

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
MINUTES-APPROVED
Thursday, October 8, 2015
Health Center Conference Room
10:00 a.m. – 11:30 a.m.

MEMBERS: D. Anderson-Facile, D. Dodd, J. Fielder (ALT), B. Hartsell, D. Jackson, A. Jacobsen, J. Kegley, K. Knutzen, H. McCown, J. Millar, E. Montoya, BJ Moore, C. Murphy, J. Paschal, S. Raczkowski, J. Sanchez, S. Schmidt, D. Wilson, D. Zhou, J. Zorn

ABSENT: D. Boschini, S. Frye, M.Slaughter

VISITORS: P. O'Neil

1. **Call to Order**-Meeting called to order by Chair Kegley
2. **Approval of Minutes** – September 17, 2015
Motion/Second/Approved: Senators Jacobsen and Moore moved to approve the minutes. The minutes from September 17, 2015 are approved.
3. **Announcements and Information**
 - Chair Kegley welcomed S. Schmidt as the new AVC representative; she has replaced K. Holloway.
 - A call for nominations for the Wang Family Excellence Award is forthcoming.
4. **Approval of Agenda**

Chair Kegley announced that there are two issues on the consent agenda. A. Jacobsen requested that Approval of the Academic Policy Manual be removed from the consent agenda and added as new business. B. Hartsell requested that the Executive Committee report be routinely be heard before the other committee reports.

Motion/Second/Approved: Senators Hartsell and Millar moved to approve the agenda with a consent item. The agenda is approved as amended.
5. **ASCSU Report**-None
6. **Provost's Report** (J. Zorn) -Provost Zorn reported that an open forum to discuss faculty workload under the semester system will be announced in the near future.
7. **Committee Reports and Requests**

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

 - a. **Executive Committee** (D. Boschini) -In Senator Boschini's absence, Senator Hartsell reported that its last meeting, the EC discussed the following issues: 1) RTP binders and thickness; 2) the President's request to modify the policy on the Ombudsperson to comply with the CSU policy regarding Title IX and sexual misconduct; 3) the request from Administration to review the *Academic Policy Manual's* references to quarters in preparation for our conversion to semesters; 4) review of the WASC Interim Report; and 5) committee appointments.

Senator Moore requested that the timely response to resolutions be added as an agenda item for the next meeting with the President. She stated that this issue has been brought up several times and has been a problem since the beginning of this administration. She also recommended that resolutions be a standard agenda item for meetings with the President.
 - b. **Academic Affairs Committee** (H. McCown) -Senator McCown reported that the committee approved the Anthology Concentration and began discussion on their other log items.

- c. **Academic Support & Student Services Committee** (J. Millar)-Senator Millar reported that at its meeting the AS&SS began discussion about a fall commencement as it relates to semesters; S. Hopkins has been invited to join the discussion.
 - d. **Budget & Planning Committee** (J. Fielder)-In Senator Fiedler's absence, Chair Kegley reported that the BPC did not have a quorum on October 1, 2015; they approved the Anthropology Concentration electronically.
 - e. **Faculty Affairs Committee** (B. Hartsell)-Senator Hartsell reported that A. Jacobsen was selected as the FAC Vice-Chair. The committee has requested additional information and data on the Doctoral Program in Educational Leadership and recommended changes to the policy on the Research Council of the University. He read their recommendation to the EC which clarifies the current RTP policy which does not require the use of a three inch binder. In response to Senator Moore's inquiry as to why the AAC did not look at the Edits to the *APM*, Chair Kegley stated that the primary issue is to update it as we transition from quarters to semesters; it does not have academic issues.
 - f. **Staff Report** (J. Paschal)-None
 - g. **ASI Report** (J. Sanchez) - Senator Sanchez reported that on October 23, 2015 the ASI will be hosting the Central Valley Leadership Conference. In response to her inquiry regarding the best way to announce campus events. Senator Millar stated that Student Affairs has tried to years to get a centralized calendar for student activities. Senator Moore added that it would be helpful for a campus event calendar to be made available on the CSUB website. Senator Paschal reported that there are currently website limitations. Senator Knutzen recommended that the academic calendar should be preserved as an independent document. Chair Kegley stated that this issue will be addressed with the Technology Committee, University Council, and also added to the EC agenda for October 27, 2015 to be discussed with President Mitchell.
 - h. **Rumor and Gossip Control**-None
8. **Resolutions** - (Time Certain 10:45 A.M.)
- a. **Consent Agenda**
 - **Open and Transparent CSU Presidential Searches RES 151601 (EC)**
Approved
 - b. **Old Business:**
 - c. **New Business:**
 - **Anthropology Concentration: Cultural Resource Management RES 151603 (AAC/BPC) (First Reading)**-Senator McCown introduced the resolution stating that the AAC met with P. O'Neil. In Response to D. Jackson's inquiry, Chair Kegley stated that the FAC did not look at this because there are no faculty issues in the proposal; Senator Moore added that it was part of the quarter to semester conversion process that had to be redirected. Senator Jackson expressed concern that there are few tenure-track faculty in Anthropology. Senator Knutzen reported that as a small major, they have the capacity to handle the concentration and that faculty will be added if the major grows. This issue will be placed on the Senate agenda for October 22, 2015 as a second reading.
 - **Approval of the Academic Policy Manual as the Official Policy of CSUB RES 151602 (EC) (First Reading)** –Senator Hartsell introduced the resolution stating that the intent of the proposed Academic Policy Manual is to have all campus policies located in one document. The *Academic Policy Manual* (APM) is a reorganization of existing policies; he added to the best of his knowledge there is not new content. Senator Jacobsen stated that she has compared the *Handbook* to the *APM* and has found that there are significant content changes. For example, it includes additional information from the Senate Bylaws and Mission Statement of the University. She expressed concern that we are being asked to approve a document when we don't know what changes have been made from the *Handbook*. She recommended that the *APM* be submitted in "chunks" that can be reviewed with the edits so changes can be seen. Chair Kegley stated that it is her understanding that the changes may be from incorporating academic policies that the Senate has passed and were not yet updated in the *Handbook*. She added that the Senate and the campus community were asked to review the *APM* in spring 2015; no responses were received. Additional concerns and comments include: 1) the *Handbook* is no longer available on the CSUB or Academic Senate websites; 2) replace the *APM* with the *Handbook* on the websites; 3) the FAC didn't review the *APM* carefully; 3) take time to do the job well; 4) process to update all policies in the new format; 5) involve President Mitchell in the process of the review; 6) this is an important document;

