u>with institutional</u> <u>priorities and values.</u>	0–8: No apparent alignment <u>with institutional priorities and</u> <u>values.</u>

### Tiebreaking Procedures

In the event of a **tie in total points**, awards will be prioritized according to the following tiebreakers, in order:

1. **Seniority:** Greater number of years since the applicant's last sabbatical award (or since hire, if no sabbatical has been previously taken).
2. **University Impact:** Higher combined score in *Category 3 — Benefits to the University*.
3. **Professional Productivity:** Higher combined score in *Category 2 — Professional Productivity & Preparation*.
4. **Committee Deliberation:** If a tie remains after applying the above criteria, the Sabbatical Review Committee may consider qualitative distinctions and make a final recommendation by consensus vote.



## **The Unit RTP and PTR Committee Composition Process and Related Handbook Changes**

**RES 252610**

FAC

**RESOLVED:** That the Handbook sections in this resolution replace or amend sections 305.4.1, 305.6.1, 305.6.2, 305.6.3, 305.6.4, 306.3.

**RESOLVED:** The following changes be made to the University Handbook (additions in underline, deletions in ~~striketrough~~).

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### **305.4.1 General Provisions**

- a. Performance reviews are required of faculty for purposes of retention, the award of tenure, and promotion. All probationary faculty, except faculty who are awarded credit towards tenure, will undergo performance reviews in years 1, 2, 3, 5 and 6 of their probationary period. Faculty who are awarded credit towards tenure are reviewed every year. At any level of the 3rd year review a request for a full review during the 4th year may be made, as part of that review. The probationary faculty member may ask for a full review during the 4th year. Details of temporary faculty review are found in 306.2.
- b. The P&VPAA annually establishes timelines for the performance reviews, after considering recommendations from relevant faculty committees. The timelines shall specify the dates by which the Working Personnel Action File (WPAF) file is to be ready for review and the dates by which each level of review is to have completed its work. All Unit Committee performance and periodic reviews (RTP, PTR, and lecturer reviews) shall have, at minimum, 28 calendar days from the deadline for files to be made available to the Unit Committee until the Unit Committee review deadline.
- c. Performance reviews occur throughout the academic year:
  1. Fall review of 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> year probationary faculty, 4<sup>th</sup> year faculty if requested according to the provisions of 305.4.1a or if required (faculty with credit toward tenure), post-tenure and tenured faculty requesting consideration for promotion; and

2. Spring review of 1<sup>st</sup> year probationary faculty and temporary faculty. These reviews are conducted by the Unit Review Committee and the Dean.
- d. Unit performance review criteria shall be used at each level of review for each faculty.
- ~~e. All eligible tenured faculty are obligated to serve on peer review committees, if elected.~~
- f. Faculty shall not sit in review of their own cases, or that of a close relative or domestic partner.
- ~~g. Faculty who are undergoing review in a given academic year shall not serve on any review committee in that academic year, with the exception of those undergoing PTR not requesting promotion.~~
- h. All deliberations and recommendations pursuant to this section shall be confidential.

Only the affected faculty, peer review committee members, appropriate administrators, and the President shall have access to the performance review documents.

Any faculty member undergoing review who believes that they have a compelling issue that may affect an objective review, may confer with the Provost's office and/or a member of CFA's Faculty Rights Committee for support and guidance in ensuring a fair review process.

**~~305.6.1 Election and Composition of the Unit RTP Committee~~** *(revised 2023-2024).*

~~The academic deans will be responsible for ensuring that departments are in compliance with this section. To ensure that the unit committee is appropriately constituted, the department will submit to the dean, at least three weeks before the beginning of a review cycle, a list of members of the Unit RTP Committee.~~

~~If a unit committee is inappropriately constituted, the review(s) performed by that committee is (are) null and void. The review level that discovers the violation will notify the department that it must reconstitute the Unit RTP Committee so that it can reevaluate the file(s).~~

- ~~a. The probationary and tenured faculty of each unit shall elect a committee from among its tenured members for the purposes of evaluating and recommending faculty for retention, the award of tenure, and/or promotion. Tenured faculty enrolled in the Faculty Early Retirement Program (FERP) are eligible to serve, in~~



