

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
**ACADEMIC SENATE**  
**Minutes**  
**Thursday, October 25, 2018**  
**Health Center Conference Room**  
**10:00 a.m. – 11:30 a.m.**

**Members: D. Boschini (Chair), A. Hegde (Vice Chair), E. Correa, M. Danforth, B. Frakes, R. Gearhart, I. Kasselstrand, C. Lam, A. Lauer, Y. Lee, M. Martinez, J. Millar, M. Rush, L. Sakomoto, A. Schmidt, M. Slaughter, B. Street, K. Szick, J. Tarjan, D. Zhou, K. Ziegler-Lopez, J. Zorn**

**Absent: D. Boschini**

**Visitors: V. Harper, D. Jackson, F. Gorham, V. Harper, K. Krishnan, M. Harville**

1) Call to Order

A. Hegde called the meeting to order

2) Approval of Minutes

M. Rush moved to approve the minutes from October 11, 2018. No opposition. Approved.

3) Announcements and Information

A. Hegde informed the group that D. Boschini was away on official business.

Elections and Appointments – The results of recent elections:

- *Research Council of the University* - Joshua Miller, to complete term 2017-2019
- *University Council At-Large* - Dahna Rasmussen, to complete term 2017-2019
- *University Review Council* - David Olson, to complete term 2018-2020

There is a second call to A&H for nominations to the Academic Petitions Committee. The EC will be making appointments on October 30<sup>th</sup> to the Canvas Pilot Planning Committee, the University Program Review Committee, and the Transportation Committee based on responses to the recent Call for Interest.

4) Approval of Agenda

A. Lauer moved to approve the Agenda. B. Street seconded. Approved.

5) ASCSU Report

J. Tarjan – Nothing to report. Plenary meets in two weeks.

6) Provost Report

J. Zorn (handout) She learned that tutoring hours were cut for Economics, and Math. The cut will be reinstated, there will be an investigation, and the Provost will provide full report later. The Graduation Check deadline was again posted after the deadline. She is looking into it and EM will repeat what was done last year to ameliorate that issue. The update on Searches in Academic Affairs are that the Associate Dean of Business and Public Administration should be posted soon; General Education Director-will begin in spring term; Associate Dean of Undergraduate and Graduate Studies-will begin in spring term; and the Director of Academic Operations-will begin in spring term. Administrators' Review – V. Harper and C. Asher committees are working on the report. The Provost met with I. Ebong. He is working on the GRaSP calendar of different timelines for different awards. Graduation and Hooding – The Grad Council recommends that the ceremony should stay in the Icardo Center. More input forthcoming whether to use the soccer stadium or issue tickets for the Icardo venue. The final decision will be made by Nov 5.

#### 7) Committee and Report Requests

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

- a) Executive Committee (A. Hegde) Many of the items that were discussed were just updated by the Provost's Report. The composition of the Administrator Review committee was discussed, whether the staff representative directly reporting to that administrator should be on that committee. Workload is a continued discussion. The Executive Committee (EC) is analyzing the Faculty Survey results that needs Senate action. The EC asked for more clear, and current data to do an analysis of equity. The committee is looking at the timing of release time. Remember that counselors are faculty members. We have 2200 students to one counselor. The professional guideline is 1500 to one. The EC appointed Aubrey Kemp as the Senate representative to TEAC. The Vice President of University Advancement (UA) V. Martin, is scheduled to present a report to the Senate on November 8. Questions for him include the ROI on UA hires, the conversion of soft money to stateside, the capital campaign, an organizational chart with names, etc. UA needs to update their website. The Chancellor's Office put out a request for the EC to nominate a Faculty Trustee to serve 2019-2021. There is a Masters

of Science in Administration housed in the Extended Education and Global Outreach (EEGO). There is a concern about what school the program sits in.

b) Academic Affairs Committee (M. Danforth)

- i) Interdisciplinary Studies Department – a joint meeting with BPC is planned.
- ii) Instructor Initiated Drop Policy – the committee prepared RES 188903 in response to recommendations made on last year’s proposal. It is under New Business.

c) Academic Support & Student Services Committee (E. Correa)

- i) Campus Pilot draft resolution – F. Gorham and Dr. Hu will attend upcoming meeting.
- ii) Distributed Learning Committee – more info needed to clarify role of AS&SS.
- iii) Emotional Support Animals – Committee members raised concerns about housing and how this might impact other students (i.e. allergies, safety), the impact of this policy and whether it will extend to classes, the cleanliness of the animals, interruptions in class, and safety and risk management. C. Catota and possibly T. Ridley will be invited to the next committee meeting.

d) Budget & Planning Committee (B. Street)

