

ACADEMIC SENATE: EXECUTIVE COMMITTEE

AGENDA

TUESDAY, NOVEMBER 15, 2022

10:00 A.M. – 11:25 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

<https://csub.zoom.us/j/89221483688?pwd=QllYs25SemtaTtlYemJwaVZzeFB5UT09&from=addon>

1. CALL TO ORDER
2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK
 - a. Announcements:
 - i. WASC Special Institutional Report Draft (**handout**)
 - ii. Faculty Honors and Awards Committee (FHAC) Alternate (**handout**)
 - iii. Faculty Performance Software Review Committee (**handout**)
Appointments needed.
 - b. Information:
 - i. M. Malhotra – Institutional Research, Planning, and Assessment (IRPA); Assistant Vice President (**Time Certain: 10:20 AM**)
 - ii. J. Paschal and D. Jackson – Academic Programs and Academic Management; Data Clean-up plan (**Time Certain: 11:00 AM**)
3. APPROVAL OF AGENDA (Time Certain: 10:05 AM)
4. APPROVAL OF MINUTES
 - a. September 27, 2022 – Extra Meeting (tabled)
 - b. October 4, 2022 (tabled)
 - c. October 11, 2022
5. CONTINUED ITEMS
 - a. AS Log (**handout**)
 - i. AAC (J. Tarjan)
 - ii. AS&SS (E. Correa)
 - iii. BPC (C. Lam)
 - iv. FAC (M. Rees)
 - b. Provost Update (V. Harper)
 - c. Financial and strategic planning transparency and faculty participation
 - d. Office hours flexibility
 - e. AB 927 (**handout**)
6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)
 - a. GST Instructor Classroom Observations – AAC (**handout**)

- b. Article 20.37 **(handout)**
- c. Academic Master Plan- AAC and BPC **(handout)**
- d. Concentration and Emphasis - ? **(handout)**
- e. Proposal for emphasis in Biochemistry B.S. – AAC **(handout)**
- f. RTP Calendar- BPC and FAC **(handout)**
- g. Campus Modality Philosophy – Handbook Appendix
- h. Changing “Academic Probation” to “Academic Notice” - ? **(handout)**
- i. Accessible Technology Initiative Instructional Materials (ATI) Instructional Materials- Handbook – AS&SS **(handout)**
- j. Elections and Appointments – M. Danforth
 - i. General Studies (GST) Review Committee
 - ii. Police Advisory Council **(handout)**
 - iii. HIPs taskforce [RES212212] 5th resolve
 - iv. U-wide RTP criteria taskforce (equity)
 - v. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change
 - vi. Evaluation of Academic Administrators – Handbook 311.1 **(handout)**
 - vii. School Elections Committee – Handbook Change 202.7 – Workload
 - viii. Order of Business – Bylaws change (Section III. A.)
 - ix. Standing Committee Bylaws change – (Section IV)
 - 1. Chair Election Statement of Interest (J. Tarjan’s suggestion) – EC
 - 2. Two-years on Senate requirement
 - 3. Structure of BPC
 - 4. Strike “at least” (J. Tarjan’s suggestion)
 - x. Committee proliferation
 - xi. Accessible Technology Initiative Instructional Materials Task Force formation
- k. Carry-over from 2021-2022 Annual Report (Possible New Referrals)
 - i. Honorary Doctorate – Handbook Change
 - ii. DEI Faculty Fellows Exploratory Group Report
 - iii. 2022-2023 02 Academic Integrity Campaign – Ombudsperson and Committee on Professional Responsibility – AAC, BPC, and FAC *(Hold; pending more information)*
 - iv. RES 212234 CSUB Faculty Retention and Tenure Density Priority – *(Hold; pending more information)*
- l. Resolution on CCC baccalaureate degrees – EC [AB 927]
 - i. They should not duplicate degrees offered by CSUs in the same geographic area.
 - ii. They should be held to the same accreditation standards as universities and be required to have their students eligible for financial aid in upper-division coursework.
- m. Course Drop Policy - AAC
- n. General Faculty Meeting, Spring Follow-up

- i. Modalities moving forward after pandemic – AAC and AS&SS
 - ii. Faculty Rights and disciplinary action (**handout**) – FAC
 - iii. URC workload as campus grows - FAC
- o. Dean Professional Development – FAC
 - i. Responsiveness
 - ii. Understanding/following the Handbook
 - iii. Understanding/following the CBA
 - iv. Supporting (not undercutting) chairs
- p. Summer Session GE courses - AAC
- q. Exam Modality for Flex Classes – AAC, AS&SS
- r. RTP – 3-year Lecturers, PTR Committee - FAC
- s. Cultural Taxation Award Criteria and Review Committee Structure – BPC, FAC
- t. Policies: Reimbursement Rate, and Professional Development Funding (**handout**)
- u. Investment Divestiture - BPC
- v. Strategic Plan Group data gathering instrument(s) - BPC
- w. Academic Freedom revisited – FAC
- x. Assigned Time application revision and timing (*Hold- pending further information*) – FAC
- y. Distinguished Professor Award – (**handout**) FAC
- z. Faculty Poll regarding online instruction (*Hold- pending further information*)
- aa. Alma Mater (*Hold- pending further investigation*)

7. AGENDA ITEMS FOR SENATE MEETING

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

AGENDA

THURSDAY, DECEMBER 1, 2022

10:00 A.M. – 11:30 A.M.