- accordance with their FERP contracts but may decline such service. If elected, eligible tenured members not in the FERP are obligated to serve. Faculty serving as President of the CFA, Director of the Teaching and Learning Center, or Director of Assessment are not eligible to serve on a Unit RTP Committee.
- ~~b. At the candidate's discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the unit to serve as an additional member of the committee. This member serves in addition to the three or more faculty elected by the unit. The requested member shall serve as a voting member of the unit RTP committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.~~
  - ~~c. A faculty with a formal joint appointment shall have, at the time of appointment, designated the unit to conduct their review.
    - ~~i. A faculty with a formal joint appointment shall have the right to participate in the elections of both the unit RTP committee of the designated unit and that of the other unit.~~
    - ~~ii. When reviewing a faculty holding a formal joint appointment, one or two members selected by and from the secondary unit RTP committee shall augment the designated unit RTP committee.~~~~
  - ~~d. The unit RTP committee shall consist of no fewer than three (3) full-time tenured faculty. If a unit has fewer than three members qualified to serve on the committee, all eligible members from the unit are expected to serve on the committee. The probationary and tenured faculty shall elect one or more eligible committee members from other units to fill the remaining positions on the unit committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.~~
  - ~~e. With respect to librarians and counselors, the word "unit" as used in this section of the Handbook refers to the library and the counseling center, respectively, as the administrative unit for the election of a unit RTP committee.~~
  - ~~f. Except in cases of probationary faculty already at the top rank (professor or equivalent), in promotion and tenure considerations, members of the unit RTP committee must have a higher rank than those being considered for promotion or tenure.~~
  - ~~g. Faculty may serve on the review committee of more than one unit during a given RTP cycle.~~

- ~~h. Faculty members undergoing post-tenure review may serve on RTP committees unless they are requesting promotion during that academic year.~~
- ~~i. A unit chair submitting a separate evaluation and recommendation shall not serve on the unit RTP committee. The unit chair review shall be conducted independently and in parallel with the unit committee review.~~
- ~~j. A faculty serving as a dean (including assistant or associate dean) or as a member of the University Review Committee (URC) shall not serve on any unit RTP committee.~~
- ~~k. The unit RTP committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.~~

### **305.6.1 Election and Composition of the Unit RTP Committee**

The academic deans will be responsible for ensuring that departments are in compliance with this section. If a unit committee is inappropriately constituted, the review(s) performed by that committee is (are) null and void. The review level that discovers the violation will notify the department that it must reconstitute the Unit RTP Committee so that it can reevaluate the file(s).

#### **A. Candidate Definition**

For purposes of this section, each faculty member submitting a Working Personnel Action File (WPAF) for review shall be referred to as the *candidate*. Candidates may refer to temporary or probationary faculty seeking retention, or faculty eligible for tenure and/or promotion.

#### **B. Candidate-Specific Committees**

A ~~separate~~ Unit RTP Committee shall be constituted for each candidate under review. If there are multiple candidates within a unit in a given review cycle, each candidate shall have a distinct committee.

In practice, committee membership will overlap (i.e., one faculty member may serve on multiple Unit RTP Committees). Although each Unit RTP Committee is treated separately, they are not necessarily mutually exclusive in terms of membership. The following considerations necessitate this practice:

- I. **Conflicts of Interest:** Faculty members with a conflict of interest may be excluded from one committee without affecting the review of other candidates (see Handbook Section 301.4 and Appendix J).
- II. **Candidate-Appointed Members:** Each candidate may appoint one additional eligible member. This appointment is candidate-specific and requires distinct committee formation.
- III. **Rank Requirements:** Members must hold a higher rank than the candidate (except probationary faculty at the top rank). Eligibility may differ by candidate.
- IV. **Chair Restrictions:** A Unit Chair may not serve on a candidate's committee if submitting a separate chair evaluation, but may serve on other committees if eligible and not submitting a separate chair evaluation. Eligibility is determined on a per-candidate basis.
- V. **Committee Size and Composition:** Minimum size and outside member requirements may vary depending on candidate appointments and availability.
- VI. **Appeal Rights:** If the University Review Committee determines that a committee was improperly constituted, only that candidate's committee must be reconstituted.
- VII. **Professional Expectations:** Deliberations, votes, and minority reports are to be based solely on the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and Unit RTP Criteria. Maintaining distinct committees ensures focused and equitable evaluations.
- VIII. **Workload Equity:** Forming candidate-specific committees distributes service obligations more equitably across tenured faculty, particularly in larger units. Because it is unfair to obligate one faculty member to serve on many committees while others serve on none, it is recommended that units determine how to equitably distribute service on Unit RTP committees. Units shall make every reasonable and professional effort to distribute committee service equitably so that no faculty member is obligated to serve on more committees than necessary to meet institutional needs, while other

faculty serve on none. Service expectations should be shared broadly and transparently to promote fairness, collegiality, and professional responsibility across the faculty.

- IX. **Shared Responsibility in Larger Units:** In departments with many tenured faculty, candidate-specific committees prevent the same individuals from serving on every review, thereby balancing workload. Establishing a committee size between three and five members ensures both flexibility and meaningful elections. This structure is intended to prevent a system in which every eligible tenured faculty member automatically serves on every committee, preserves the integrity of elections, and allows units to adopt a committee size appropriate to their faculty resources while maintaining fairness and parity across units.