- i) University Hour – L. Zuzarte Interim Director of Academic Operations gave BPC a look at schedule and utilization. She will be looking at what other universities are doing to gain insight. Other campuses have conducted surveys to get feedback.
- ii) Interdisciplinary Program – A joint meeting is planned for Nov 15 with AAC to develop questions for D. Knepp. Last year’s proposal had limited budgetary information.
- iii) \$1M priority – There are different constituents in the committee with ideas where that money is best suited. K. Krishnan provided data on fall 2018 which enables better understanding where we are with tenure hires, etc.
- iv) B. Street met with T. Davis on the Budget Book. It is to be ready for release Nov 1. Questica still has issues. Training to follow upon fix.

e) Faculty Affairs Committee (M. Rush)

The Ombudsperson discussion produced two resolutions that will be presented today. It’s been in the works for two years. The committee reviewed prior work. J. Lara was

the last Ombudsperson (student ombudsman). She and J. Millar (Counselor) were invited to inform the discussion.

f) Staff Report (K. Ziegler-Lopez) – No report.

g) ASI Report (A. Schmidt)

She just returned from the GI Symposium. ASI is hosting an Open Safety Forum with the University Police Department on campus safety and introduce students to what's in the works. ASI hosted a Financial Literacy Program, Oct 21-24. ASI is working on their elections timeline. Lastly, a student came by the ASI office with a counseling issue.

However, the Health Center was closed. It was reported to Student Affairs. M. Hartville (Counselor) asked for more information. A. Schmidt will correspond with him by email.

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

a) New Business

RES 181903 Instructor Initiated Drop Policy – First Reading M. Danforth introduced the resolution. The reason for this referral was that there are some inconsistencies in the policy as it exists between face-to-face and online classes. There were questions about when a student could be administratively dropped. The committee weighed the rights of a student who is in the class versus the rights of students who are on the wait list who are present and trying to get into the class. The resolution introduces a basic policy: If a student does not attend the first day or did not log into the online course, or they did not do the first week of work and there are people on the wait list who are doing those actions – the instructor has the freedom to administratively drop them from the course and bring in students off the wait list who are doing the work and attending. Ultimately, it's the student's responsibility to withdraw from a class they don't intend to take. The committee specified the deadline at least one business day before the end of the Schedule Adjustment period. That also means that the students on the waitlist could still be added into the classes by the Administrative Support Coordinators (ASC). A. Hegde reminded the group that this is the First Reading, and Senator Danforth will receive any comments, changes and recommendations. K. Ziegler shared that A&H ASCs are not allowed to process drop slip for GE classes. Faculty doesn't have access to drop

the student from the course. Enrollment Management (EM) seems to think that it should be the Advisors' job. Advisors are concerned about being the primary persons responsible for adds and drops, specifically as it relates to instructor initiated drops. There should be some kind of procedure that outlines the responsibility and roles of the student, faculty, advisors, and EM. A. Schmidt shared comments from students who informed professors of overseas travel and were still dropped. Students were put on the waitlist. K. Ziegler replied that a staff administrator won't drop a student without some direction or reason. She cannot answer who faculty is communicating with. M. Danforth stated that the resolution is restricted to courses with waitlists, currently. The motivation is to address 1) removing a student who otherwise paid for the course and is attending the course and then is dropped for not doing the first week of work 2) If students want to drop a class, for a series of compelling reasons past a date, they have to document that, and then there is a judgement call about that. She'd like to see it built into the faculty onus as well. It could be a serious and compelling reason to keep the student, but it seems that there's no accountability. J. Tarjan – A student informing an instructor that they will not be in class does not guarantee a spot in class and prevent them from being dropped. It's not to punish students. It's to allow students who are interested in attending the class and able to attend class. They are given the priority to add the class in a timely manner. K. Ziegler – Regarding face-to-face classes, some are already filled to physical capacity. Thus, a student on the waitlist is not able to attend first class because there wasn't any room. M. Danforth –If one frees up a space by administratively dropping someone then a space opens. She directed the group's attention to the very last sentence, ...it's the responsibility of all waitlisted students to communicate with instructor regarding assignments. As soon as the instructor notifies whatever staff member is going to process the drop, they also notify the student that the drop has been submitted due to non-attendance of the class, didn't submit a drop slip, or the email. M. Rush – Is there any buffer room for student to make a series of compelling reasons; what's the space between notification of the student and the drop. M. Danforth – it depends on the process on the staff side. M. Rush - A student could be

lucky that the staff didn't take three days and has an opportunity to make a series of compelling reasons after they've been notified of an impending drop. She'd like to see that taken into account. M. Danforth said there was a concern that if the notification period is too long, there may be a situation where the class meets on Friday, and Monday is then two business days before the last day to add and one wouldn't be able to administratively drop anyone in the class because the class only meets on Friday and the timeline was too narrowly confined. The committee wanted to keep some flexibility. M. Rush – for clarification, after just one week of class the faculty member could do this, where the drop date and the add date is later. M. Danforth - the add date is the Tuesday or Wednesday of the second week of class. The Schedule Adjustment period is different than what students are allowed; they can drop themselves out of the class after they are allowed to add classes – which is a whole different issue.