LOCATION: STUDENT HEALTH SERVICES CONFERENCE ROOM AND ZOOM VIDEO CONFERENCE

<https://csub.zoom.us/j/89008353888?pwd=V2NoeVBQeURTZzBycUI5V2ltZU5sUT09&from=addon>

- A. Call to Order
- B. Approval of Minutes
 - a. October 20, 2022
 - b. November 3, 2022
- C. Announcements and Information
 - a. President Zelezny's Report (**Time Certain: 10:10 AM**).
 - b. Dean of Academic Programs and Associate VP for Academic Affairs- D. Jackson (**Time Certain: 10:20 AM**).
 - c. Elections and Appointments- M. Danforth.

- D. Approval of Agenda (**Time Certain: 10:05 AM**)
- E. Reports
 - a. Provost's Report
 - b. ASCSU Report
 - c. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage*).
 - i. ASI Report- C. Vollmer
 - ii. Executive Committee- M. Danforth
 - iii. Academic Affairs Committee (AAC)- J. Tarjan (*attached*)
 - iv. Academic Support & Student Services Committee (AS&SS)- E. Correa (*attached*)
 - v. Budget and Planning Committee (BPC)- C. Lam (*attached*)
 - vi. Faculty Affairs Committee (FAC) – M. Rees (*attached*)
 - vii. Staff Report- S. Miller
- F. Resolutions (Time Certain: 10:45 AM)
 - a. Consent Agenda
 - b. New Business
 - c. Old Business
 - i. RES 222309- Personnel Action File (PAF) and the Working Personnel Action File (WPAF)- FAC (2nd reading)
 - RES 222310- Knowmia Replacement Project – AS&SS (2nd reading)
- G. Open Forum (**Time Certain: 11:15 AM**)
- H. Adjournment

8. ADJOURNMENT

Attachment: WSCUC Special Visit Institutional Report Draft

From: Debra Jackson <djackson9@csub.edu>
Sent: Wednesday, November 9, 2022 5:14 PM
To: Aaron Hegde <shegde@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: WSCUC Special Visit Institutional Report draft

Dear Dr. Hegde,

A complete draft of the WSCUC Special Visit Institutional Report is now available at <https://csub.box.com/s/25orz4fpv63ysm2pccfst3uexmmidh36>. I respectfully request that this document be shared with the members of the Academic Senate and Standing Subcommittees for feedback. This feedback can be delivered during one of the open forums or by sending an email with feedback to wscucirfeedback@csub.edu. The open forums will be held on Tuesday, November 15, 2022, 10:00-11:00 am at <https://csub.zoom.us/j/81434854181> and Wednesday, November 16, 2022, 3:00-4:00 pm at <https://csub.zoom.us/j/87355815881>. I also ask to be allowed the opportunity to present at the next Senate meeting, which would provide the Senators with another opportunity to provide feedback.

Best to you,
Debra

DEBRA L. JACKSON, Ph.D.

She/her/hers
Associate Vice President for Academic Affairs
Dean of Academic Programs
(661) 654-3420

California State University, Bakersfield

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

<http://www.csub.edu/academicprograms>



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Attachment: Faculty Honors and Awards Committee (FHAC) Alternate

From: Aaron Hegde <shegde@csub.edu>
Sent: Thursday, November 10, 2022 3:46 PM
To: Nyakundi Michieka <nmichieka@csub.edu>
Cc: Melissa Danforth <mdanforth@csub.edu>; Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: Re: Faculty Honors and Awards Committee (FHAC) Alternate

Hi, Nyakundi.

Thanks for the email. We will discuss this at EC next week and get back to you with a solution.

Aaron

DR. S. AARON HEGDE, PHD

Chair, Academic Senate
Chair and Professor, Economics
Director, ERM Program

California State University, Bakersfield

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

shegde@csub.edu

Schedule Appointment: <https://app.acuityscheduling.com/schedule.php?owner=20625205>



From: Nyakundi Michieka <nmichieka@csub.edu>
Date: Thursday, November 10, 2022 at 3:42 PM
To: Aaron Hegde <shegde@csub.edu>
Cc: Melissa Danforth <mdanforth@csub.edu>, Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: Re: Faculty Honors and Awards Committee (FHAC) Alternate

Hi Aaron,

We are missing a representative from NSME to serve on FHAC this semester. The current list is as follows:

- BPA: Nyakundi M. Michieka
- A&H: Douglas Dodd
- **NSME:** _____
- SSE: Amy Gancarz-Kausch

- At-Large: Maureen Rush

The current reps for NSME are Javier Trigos and Alexander (Sasha) Dzyubenko. Javier Trigos is applying for sabbatical and cannot serve while Alexander (Sasha) Dzyubenko (his alternate) is currently on sabbatical so will not be present to serve.

Any thoughts on how we can get a replacement for this position?

Thanks,

Nyakundi M. Michieka Ph.D.
Chair FHAC

Associate Professor

Department of Economics

From: Melissa Danforth <mdanforth@csub.edu>
Sent: Thursday, November 10, 2022 1:21 PM
To: Katherine Van Grinsven <kvan-grinsven@csub.edu>; Nyakundi Michieka <nmichieka@csub.edu>
Subject: RE: Faculty Honors and Awards Committee (FHAC) Alternate

Hi Katie,

Let's wait to find out the policy from Nyakundi. Hopefully they have a policy of having the at-large alternate serve in that case.