- X. ~~**Equity in Additional Member Influence:** The impact of a candidate-appointed member differs depending on committee size. In a three-member committee, one additional member represents 25% of the vote; in a seven-member committee, that same additional member represents only 12.5%. Forming candidate-specific committees provides consistency and fairness in representation across small and large units.~~

C. **Submission of Committee Membership Lists**

The Department Chair shall submit to the college dean and the candidate under review a list of Unit RTP Committees and their members no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The dean shall request chair appointment from the candidate; if there is no preference, the unit committee shall determine a chair from among the elected or appointed members.

D. **Eligibility to Serve**

- I. All tenured faculty within a unit are eligible to serve on a Unit RTP Committee, with the exception of faculty on the University Review Committee (URC), who shall not serve on Unit RTP Committees.
- II. Tenured faculty are eligible to serve on multiple Unit RTP Committees.

- III. Faculty members in the Faculty Early Retirement Program (FERP) or on sabbatical may serve but are not required to do so.
- IV. Tenured faculty not in FERP and not on sabbatical are obligated to serve ~~on at least one Unit RTP Committee~~, if elected by the majority of probationary and tenured faculty from within the unit (see Handbook Section 305.6.1.G: Nomination and Election Process). ~~Units shall strive to distribute service on Unit RTP Committees equitably across eligible faculty and should avoid disproportionate service burdens that fall on a small number of individuals.~~
- V. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees. ~~In all cases, committee assignments must avoid conflicts of interest: no faculty member may participate in the evaluation of a faculty member who is simultaneously evaluating them, and no faculty member may serve on a committee evaluating someone whose review they influence.~~
- VI. The Unit Chair may not serve on the Unit RTP Committee if they also submit a separate chair evaluation. ~~Additionally, reciprocal service between the Unit Chair and any faculty member they evaluate—or who evaluates the Chair—is prohibited in order to preserve the integrity and independence of the review process. Independence must be maintained within each review cycle.~~
- VII. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit RTP Committee.
- VIII. ~~For unstated reasons, the~~The Associate Vice President for Faculty Affairs may determine that other faculty are ineligible to serve.

#### E. **Rank Requirements**

Except in cases where candidates are already at the top rank (Professor or equivalent), members of the Unit RTP Committee must hold a higher rank than the candidate under consideration ~~for retention, tenure, or promotion.~~

## F. **Committee Size and Composition**

- I. A ~~separate~~ committee shall be constituted for each candidate under review. Membership of each committee shall be determined according to the eligibility and election procedures outlined in this Handbook.
- II. A Unit RTP Committee shall consist of no fewer than three (3) and no more than five (5) full-time tenured faculty, elected by the probationary and tenured faculty of the unit. Units may determine, through approval by the majority of probationary and tenured faculty, their Unit RTP Criteria, or departmental bylaws, whether the committee shall be composed of three, four, or five elected members, but the chosen size must be applied consistently to all candidates within a given review cycle.
- ~~II.III.~~ If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches three (3) members.
- ~~III.IV.~~ Outside members shall have the same responsibilities and rights as all committee members.

## G. **Nomination and Election Process**

- I. Each Unit RTP Committee shall have three (3) ~~to five (5)~~ elected members.
- II. Any eligible faculty member may nominate themselves or be nominated by a candidate under review.
- III. All eligible faculty members who are not participating in the Faculty Early Retirement Program (FERP) shall nominate themselves to serve on at least four Unit RTP Committees per review cycle ~~within their unit~~, unless the Unit requires fewer than four committees. In such cases, eligible faculty shall nominate themselves to serve on all Unit RTP Committees established for that cycle. ~~In carrying out the nomination and election process, units are encouraged to assign committee service in a manner~~

that distributes workload fairly and does not concentrate excessive committee responsibilities on a subset of faculty.

IV. Faculty in FERP or on sabbatical are not obligated to nominate themselves or serve on a Unit RTP Committee, but may choose to serve (see University Handbook Section 305.6.1.D: Eligibility to Serve).

V. All probationary and tenured faculty in the unit may vote on committee membership.

~~VI.—If more eligible faculty members express interest than available seats, the election shall be conducted by secret ballot. The candidates receiving the highest number of votes shall fill the available seats.~~  
~~If more than three (3) eligible members express interest, the election shall be conducted by secret ballot.~~

1. One election shall be held per candidate.

~~2.—The three members with the most votes shall be elected to the Unit RTP Committee.~~

~~3.2.~~ The election shall be coordinated by an administrative support coordinator or the Dean's office.

~~VII.VI.~~ The candidate shall be given the choice to select may recommend the Unit RTP Committee chair from among the elected or appointed members. If there is no preference, t  
The unit committee shall determine a chair from among the elected or appointed members. However, if a faculty member is already serving as Chair on four or more committees during the same RTP cycle (see Handbook Section 305.6.2), they may decline to serve as Chair for additional committees.