complete the conversion process in a timely manner; 7) form a task force to modify the document; 8) this is a huge task and has to be a campus effort; 9) the task is to make sure the *APM* is consistent with the *Handbook* with the exception of semester issues; 10) shared governance seems to have disappeared in this process; the Faculty Affairs office introduced the new *APM* to the Chair's Council in May, 2015 instructing that it be followed with no consideration for feedback; 11) make sure that all approved resolutions are incorporated; 12) for clarification identify issues that come up in the process and refer them to appropriate problem solving venues; 13) make sure there is proper process and authority for any changes; 14) policies from the Handbook need to be updated and semester issues need to be addressed; 15) the *APM* should be approved and adopted; 16) need to develop procedure for the conversion of resolutions into a policy; 17) negotiate reassigned time for this time consuming task; 18) make funds available in the Senate budget for projects such as this.

Motion/Second/Passed: Senators Moore and Jacobsen moved to table this resolution and continue developing the *Academic Policy Manual* which is to be implemented July 1, 2016. In the meantime, the *Handbook* be placed back on the CSUB website with a clear understanding that it is the governing document. Motion passed.

Chair Kegley stated that she will discuss this issue with Provost Zorn.

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

- **Clarification of Handbook**-Senator Jacobsen recommended that the Academic Senate request that the Faculty Affairs office send out a clarification that the *APM* is not in effect and that the *Handbook* is the governing document. Also, inform the campus community that the *Handbook* is available on the Faculty Affairs and Academic Senate website. Senator Knutzen expressed concern that all approved resolutions are not in the *Handbook*. Chair Kegley stated that until recently, the Provost's office was responsible for updating resolutions. Senator Dodd recommended that the Handbook be updated and approved annually by the Senate.
- **Faculty Affairs/Provost Office**-Senator Moore stated that she believes that the *Handbook* is prescriptive about the development of new administrative positions. She expressed concern that there was no opportunity for feedback in the development and filling of the Vice Provost position; duties have been shifted and perhaps new assignments. She recommended that the requirements and process be reviewed. Additional concerns and comments include: 1) the rules are "slippery" which is where lack of confidence comes from; 2) it is difficult to understand where decisions are coming from; 3) there is an instance where faculty members who were planning to retire were told that they could not vote on an issue that faculty members in a department vote on because they were retiring; 4) the reason we separated the faculty affairs position was to separate the issues so that we had advocacy as faculty. Now we have muddied the waters; 5) communication is often inconsistent and dictating; 6) it is important to decide how to deal with this difficult issue in a way that is respectful and appropriate; 7) when seeking guidance with the RTP process a faculty member was instructed by the Provost's office to go to the *Handbook* which included few details. An email was received three days after the file was due with updated guidelines that were omitted from the *Handbook*; 8) these are important issues that are solvable...the conversation should be had while the Provost is present. Senator Moore added that she "would have surfaced these issues, the ones that belong to me, regardless of who was in the room." The EC will address the issues and concerns with the Provost.
- **Semester Conversion**-Senator Moore stated that faculty are just now realizing the implications of moving to semesters in terms of scheduling. She requested that those who work nights and weekends be considered; some have been scheduled for six days a week; it requires planning together at the department level. Senator Anderson-Facile expressed concern that faculty need to know what the GE is going to be. Senator Paschal added that the IEP is no longer a roadmap.

10. **Adjournment**

The meeting adjourned at 11:30.