Melissa

From: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Sent: Thursday, November 10, 2022 1:19 PM
To: Melissa Danforth <mdanforth@csub.edu>; Nyakundi Michieka <nmichieka@csub.edu>
Subject: FW: Faculty Honors and Awards Committee (FHAC) Alternate

See below from Dee. Sasha is on FERP this year, however, he is assigned to teach in Spring 2023. I think we definitely will need to move forward then with replacing his position for the FHAC this semester. Thoughts?

Katie

From: Dee Dee Price <drengiil@csub.edu>
Sent: Thursday, November 10, 2022 1:14 PM
To: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: RE: Faculty Honors and Awards Committee (FHAC) Alternate

Attachment: Faculty Performance Review Software Exploratory Committee- letters of interest

Faculty Performance Review Software Exploratory Committee

General Overview:

The Academic Senate is convening a Faculty Performance Review Software Exploratory Committee to evaluate software options for a new electronic repository and review system for faculty performance review (RTP, PTR, and PEF*) files, and recommend the best available option that meets our campus requirements, per [RES 212219 Submission of Electronic Performance Review Files](#).

Membership

The exploratory committee is to be composed of faculty members from all schools, and with additional representation from other faculty units including the library. Faculty on this committee should represent differing ranks, and it is recommended that tenured, tenure-track, and lecturers all be represented. The AVP Faculty Affairs should be included on this committee as well as representatives of the CFA. ITS staff should be consulted as required.

The Faculty Performance Review Software Exploratory Committee is charged with the following responsibilities:

The evaluation of potential electronic platforms and selection of an electronic repository and review system for faculty performance review

- Consider the concerns about the accessibility, security, ease of use, tracking of access and records, and the ownership of files within the electronic system
- A selected electronic faculty review file should be secure, track access and file changes, aid in faculty ease of file organization, and be easily reviewed by all levels of the review process
- Consider a pilot program and transition plan once a favorable program is identified and approved.

The committee formation is Spring 2022.

Committee Membership:

(1) FULL TIME TENURED FACULTY MEMBER from A&H

Jeremy Warner, Assistant Professor, Communications

Not tenured; need
to contact AH.

(1) FULL TIME PROBATIONARY FACULTY from A&H

Gladys Gillam, Lecturer, Language Lab Coordinator Modern Languages and Literature

(1) FULL TIME TENURED FACULTY MEMBER from BPA

Chandrasekhar Commuri, Professor, Public Policy and Administration

(1) FULL TIME PROBATIONARY FACULTY MEMBER from BPA

Applicant 1:

Faculty member: Pratigya Sigdya, Assistant Professor,

Application Statement: I am interested in serving as a Faculty Performance Software Review Committee member. Having submitted RTP files using paper and electronic format, I understand faculty needs and the software features that can aid the submission process. My background in Business Information Systems also lends me an eye to understanding software functions from developers' and users' eyes.

Applicant 2:

Faculty member: Atieh Poushneh, Assistant Professor, Management and Marketing

Application Statement: I am interested in the position of Faculty Performance Software Review Committee and would like to be considered for this position. I believe the requirements for this position match my background.

I have a computer engineering-software degree and also 3 years of industry experience related to user experience with several software and applications (UX), database management/ database analysis.

I worked with several computer programming software, statistical software, and databases such as SQL Server, My SQL, and Oracle. I was also involved in BSBA, and am still part of the FQC, and MBA committees. I believe my background matches the requirements for this position.

Thank you for your consideration.

Applicant 3:

Faculty member: JT Chen, Assistant Professor, Management and Marketing

Application Statement: I believe I have suitable background to serve on this committee for two reasons. First, I served on the Canvas Implementation Committee (CIC) two years ago helping the university transition from Blackboard to Canvas. Second, I am familiar with a variety of repository software such as Dropbox, Google Doc, etc.

Please let me know if there is anything else I may need to submit to be considered. Thank you!

Applicant 4:

Faculty member: Sunjin Pak, Assistant Professor, Management and Marketing

Application Statement: I want to volunteer for the Faculty Performance Software Review Committee.

With my experience with the Watermark Faculty Success (WFS) System and software engineering background, I can inform the Academic Senate of the strengths and weaknesses of alternative reporting systems.

- I worked as a probationary faculty member at Pennsylvania's Slippery Rock University and used the WFS online faculty activity reporting system for my annual reviews between 2019 and 2022.
- I have a bachelor's degree in electrical engineering and worked as a system software engineer at Hyundai Motors Company for three years.

Based on my experiences and expertise, I could contribute by bringing unique insight to the Academic Senate to choose the best option that helps build more efficient faculty performance review processes.