#### H. **Candidate-Appointed Member**

I. At their discretion, and for unstated reasons, a candidate may appoint one (1) additional eligible member from within the unit, college, or related discipline from

outside of the college. This is optional, and not required. Members of the URC cannot be appointed.

- II. This appointment raises the committee membership ~~to four (4).~~by one (1), up to a maximum of six (6) total members.
- III. The appointed member shall serve as a voting member only for the case of the appointing candidate.
- IV. A faculty member may decline appointment if they are the only tenured faculty member available to serve on their unit RTP Committee. All other eligible faculty members are obligated to accept appointment. Faculty candidates should engage in consultation with the potential appointee before appointing them.

I. **Conflict ResolutionReconstitution of Committee**

If a candidate believes that their Unit RTP Committee was improperly constituted, they may appeal to the Chair of the University Review Committee (URC). Appeals must be submitted to the URC within ten (10) calendar days of notification of committee membership. If the URC determines the committee was formed inappropriately, it shall direct the unit to reconstitute the committee following correct procedures.

If a Unit is unable to amicably establish a Unit RTP Committee in accordance with these guidelines, the University Review Committee (URC) shall determine the membership of the Unit RTP Committee. The URC may appoint eligible faculty members to serve as necessary to ensure the committee is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

**305.6.2 — Term of Service on the Unit RTP Committee**

~~The term of service on a unit RTP committee shall be for one (1) RTP cycle of the review process. There are three RTP cycles during each academic year:~~

- ~~• Fall review of second-year probationary faculty;~~
- ~~• Fall review of 3rd through 6th-year probationary faculty and tenured faculty requesting consideration for promotion; and~~



- ~~Spring review of first-year probationary faculty and temporary faculty. Refer to <https://www.csub.edu/facultyaffairs/RTP/index.html>~~

### **305.6.2 Term of Service on the Unit RTP Committee**

- I. The term of service on a Unit RTP Committee is one (1) review cycle.
- II. There are three review Unit RTP cycles each academic year:
  1. **Fall 1:** Review of second-year probationary faculty.
  2. **Fall 2:** Review of third- through sixth-year probationary faculty, and of tenured faculty requesting promotion.
  3. **Spring:** Review of first-year probationary faculty and temporary faculty.
- III. Faculty may serve on multiple Unit RTP Committees within a given year.

### **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. It is a professional expectation that each Unit RTP Committee member:
  - I. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit RTP Criteria.
  - II. Signs the PAF and WPAF access sheet.
  - III. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit RTP Criteria. (see University Handbook sections 305.4.2.4 and 305.4.2.5).
  - IV. Maintains fairness, impartiality, and confidentiality throughout the review process.
- C. The unit RTP committee shall prepare a written evaluation and recommendation based on information in the PAF and WPAF. The evaluation shall address the criteria within the relevant unit RTP criteria document and clearly state whether expectations have been met within each

area. When a committee determines expectations are not met in any area, the committee shall provide an explanation for this determination and shall clearly specify what improvements, achievements, or evidence would be required to meet the relevant unit criteria.~~an area, an explanation for this evaluation shall be provided.~~ The evaluation and recommendation shall be approved by a simple majority of the full committee. An abstention shall count as a negative vote.

- D. All committee members shall sign the unit RTP committee evaluation and recommendation as an indication of their participation in the evaluation process. Unit committee members shall make every reasonable effort to deliberate and arrive at consensus. 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).
- E. The WPAF (RTP file), including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.
- F. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
- G. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).

#### **305.6.4 Evaluation and Recommendation by Unit Chair**

The chair may make a separate written evaluation and recommendation as part of the performance review. If such is the case, the chair shall not serve as a member of the candidate's unit RTP committee. The separate chair evaluation shall be based solely on the materials presented in the PAF and WPAF.

#### **306.3 Post-Tenure Review**

- ~~a. For the purpose of maintaining and improving a tenured faculty's effectiveness, tenured faculty shall be subject to periodic performance reviews at intervals of no greater than five (5) years.~~
- ~~b. Each unit shall determine explicate criteria for post-tenure review of faculty (including Associate Professors, Associate Librarians, or Associate Counselors) provided that, at minimum, the criteria include faculty teaching performance, scholarship, service (as appropriate to their appointment), and currency in the field appropriate to university-level expertise. Those units that do not specify criteria for~~

evaluation shall follow the campus criteria used for retention, tenure, and promotion reviews.