#### RES 181904 Ombudsperson – First Reading

M. Rush introduced the resolution for an Ombudsperson for faculty. J. Tarjan asked if it's necessary to distinguish between "faculty" and "student" Ombudsperson by name.

#### RES 181905 Role of Ombudsperson in Dispute Resolution \* – First Reading

M. Rush pointed to Handbook section 303.8, where faculty would go if they needed an Ombudsperson. The major section inclusion is in 303.8.4. It provides a perspective of the role of the Ombudsperson, their term of service, and the autonomy such that they are answerable only to the President. They would bring issues to the Senate only in cases where they become privy to some pattern. The details of the job description would be left to the Committee on Professional Responsibility (CPR) or any ad hoc committee that may be formed. There was discussion of whether 20 hours per week could support the position's tasks. J. Tarjan recalled that the number of referrals is small and 20 hours per year seem more reasonable. K. Szick shared that J. Lara said that the CPR workload is heavy at times. The Ombudsperson should be the first place people go instead of taking things to committee. A. Hegde introduced the idea of assigned time for this position. J. Zorn suggested a small assign time and then re-evaluate it at the end of the year – based on the workload. M. Danforth recommended

to name it “Faculty Ombudsperson” to be distinct from the student Ombudsperson. She questioned whether CPR or the EC should make the call and review of the applications. A. Hegde and M. Rush said it needs to be a job for CPR. M. Martinez suggested to see how long it takes before addressing assigned time. It may be a volunteer service position. A. Hedge reminded the body that assigned time is not part of the resolution. M. Rush – Based on the paperwork that FAC looked at for the Ombudsperson role, there ought to be initial assigned time to educate the person. J. Tarjan suggested that the EC rather than the CPR review the applications and then make a recommendation to the President for the appointment. C. Lam asked why a three year term instead of two year term. K. Szick responded that it’s to acquire experience with others and add the value of expertise over the three-year term.

9) Open Forum Items (Time Certain 11:15)

M. Slaughter – A student came to her for help on advising and then burst into tears as it was the first time she experienced support. The student had gone to Admissions and Records and was humiliated by the questions asked and an overwhelming impression that she was wasting the advisor’s time. There may be a need to have conversations about campus civility. Given the Graduation Initiative, are we making sure that students feel welcome? J. Zorn recommended that when faculty knows about issues around a specific advisor, please talk to their supervisor. If there is a pattern, the Associate Dean or Department Chair can intercede. She appreciates the interest in people performing a high level of customer service and civility. A. Hegde said that ASI asked him to attend a board meeting to address tenure. He sees a need for better communication from faculty to the students, and amongst ourselves about the legitimate concerns that the students bring up. All he could tell them was to follow the process. In some cases where that falls on deaf ears and there’s no change, the student perception is that once faculty is tenured, they don’t have incentive to act. A. Schmidt reported that ASI was very pleased with A. Hegde’s communication and found it beneficial. He clarified certain roles. A. Hegde said he made the point to the students that any organization will have certain individuals that don’t live up to the ideals and standards. The majority choose to be here and in many cases make sacrifices when

other opportunities could be had (double or triple the money). He suggested that other chairs attend an ASI meeting. J. Tarjan suggested that the EC consider ways to remember to focus on students. Years ago – in an attempt to be more student friendly - offices were open before 8:00, during lunch, and after 5:00 pm. D. Jackson reminded the group of the WASC Open Forums November 5 and November 6 at the main campus. On November 8, the forum will be held at the AV campus. It's to provide feedback to the Institutional Report. E. Correa said that SS&E have exceptional advisors. They spend numerous hours doing work for the students that allows faculty to leave early. A fine example is Y. Lee. M. Martinez said there needs to be a way to reassure students that they can go to the advisors office without fear of sticking out as a DACA due to questions about financial aid, etc. J. Zorn said CSUB is in the process of setting up a Dreamer Center. A. Hegde reminded the body of the first annual CSUB Teaching Conference to be held on October 29. There are many sessions containing different discussions represented by all schools. The Deans, Provost and TLC have been very generous in their support. It's a chance to talk about what we really enjoy about teaching. E. Correa requested that future Teaching Forums not be held during advising. The date was based on keynote speaker availability.

#### 10) Adjournment

The meeting was adjourned.

\*Handbook change