(1) FULL TIME TENURED FACULTY MEMBER from NSME

Danielle Solano, Associate Professor Department of Chemistry and Biochemistry

(1) FULL TIME PROBATIONARY FACULTY MEMBER from NSME

Applicant 1: ~~Tenured faculty/ not probationary. Cannot serve.~~

Faculty member: ~~Alberto Cruz, Associate Professor, CEE/CS~~

Application Statement: ~~I am an Associate Professor of Computer Science. I have previously served on the campus Mobile Application Steering committee which was very active before the pandemic. It culminated in a Hackathon event for the students. A key theme of my involvement in the committee was ensuring the future roadmap of the app was feasible, realistic and met the needs of the users. This is immediately applicable to the software campus will select for the RTP, etc. process. Before obtaining the BS EE, then PhD EE and going on to a career in academia I was a front end website~~

~~designer. I developed several websites and continue to maintain fluency in web app design. One of my recent research projects was an app to detect grape diseases, used by growers in Kern and Tulare counties. I am knowledgeable in rating the accessibility of potential apps that campus might consider. Particularly, one must be conscious of the various operating systems used on campus (Mac, Window, Linux) and take great care to select one that works in all systems, so no part of campus is left out. I have been at CSUB for seven years. I was initially a lecturer, before being promoted to a TT position, and obtained tenure a few years ago. So, I am familiar with campus requirements and procedures for RTP process, with the exception of PTR. This may be relevant to this committee.~~

Applicant 2:

Faculty member: Jonathan Troup, Assistant Professor, Mathematics

Application Statement: I am interested in serving on the Faculty Performance Software Review Committee. I have some computer science expertise from both my B.S. in Math college program and from growing up surrounded by programmer parents and grandparents. My understanding is Dee Dee Price has to manually create each individual faculty member's RTP Box folders every year, and I would like to suggest that we enlist the computer science department's help (I could probably figure it out eventually, but they are certain to do it faster) to write a script for Dee Dee to use that would automate this process. That is, a script to read the names from the files maintained at <https://www.csub.edu/facultyaffairs/RTP/index.html>, and once a suitable online repository/database/system was chosen, that would then create a folder for each of these names. Last time I made this suggestion, it was suggested to me that 1) the CS dept would not be interested as they have their own projects to work on, and 2) that this would represent a security breach. Regarding 1), I believe that while it would take me some time to figure out, for a CS faculty member I suspect this would only take them a short time to write. I do not follow point 2): there is no added security risk from such a script from my point of view. The programmer(s) would not have to access the contents of the folders at any time; they wouldn't even be creating the folders directly. They would just be giving Dee Dee Price a program that she could run that does for her automatically what she already does manually.

(1) FULL TIME TENURED FACULTY MEMBER from SSE

Appoint Gitika Commuri?

(1) FULL TIME PROBATIONARY FACULTY MEMBER from SSE

Applicant: Tzu-Fen Chang, Assistant Professor, HD-CAFS

Application Statement:

I am Tzu-Fen Chang who is an assistant professor from the HD-CAFS department. I am interested in serving at the Faculty Performance Software Review Committee. Since the Fall 2020, I had to submit electronic RTP materials for reviewing every year. From my experience of using BOX, I can see both pros and cons of using BOX. I also have a lot of experiences of using other electronic systems (e.g., Livebinder, Google Drive, Interfolio) for creating electronic binders and understand their advantages and disadvantages. I would like to share my hands-on experiences at the committee and help the committee brainstorm and identify an optimal system that meet our campus requirements.

(1) FULL TIME FACULTY MEMBER from LIBRARY

Andrea Anderson, Senior Assistant Librarian, Library Instruction, Reference Services, FYS, and Instructional Technology Coordinator

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

Academic Affairs Committee (AAC): John Tarjan/Chair, meets 10:00 am in BDC 134 and/or via Zoom video conference. Dates: 9/1, 9/15, 9/29, 10/13, 10/27 , 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
8/24/21	2021-2022 #02 Department Formation Criteria Revision	Carryover; IP	AAC, BPC, and FAC The need to clarify and extend the current department formation procedures. Task Force sent recommendations to EC 12/1/ 2021. See EC Agenda 12/7/21. See 3/1 Minutes EC drafts resolution. RES 222308- Department Formation Criteria.	11/03/2022	11/10/2022 update to 11/14/22 sent	
4/26/22	2021-2022 #45 Academic Programs Assessment Quality Feedback	IP; 10/6/22	AAC Whether committee be formed, or whether to include task in School Curriculum Committee duties. RES 222304 – Reconstitution of the Campus Assessment Team	10/20/2022	10/31/2022	11/2/2022
6/1/22	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	HOLD while discussed in EC_ 8/30/22	AAC, BPC, and FAC Whether one person serving as ombudsperson is enough funding to support Ombudsperson position; Ways the Committee on Professional Responsibility works with the Faculty Ombudsperson.			
8/29/22	Removal of courses from catalog: GST 1030, GST 1040, GST 1160, and GST 2400	Completed 9/5/22	AAC, acting as university curriculum committee Reviews the rationale for remove and then sends memo to Senate.	n/a	n/a	n/a
9/9/22	Removal of courses from catalog: GST 1050, 1400, 1410 and to update the degree requirement for BA in Interdisciplinary Studies w/ concentration in WGSS	Completed 9/15/22	AAC, acting as university curriculum committee Reviews the rationale for removal and update and then sends memo to Senate	n/a	n/a	n/a
9/28/2022	2022- 2023 #08 GVAR Exam and/or Course Requirement	IP; 10/6/2022	AAC Generate a statement in response to memo from Chancellor’s Office re GVAR Exam and/or course requirement. RES 222305 – GVAR Concerns	10/20/2022	10/31/2022	
11/2/2022	2022-2023 #11 GVAR Committee Structure	Sent to AAC	AAC Address the question of the GVAR committee structure; consider who to report to, role in approving GVAR courses and committee composition.			