- c. ~~A performance review for the purposes of promotion shall serve as the post-tenure periodic review.~~
- d. ~~Subject to approval by the appropriate dean, a faculty member may request an early review.~~
- e. ~~The PTR evaluation process shall be initiated by the Provost's Office by notifying faculty who are scheduled for post-tenure review. PTR Review shall be conducted during the fall semester.~~
- f. ~~The probationary and tenured members of the unit shall elect a post-tenure review committee to carry out the periodic review. The committee shall consist of no fewer than three (3) full-time tenured faculty of equal or higher rank than the individual being evaluated. If a unit has fewer than three members qualified to serve on the committee, all eligible members from the unit are expected to serve on the committee. The probationary and tenured faculty shall elect one or more eligible committee members from other units to fill the remaining positions on the committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.~~
- g. ~~At the candidate's discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the department to serve as an additional member of the committee. This member serves in addition to the three or more faculty elected by the unit. The requested member shall serve as a voting member of the unit PTR committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.~~
- h. ~~The unit PTR committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.~~
- i. ~~The committee evaluation and file shall be forwarded to the appropriate dean.~~
- j. ~~The unit chair may submit an evaluation as part of the post-tenure review, but then shall be ineligible to serve on the unit committee. The unit chair review shall be conducted independently and in parallel with the unit committee review.~~
- k. ~~Faculty who are undergoing post-tenure reviews shall not serve on any post-tenure review committee during that academic year.~~

- ~~l. A copy of each level's evaluation shall be sent to the faculty member who may comment on it in writing using the rebuttal process.~~
  - ~~m. The school dean shall prepare a summary of the evaluations prepared during the periodic review. The school dean and the unit committee review chair shall meet with the faculty to discuss the evaluations and the summary. The faculty may submit a response to the written summary.~~
  - ~~n. The written summary and the evaluations shall be placed in the faculty member's Personnel Action File (PAF) that is kept in the appropriate Dean's office.~~
- (Revised 2023-2024)*

### **306.3 Post-Tenure Review and Post-Tenure Review Committees**

The academic deans will be responsible for ensuring that departments are in compliance with this section. If a unit committee is inappropriately constituted, the review(s) performed by that committee is (are) null and void. The review level that discovers the violation will notify the department that it must reconstitute the Unit PTR Committee so that it can reevaluate the file(s).

#### **A. Purpose and Frequency**

Post-tenure review (PTR) is conducted to maintain and enhance tenured faculty effectiveness. Reviews occur at intervals of no more than five (5) years.

- I. Post-tenure review committees are responsible for evaluating tenured faculty candidates who are undergoing post-tenure review *without promotion*.
- II. Promotion of tenured faculty shall ordinarily occur at the beginning of the sixth year after appointment to their current rank or classification.
  - 1. If a candidate is requesting promotion, including early promotion, then they shall submit their WPAF to a Unit for review by a Unit RTP Committee; the Unit RTP Committee shall evaluate candidate's requesting promotion in accordance with the Unit RTP Criteria.
- III. For purposes of this section, each tenured faculty member submitting a Working Personnel Action File (WPAF) for post-tenure review shall be referred to as the *candidate*.

## **B. Candidate-Specific Committees**

A separate Post-Tenure Review (PTR) Committee shall be constituted for each tenured faculty member under review. If multiple tenured faculty are scheduled for PTR within a unit during a given cycle, each shall have a distinct committee. In practice, committee membership will overlap (i.e., one faculty member may serve on multiple Unit PTR Committees). Although each Unit PTR Committee is treated separately, they are not necessarily mutually exclusive in terms of membership. The rationale mirrors that of RTP committees and includes conflicts of interest, candidate-appointed members, rank requirements, chair restrictions, committee size and composition, appeal rights, workload equity, shared responsibility, equity in additional member influence, and the need for professional expectations to remain focused on a single case (see University Handbook Section 305.6.1.B). As with Unit RTP Committees, units shall make every reasonable effort to distribute PTR committee service equitably among eligible faculty, ensuring that no individual faculty member is required to assume an undue proportion of service assignments.

## **C. Criteria**

Criteria for Post-Tenure Review shall be in accordance with Handbook sections 305.4.2.4 and 305.4.2.5.

## **D. Timing and Initiation**

- I. The Provost's Office shall notify faculty scheduled for review during the fall semester of the academic year prior to when the review will take place. Notification shall clearly indicate whether faculty are eligible for promotion consideration, in which case a Unit RTP Committee will conduct the review for promotion consideration.
- II. PTR reviews shall be conducted during the fall semester.
- III. A review for promotion shall satisfy the five-year PTR requirement.
- IV. With college dean approval, faculty may request an early review.

## **E. Submission of Committee Membership Lists**

The Department Chair shall submit to the college dean and the candidate under review a list

of Unit PTR Committees ~~s and their~~ members no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The ~~dean shall request chair appointment from the candidate; if there is no preference, the~~ unit committee shall determine a chair from among the elected or appointed members.

#### **F. Eligibility to Serve and Rank Requirements**

- I. ~~The probationary and tenured faculty of each unit shall elect a PTR Committee consisting of no fewer than three (3) full-time tenured faculty.~~ Except in cases where candidates are already at the top rank (Professor or equivalent), members of the Unit RTP Committee must hold a higher rank than the candidate under consideration.
- II. All tenured faculty of appropriate rank within a unit are eligible to serve on a Unit PTR Committee, with the exception of faculty on the University Review Committee (URC), who shall not serve on Unit PTR Committees.
- III. All eligible faculty members who are not participating in the Faculty Early Retirement Program (FERP) or on sabbatical shall nominate themselves to serve on at least four Unit Post-Tenure Review (PTR) Committees ~~within their unit~~ per review cycle, unless the Unit requires fewer than four committees. In such cases, eligible faculty shall nominate themselves to serve on all Unit PTR Committees established for that cycle. Faculty who are on FERP or sabbatical are not required to nominate themselves.
- IV. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees. ~~In all cases, committee assignments must avoid conflicts of interest: no faculty member may participate in the evaluation of a faculty member who is simultaneously evaluating them, and no faculty member may serve on a committee evaluating someone whose review they influence. Independence must be maintained within each review cycle.~~
- V. The Unit Chair may not serve on the Unit PTR Committee if they also submit a separate chair evaluation. ~~Additionally, reciprocal service between the Unit Chair~~

and any faculty member they evaluate—or who evaluates the Chair—is prohibited in order to preserve the integrity and independence of the review process. Independence must be maintained within each review cycle.

- VI. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit Post-Tenure Review (PTR) Committee.
- VII. ~~For unstated reasons, t~~The Associate Vice President for Academic Affairs may determine that other faculty are ineligible to serve.

#### **G. Committee Size, Composition, and Election Process**

- I. A ~~separate~~ committee shall be constituted for each candidate under review. Membership of each committee shall be determined according to the eligibility and election procedures outlined in this Handbook.
- II. All probationary and tenured faculty in the unit may vote on committee membership.
- III. A Unit PTR Committee shall consist of no fewer than three (3) and no more than five (5) full-time tenured faculty, elected by the probationary and tenured faculty of the unit. Units may determine, through approval by the majority of probationary and tenured faculty, their Unit RTP Criteria, or departmental bylaws, whether the committee shall be composed of three, four, or five elected members, but the chosen size must be applied consistently to all candidates within a given review cycle.
- III.IV. If fewer than three members are eligible, outside members shall be elected until the committee reaches three (3). If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches at least three (3). Outside members shall have the same responsibilities and rights as all committee members.

IV.—One election shall be held per candidate for the available three to five seats (based on the size determined by the unit). The candidates receiving the highest number of votes shall be elected.~~If more than three (3) eligible members express interest, the election shall be conducted by secret ballot.~~

1. One election shall be held per candidate.

2.—~~The three members with the most votes shall be elected to the Unit PTR Committee.~~

~~3.2.~~ The election shall be coordinated by an administrative support coordinator or the Dean's office.

V. The candidate shall be given the choice to select~~may recommend~~ the Unit PTR Committee chair from among the elected or appointed members. ~~If there is no preference, the~~The unit committee shall determine a chair from among the elected or appointed members. However, if a faculty member is already serving as Chair on four or more personnel committees during the same PTR cycle, they may decline to serve as Chair for additional committees.

#### H. **Candidate-Appointed Member**

At their discretion, and for unstated reasons, candidates may appoint one (1) additional eligible member from within the unit, college, or related discipline~~from outside of the college,~~ raising the total~~to four (4).~~committee membership by one (1), up to a maximum of six (6) members. This is optional, and not required. Members of the URC cannot be appointed. The appointed member shall serve as a voting member only for the case of the appointing candidate. A faculty member may decline appointment if they are the only tenured faculty member available to serve on their unit RTP Committee. All other eligible faculty members are obligated to accept appointment. Faculty candidates should engage in consultation with the potential appointee before appointing them.

#### I. **~~Conflict Resolution~~Reconstitution of Committee**

If a candidate believes that their Unit PTR Committee was improperly constituted, they may appeal to the Chair of the University Review Committee (URC). ~~Appeals must be submitted to~~



the URC within ten (10) calendar days of notification of committee membership. If the URC determines the committee was formed inappropriately, it shall direct the unit to reconstitute the committee following correct procedures.

If a Unit is unable to amicably establish a Unit PTR Committee in accordance with these guidelines, the University Review Committee (URC) shall determine the membership of the Unit PTR Committee. The URC may appoint eligible faculty members to serve as necessary to ensure the committee is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

#### **J. Reports and Minority Opinions**

- I. It is a professional expectation that each Unit PTR Committee member:
  1. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
  2. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
  3. Maintains fairness, impartiality, and confidentiality throughout the review process.
- II. Unit committee members shall make every reasonable effort to deliberate and arrive at consensus. Any committee member who disagrees with the majority recommendation may submit a minority report.
- III. If minority reports are submitted, a cover sheet signed by all committee members shall be included to certify that all members have reviewed the minority report(s).
- IV. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
- V. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).