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

11/2/2022	2022-2023 #12 A2 and A3 Skills Reinforcement in AI History and AI Government	Sent to AAC	AAC Design of the AIMS GE program; consider removing A2 pre-requisites for AIH and A3 pre-requisites for AIG.			
11/9/2022	2022-2023 #13 Proposal to add minor in Environmental Sustainability	Sent to AAC	AAC Review the proposal to add a minor in Environmental Sustainability to the Environmental Resource Management (ERM) Program.			
11/9/2022	2022-2023 #14 Proposal to add a minor in Public Health	Sent to AAC	AAC Review the proposal to add a minor in Public Health.			
11/9/2022	2022-2023 #15 New FYS Course for Business Majors	Sent to AAC	AAC Review the proposal for a new FYS course BPA 1028 for Business majors.			
Pending	2022-2023 #16 GST Instructor Classroom Observations	Sent to AAC	AAC			
Pending	2022-2023 #18 Academic Master Plan 2023-24 through 2032-33	Sent to AAC and BPC	AAC and BPC			

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

Academic Support and Student Services (AS&SS): Elaine Correa/Chair, meets 10:00 am via Zoom video conference.

Dates: 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
10/19/21	2021-2022 #28 Academic Testing Center Exploratory Sub-Committee	Carryover; IP	AS&SS Reference RES 202123. Form sub-committee & include AVP EM, Director Testing Center, ASI & provide path <i>IP: Memo IP for follow up w/ request to subcommittee 11/1/22.</i>			
9/8/2022	2022-2023 #07 Advising Task Force Recommendations	IP; Sent to AS&SS and BPC revised 9/15/22	AS&SS and BPC Address and consider taskforce report recommendations; consider current advising structure and whether to accept all recommendations, a few of them, or if other recommendations are needed. <i>IP: AS&SS shared recommendations w/ BPC - 11/1/2022.</i>			
10/17/2022	2022-2023 #10 Knowmia Replacement Project	IP; 10/17/22	AS&SS Address and consider replacement options for Knowmia Techsmith video media management service; consider FTLC/ITS report and evaluation and expected timeline of implementation. <i>RES 2223010- (1st reading took place 11/03/22).</i>			

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

Budget and Planning Committee (BPC): Charles Lam/Chair, meets 10:00 am in SCI III-100 and/or via Zoom video conference.
Dates: 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
8/24/21	2021-2022 #02 Department Formation Criteria Revision	Carryover; IP	AAC, BPC, and FAC The need to clarify and extend the current department formation procedures. Task Force sent recommendations to EC 12/1/ 2021. See EC Agenda 12/7/21. See 3/1 Minutes EC drafts resolution. RES 222308- Department Formation Criteria.	11/03/2022	11/10/2022	
6/1/22	2022-2023 #01 Time Blocks and Space Utilization	IP; 8/26/22	BPC The need to reconsider Time Blocks for classes. <i>IP: still being discussed.</i>			
6/1/22	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	HOLD; discussing in EC 8/30/22	AAC, BPC, and FAC Whether one person serving as ombudsperson is enough; funding to support Ombudsperson position; Ways the Committee on Professional Responsibility works with the Faculty Ombudsperson.			
8/23/22	2022-2023 #05 Reclassify Assistant VP of IRPA to Associate VP of IRPA	IP; 8/30/22	BPC The need to reclassify Assistant VP of IRPA to Associate VP of IRPA per Dr. Harper's request. <i>IP: pending position description.</i>			
8/26/22	2022-2023 #06 Addendum to Academic Calendar 22-23	Complete	BPC Addendum to change campus evacuation date from April 4 to April 11 when campus is open RES 222303- Addendum to Academic Calendar- sent to Senate 9/8/22	9/8/2022	9/20/2022	9/30/2022
9/8/2022	2022-2023 #07 Advising Task Force Recommendations	IP; 9/15/22	AS&SS and BPC Address and consider taskforce report recommendations; consider current advising structure and whether to accept all recommendations, a few of them, or if other recommendations are needed. <i>IP: AS&SS shared recommendations w/ BPC.</i>			
9/28/2022	2022-2023 #09 Addendum to the Academic Calendar 22-23	HOLD; Sent to BPC 9/28/22	BPC Addendum to add federal holiday Juneteenth as a campus holiday. <i>*Email from C. Lam- not yet an approved CSU holiday 10/4/22.</i>			

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

11/09/2022	2022-2023 #17 Academic Calendar 2023-2024	Sent to BPC	BPC Address the Academic Calendar 2023-2024 as presented by the Calendar Committee.			
Pending	2022-2023 #18 Academic Master Plan 2023-24 through 2032-33	Sent to AAC and BPC	AAC and BPC Review the proposed Academic Master Plan for CSU Bakersfield 2023-24 and 2032-33.			

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

Faculty Affairs Committee (FAC): Mandy Rees/Chair, meets 10:00 am in UA Conference room and via Zoom video conference.