- VI. The Dean shall prepare a written summary of evaluations and meet with the faculty member, accompanied by the PTR Committee Chair, to discuss the findings.
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**RATIONALE:**

This resolution makes comprehensive revisions to University Handbook Sections 305.4.1, 305.6.1, 305.6.2, 305.6.3, 305.6.4, and 306.3 to clarify, modernize, and harmonize the processes governing faculty evaluation, retention, promotion, tenure, and post-tenure review (PTR). These updates respond to several longstanding issues identified across Academic Senate referrals from 2024–2026, which together highlighted the need for clearer election procedures, transparency in committee formation, greater consistency across units, and reinstatement of language inadvertently omitted during previous revisions. In reviewing referrals 2024–2025 #34, 2025–2026 #05, and 2025–2026 #25, the Faculty Affairs Committee examined concerns related to ballot composition, voting eligibility, the influence of candidates on committee membership, and the procedures required when a unit is unable to form a committee amicably. The revised language addresses these concerns by establishing candidate-specific committees—one committee for each faculty member under review. This structure ensures procedural fairness, reduces conflicts of interest, prevents the invalidation of multiple reviews if one committee is found to be improperly constituted, and increases accountability by requiring each committee to be formally documented and composed according to clear standards.

The resolution also strengthens election processes by requiring that all eligible tenured faculty appear on ballots and that all probationary and tenured faculty are eligible to vote in committee elections. Candidates retain the option to appoint one eligible faculty member to their committee, thereby promoting trust and transparency while maintaining accountability. The

University Review Committee (URC) is formally identified as the body responsible for resolving situations where a unit cannot form a compliant committee, ensuring continuity in personnel processes and preventing procedural stalemates.

Importantly, the revised model reinforces workload equity as a core principle of faculty service. In some departments, a small number of faculty members have historically shouldered a disproportionate number of committee assignments, while others serve rarely or not at all. This imbalance creates inequities in service obligations and undermines fairness in the distribution of academic labor. The revised policy explicitly states that all eligible tenured faculty who are not in FERP or on sabbatical are expected to serve on at least one Unit RTP Committee, if elected, *and* encourages units to make every reasonable and professional effort to distribute service evenly so that no faculty member is obligated to serve on more committees than necessary to meet institutional needs. By codifying workload equity, the resolution promotes a more sustainable and collegial system in which service obligations are shared appropriately across faculty and aligned with the principles of professionalism, fairness, and shared responsibility.

A key purpose of the revised structure is to preserve the professional meaning of elections while also providing units with limited flexibility in determining committee size. Across the California State University system, RTP and PTR committees commonly range from three to five members. Allowing units at CSUB to choose a committee size within this range promotes consistency with systemwide practice and affords units the ability to tailor committee size to their faculty resources and workload needs. At the same time, establishing a **minimum of three and a maximum of five elected members** ensures parity across units: no committee may be so small that evaluation lacks breadth of peer judgment, nor so large that voting influence varies dramatically across departments of different sizes. This model also protects the integrity of elections. Unlike systems in which every tenured

faculty member automatically serves on every committee, limiting the committee to three, four, or five elected faculty helps to ensure, whenever possible, that elected members have been affirmatively selected by the probationary and tenured faculty, rather than serving by default. Units thus retain meaningful choice, candidates retain the right to appoint one additional eligible member, and all committees across the institution maintain a comparable, equitable, and professionally grounded structure.

Section 306.3 (Post-Tenure Review) is revised to align with the updated RTP framework. PTR now mirrors RTP in its use of candidate-specific committees and identical procedures for eligibility, election, conflict-of-interest rules, and appeals. This harmonization eliminates inconsistencies between RTP and PTR processes and simplifies policy implementation for deans, Faculty Affairs, and committee members. Under the revised policy, PTR committees follow the same rank requirements as RTP committees, allow faculty undergoing PTR to serve on other committees, permit candidates to appoint one additional eligible member, apply identical evaluation and confidentiality standards, and utilize the same URC appeal process.

Referral 2025–2026 #25 identified that provisions adopted in RES 222309 regarding the Personnel Action File (PAF) and Working Personnel Action File (WPAF) were inadvertently omitted when RES 222335 was incorporated into the Handbook. This resolution restores essential language, requiring each committee member to review the WPAF, sign the access sheet, and base all evaluations solely on the materials contained in the PAF, WPAF, and approved Unit RTP Criteria. This correction ensures alignment with the Collective Bargaining Agreement, which requires personnel recommendations to be grounded exclusively in the Personnel Action File.