Dates: 9/1, 9/15, 9/29, 10/13, 10/27, 11/10, 11/17, 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, and 4/27

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
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-	2019-2020 #08 Honorary Doctorate – Handbook Change	Carry-over from 3 AYs	FAC refer to RES 121329 Procedures for Honorary Doctorate Nominations and Selection REVISED			
8/31/21	2021-2022 #20 Accessibility of Instructional Materials	Carryover;	FAC Identify owner and maintainer of textbook master list, specify policies for adopting a textbook.			
9/21/21	2021-2022 23 Faculty Hall of Fame Selection Process Change	Carryover; IP	FAC Whether selection process should move to FHAC; whether time conflict with Faculty Awards, data transfer			
10/19/21	2021-2022 #27 Composition of Search and Screening Committees – Handbook Change	Complete	FAC Handbook 309.5: clarify candidate eligibility, add “General Faculty”, reconstitute committee > 18 months. RES 222301- Composition of Search and Screening Committees.	9/22/2022	10/6/2022	10/6/2022
3/1/22	2021-2022 #39 The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) – Handbook Change	Carryover; IP	FAC Whether the PAF or WPAF is the official file...flow chart of levels of involvement. RES 222309- (1st reading took place 11/03/22).			
3/1/22	2021-2022 #40 Digitizing the Performance Review Process	Carryover;	FAC Access, process, CFA & HR perspective, training of chairs & deans.			
3/1/22	2021-2022 #41 Sixth-year Lecturer Review – Handbook Change	Carryover; IP	FAC Purpose and outcome(s) of the Sixth-year Lecturer Review, etc. IP; still discussing and reviewing handbook.			

ACADEMIC SENATE LOG – NOVEMBER 3, 2022

6/1/22	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	HOLD discussing in EC 8/30/22	AAC, BPC, FAC Whether one person serving as Faculty Ombudsperson is enough; funding to support position; ways the committee Professional Responsibility works with the Faculty Ombudsperson.			
8/29/22	2022-2023 #03 Holding Exams on the Last Day of Class	8/30/22	FAC Identifying the time of the final exam data collection challenges, possible solution, whether there are adequate resources, potential consequences.			
8/29/22	2022-2023 #04 Scheduling Office Hours Policy	Complete	FAC Whether changes need to be made to the existing office hours policy MEMO- No change to existing policy; Report in materials for 9/8/2022 AS meeting.	n/a	n/a	n/a



Dr. Aaron Hegde
Chair CSUB Academic Senate
California State University, Bakersfield
(661)-654-3110
shegade@csub.edu

DRAFT

Update after EC Mtg- 11/15

2022-2023 REFERRAL #16

GST Instructor Classroom Observations

FROM: Aaron Hegde, Academic Senate Chair

A handwritten signature in black ink, appearing to read "Aaron Hegde".

TO: John Tarjan, Academic Affairs Committee (AAC) Chair

DATE: ~~November 9, 2022~~

cc: Katie Van Grinsven, Academic Senate Administrative Analyst

At its meeting on November 8, the Academic Senate Executive Committee discussed deferring classroom observations for faculty teaching a GST course that are not assigned to a home department. See attached memorandum to guide your discussion and for the rationale behind the deferment.

Please take up this matter with your committee and get back to me with your recommendation. If your recommendation requires Senate action, please prepare a resolution and the rationale for the resolution.

Attachments: GST Committee memo

GST Committee Memo- Draft

RES 212220 established a General Studies Review Committee (GST Committee) that will be tasked, in part, with conducting classroom observations and periodic review of General Studies (GST) and First Year Seminar (FYS) instructors who do not have a home academic department that are conducting observations and periodic review. In essence, the GST Committee is the unit committee for the GST and FYS instructors without a home academic department.

However, two issues have developed during Fall 2022 with the process. First, only one of the three seats on the GST Committee were filled in Spring 2022. Delays with receiving the faculty list from campus and requests for urgent calls mean that this committee will not be fully constituted until the end of Fall 2022.

Second, no mechanisms were established to develop the list of instructors without a home academic department. Initial attempts to gather this information by the one elected member of the GST Committee during Fall 2022 have been unsuccessful. While the resolution does state that the GST Committee should recommend the appointment of FYS and GST instructors without a home academic department, the lack of a convened GST Committee means those appointments were made without the review of the GST Committee this academic year.

Given these issues, GST and FYS instructors without a home academic department have not been identified and therefore have not had a classroom observation in Fall 2022. Many of the FYS instructors only teach in Fall semester. The instructors without a home academic department who are not observed in the 2022/23 academic year due to these issues implementing RES 212220 should not be penalized for the lack of a classroom observation in subsequent periodic evaluations.

Additionally, processes to consult the Chair of the GST Committee before hiring GST and FYS instructors without a home academic department, in compliance with RES 212220, need to be developed at the Deans and Provost level before the 2023/24 academic year hiring cycle. This will ensure that the GST Committee has a complete list of instructors requiring classroom observations and periodic review before the beginning of Fall 2023.

Link to RES 212220: <https://maindata.csub.edu/media/39816/download?inline>

From: Deborah Boschini <dboschini@csub.edu>
Date: Wednesday, November 9, 2022 at 7:47 PM
To: Tracey Salisbury <tsalisbury1@csub.edu>, Vernon Harper <vharper@csub.edu>, David Gove <dgove@csub.edu>
Cc: Kelly Anthony <kanthony@calfac.org>, Aaron Hegde <shegde@csub.edu>
Subject: RE: Exception Service Award Cycle 2023

All,

I checked my records, and last year I received the notification from the CO about how many WTUs should be made available under Article 20.37 at CSUB on February 2, verified the amount with Provost Harper, and delivered the information to the Senate that day.