To maintain the independence and integrity of peer review, the resolution explicitly prohibits faculty serving in administrative roles (deans, associate deans, assistant deans, MPP employees) and members of the URC from

serving on Unit RTP or PTR Committees. Rank requirements are preserved; committee members hold a higher academic rank than the candidate, except when evaluating faculty already at the top rank.

Revisions to Sections 305.6.3 and 305.6.4 codify critical professional expectations, including confidentiality in deliberations, impartiality and fairness in evaluation, the majority vote rule (with abstentions counting as negative votes), requirements for minority reports and their review certification, and the candidate's right to respond through the rebuttal process. These standards ensure consistency, uphold procedural justice, and maintain the integrity of the peer review process at all levels. Finally, the resolution establishes clearer procedural timelines by requiring departments to submit committee rosters to deans at least two weeks before each review cycle and by defining the review cycle start date as the date when committees gain access to candidate WPAFs. Together, these provisions create predictable and auditable workflows that help prevent delays, ensure compliance, and promote consistency.

Across multiple prior resolutions, partial or conflicting revisions had accumulated over time. This update aims to address those disparate changes, restore omitted language, correct internal inconsistencies, improve clarity, and align the Handbook with both the CBA and current best practices in faculty evaluation. In doing so, it establishes a sustainable, equitable, and transparent framework that supports faculty, administrators, and the institution in conducting fair and effective evaluations.

**Distribution List:**

President  
Provost and VP for Academic Affairs  
AVP for Faculty Affairs  
University Review Committee

College Deans  
Dean of Libraries  
Department Chairs  
General Faculty

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Approved by the Academic Senate:  
Sent to the President:  
President Approved:



**Academic Calendar 2026- 2027 and Summer 2027**

**RES 252616**

BPC

**RESOLVED:** That the Academic Senate of CSU Bakersfield adopts the Academic Calendar for Fall 2026 – Spring 2027 and Summer 2027

**RATIONALE:** The Budget and Planning Committee, in consultation with the Academic Calendar Committee, recommends the attached.

**Distribution List:**

President  
Provost and Vice-President for Academic Affairs  
Vice-President for Student Affairs and Strategic Enrollment Management  
AVP for Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended Education and Global Outreach  
Department Chairs  
General Faculty

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Approved by the Academic Senate:  
Sent to the President:  
President Approved:



**ACADEMIC SENATE**  
CSU BAKERSFIELD

**Academic Master Plan 2026-27 through 2035-36**

**RES 252617**

AAC, BPC

**RESOLVED:** That the Academic Senate **approve the addition of...**

**RESOLVED:** That the Academic Senate **approve the removal of...**

**RATIONALE:** **Major changes include ....**

**Attachments:**

CSU Bakersfield AMP 2026-27 through 2023-36-clean  
CSU Bakersfield AMP 2026-27 through 2023-36- tracked  
**MS AA projected-degree-proposal**

**Distribution List:**

President  
Provost and Vice-President for Academic Affairs  
Vice-President for Student Affairs and Strategic Enrollment Management  
AVP for Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended Education and Global Outreach  
Department Chairs  
General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved:

**Academic Senate**

California State University, Bakersfield  
9001 Stockdale Hwy. • 22 EDUC • Bakersfield, CA 93311





**Minor in Creative Writing**

**RES 252614**

AAC, BPC

**RESOLVED:** That the Academic Senate approves the proposed new Minor in Creative Writing.

**RATIONALE:** The new minor will support CSUB students interested in developing competencies in creative writing and associated careers. The Department of English added three new creative writing courses in Fall 2024 that can be included in the minor. This program will be supported by sufficient resources to ensure its successful future operations.

Attachment: 2025-2026 11\_Proposal for New Minor in Creative Writing

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP for Student Affairs and Strategic Enrollment Management  
AVP for Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Associate Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended Education and Global Outreach  
Department Chairs  
General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved:

**Academic Senate**

California State University, Bakersfield  
9001 Stockdale Hwy. • 22 EDUC • Bakersfield, CA 93311



**Computer Science Cybersecurity Concentration**

**RES 252615**

AAC, BPC

**RESOLVED:** That the Academic Senate approves the proposed name change of the Computer Science Information Security Concentration to the Computer Science Cybersecurity Concentration.

**RATIONALE:** The adoption of the title Cybersecurity instead of Information Security for this concentration aligns with how the field is identified in both academia and the industry. Furthermore, this name change generates better name recognition for recruitment purposes and realigns the Computer Science program at CSU, Bakersfield with many of the others across the system. There are no curricular or resource implications for this name change.

**Attachment:** 2025-2026 07\_Proposal to Rename the Computer Science Information Security Concentration

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP for Student Affairs and Strategic Enrollment Management  
AVP for Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
College Deans  
Associate Deans  
Dean of Libraries  
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Department Chairs  
General Faculty