That portion of the process is important because it determines the number of awards that will be made available. During the first years of Article 20.37, the number of WTUs seemed more uncertain. Then it was unclear if it would be continued under the old contract's extension or the new contract. We have much better clarity now, and so we can plan ahead much better.

The notification might not arrive until February. However, it seems reasonable to issue the call for applications before that information is received by our campus, because we don't need to know the exact number of WTUs until the award decisions are being finalized. The application process can be initiated earlier. Worst case scenario: the committee is ready to finalize their decision but we must wait for the CO's notification in order to know how many awards to recommend. That's okay, and it's better than delaying the start of the whole process.

That's what I can contribute to the conversation. I hope this perspective is useful! Thanks, Tracey, for bringing this up now.

Best,
Debbie

DEBORAH J. BOSCHINI, EdD, MSN, RN

she / her / hers

Associate Vice President, Faculty Affairs

Professor of Nursing

(661) 654-2154

California State University, Bakersfield

9001 Stockdale Hwy, Mail Stop: 59 ADM

Bakersfield, CA 93311

<https://www.csub.edu/facultyaffairs/index.html>



From: Tracey Salisbury <tsalisbury1@csub.edu>
Sent: Wednesday, November 9, 2022 7:23 PM
To: Vernon Harper <vharper@csub.edu>; Deborah Boschini <dboschini@csub.edu>; David Gove <dgove@csub.edu>
Cc: Kelly Anthony <kanthony@calfac.org>; Aaron Hegde <shegde@csub.edu>
Subject: Exception Service Award Cycle 2023
Importance: High

Everyone,

Can we get a discussion going to decide when the exceptional service application process will begin? What is the budget for the next cycle The faculty expressed last year that the window to apply was too short. They also expressed not be aware of the exceptional service award until after it had closed as well.

As the Bakersfield chapter CFA ARSJ chair and the Co-Chair of the CFA statewide Black Caucus, I need to support our faculty of color getting the opportunity to apply for this important award.

Thank you,

Tracey

Tracey M. Salisbury, PhD

Assistant Professor, Department Chair - Ethnic Studies

Academic Senator - At Large

BPC - Committee Member

CRSJ Chair, CFA Bakersfield Chapter

Co-Chair Black Caucus, CFA Statewide

California State University Bakersfield

tsalisbury1@csub.edu

From: [Debra Jackson](#)
To: [Aaron Hegde](#)
Cc: [Katherine Van Grinsven](#); [Vernon Harper](#)
Subject: RE: Academic Master Plan 2023-24 through 2032-33
Date: Thursday, November 10, 2022 9:31:57 AM
Attachments: [CSUB AMP 2023-24 through 2032-33.docx](#)

Dear Dr. Hegde,

I just received confirmation that the BA in Music is accredited. Please use the attached version instead of the one I sent earlier.

Thank you,
Debra

DEBRA L. JACKSON, Ph.D.

She/her/hers
Associate Vice President for Academic Affairs
Dean of Academic Programs
(661) 654-3420

California State University, Bakersfield

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

<http://www.csub.edu/academicprograms>



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

From: Debra Jackson
Sent: Tuesday, November 8, 2022 12:49 PM
To: Aaron Hegde <shegade@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>; Vernon Harper <vharper@csub.edu>
Subject: Academic Master Plan 2023-24 through 2032-33

Dear Dr. Hegde,

Please find the Academic Master Plan attached to this email for Senate review and approval. There are no new programs proposed this year.

Best to you,
Debra

CAMPUS ACADEMIC PLAN
Existing and Projected Degree Programs
~~2022~~2023-23-24 through ~~2031~~2032-3233
 California State University, Bakersfield

School or Division and Degree Program Title	Existing Degree Type				Projected Program and Originally Approved Implementation Year	Academic Year for Scheduled Program Review
	Bachelor's	Master's	Doctoral	Other		
School of Arts and Humanities						
Art	BA					2023-24
Communications	BA^^@					2022-23
English	BA	MA				2022-23
History	BA	MA				2024 <u>2023</u>
Latina/o and Latin American Studies					BA 2019	
<u>Music</u>	<u>BA</u>				BM 2022	2026-27
Philosophy	BA					2024 <u>2027-2228</u>
Religious Studies	BA					2026-27
Spanish	BA	MA				2025 <u>2022-2623</u>
Theatre	BA					2022-23
School of Business and Public Administration						
<u>Business Administration</u>	<u>BS</u>	<u>MBA</u>				2024 <u>2022-2223</u>
<u>Economics</u>	<u>BS</u>					2026-27
Environmental Resource Management	BS					2026-27
Health Care Administration		MS				2025 <u>2022-2623</u>
<u>Public Administration</u>	BA	<u>MPA</u>				2023-24
Agricultural Business	BS					2025-26
Accounting					MS 2020	
Finance					MS 2020	
Technology Management					MS 2021	
Applied Economics and Analytics					MS 2019	

CAMPUS ACADEMIC PLAN
Existing and Projected Degree Programs
~~2022~~2023-23-24 through ~~2031~~2032-3233
 California State University, Bakersfield
 (continued)

School or Division and Degree Program Title	Existing Degree Type				Projected Program and Originally Approved Implementation Year	Academic Year for Scheduled Program Review
	Bachelor's	Master's	Doctoral	Other		
Logistics and Supply Chain Management					MS 2022	
School of Natural Sciences, Mathematics, and Engineering						
Biochemistry	BS					2027-28
Biology	BS	MS				2026-27
Chemistry	BS					2027-28
<u>Computer Engineering</u>	<u>BS</u>					2024-25
Computer Science	BS	MS				2023-24
<u>Electrical Engineering</u>	<u>BS</u>					2024-25
<u>Engineering Sciences</u>	<u>BS</u>					2024-25
Environmental Sciences					BS 2021	
Geology	BA, BS	MS				2026-27
Human Biological Sciences	BA					2026-27
Mathematics	BS	MAT*				2026-27
Natural Sciences	BA*, BS					2023-24
<u>Nursing</u>	<u>BS</u>	<u>MS</u>			DNP 2023	2024 <u>2028-2229</u>
Physics	BS					2025 <u>2027-2628</u>
Public Health	BS					2027-28
School of Social Sciences and Education						
Anthropology	BA	MA*				2025-26
Behavioral Neuroscience					MS^ 2024	
Child Adolescent and Family Studies	BA					2023-24

* Suspended program

^ Offered only through self-support

^^ Offered through both state-support and self-support

@ Online program

Note: Underlined programs are nationally accredited subject areas

CAMPUS ACADEMIC PLAN
Existing and Projected Degree Programs
~~2022~~**2023-23-24** through ~~2031~~**2032-3233**
California State University, Bakersfield
(continued)

School or Division and Degree Program Title	Existing Degree Type				Projected Program and Originally Approved Implementation Year	Academic Year for Scheduled Program Review
	Bachelor's	Master's	Doctoral	Other		
Counseling		MS				2022-23
Counseling Psychology		MS				2025-26
Criminal Justice	BA					2022-23
Education		MA^^@				2022-23
Educational Administration		MA				2022-23
<u>Educational Leadership</u>			EdD			2022-23
Kinesiology	BS	MS^@				2023-24
Liberal Studies	BA					2027-28
Political Science	BA					2025 2022-2623
Psychology	BA					2025-26
<u>Social Work</u>		MSW^^				2022-23
Sociology	BA^^@	MA*				2027-28
Special Education		MA				2022-23
Interdisciplinary and Other						
Administration		MS^@				2021 2022-2223
General Education						2027-28
Honors						2023-24
Interdisciplinary	BA	MA*				2021 2022-2223

* Suspended program

^ Offered only through self-support

^^ Offered through both state-support and self-support

@ Online program

Note: Underlined programs are nationally accredited subject areas

Attachment: Concentration and Emphasis

From: Andreas Gebauer <agebauer@csub.edu>
Date: Thursday, November 10, 2022 at 4:59 PM
To: Aaron Hegde <shegde@csub.edu>
Cc: Sarah Forester <sforester@csub.edu>
Subject: Concentration and Emphasis definition and application

Dear. Dr. Hegde,

I would like to bring to your and the senate executive committee's attention an issue that has recently been raised. The Department of Chemistry and Biochemistry has been informed by Dr. Debra Jackson, AVP Academic Affairs, that all the concentrations that are approved with the B.S. in Chemistry and the B.S. in Biochemistry do not meet the criteria in the Academic Planning Manual for Concentrations and hence must be changed to emphasis. Further investigation revealed that the definitions listed in the Academic Planning Manual are based on the senate resolution RES027 (see attached). The problem with this is that some concentrations were approved after this resolution was adopted. Others should not be affected because the resolution indicates that no change is required for concentrations that existed at that time with the chemistry degree.

Specifically,

1. B.S. Chemistry Certified by the American Chemical Society - approved before 2000, RES027 indicates no change
2. B.S. Chemistry with a Concentration in Management and Marketing - reviewed by senate and approved in 2011
3. B.S. Chemistry with a Concentration in Occupational Safety and Health Management.- reviewed by senate and approved in 2012
4. B.S. in Biochemistry with a Concentration in Food Science - reviewed by senate and approved in 2013

While a change of mind can always occur, in this case it should occur at the academic senate level. Thus, if any of the current concentrations have to be changed to emphases, this process has to be driven by the senate. While I was on the senate during at least some of the time these events occurred, I cannot recall any discussion that indicated that a conflict between proposed concentrations and existing Academic Planning Manual rules exists. At issue is also why they were approved as concentrations in the first place.

I ask that the academic senate considers this issue, not just in the narrow application to chemistry/biochemistry concentrations, but in a broader sense of how to resolve these discrepancies across campus. It is my understanding that the push to change concentrations to emphases affects a great number of programs, for example all the BABS concentrations and originates with the attempt to clean up campus data and establish data integrity. It may be appropriate to change our campus definition of concentration and emphasis (since this is

defined by the campus) to have the policy reflect actual application, rather than forcing an across campus change of concentrations to emphases and make the curriculum fit the policy.

Thank you for your attention to this matter.

Andreas

Dr. Andreas Gebauer
Professor of Chemistry
General Education Faculty Director
General Education Assessment Coordinator
California State University Bakersfield

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

CONCENTRATIONS and EMPHASES
2010-2011 RES027*

AAC

RESOLVED: that the Academic Senate recommend that the President approve the Policy on “Concentrations and Emphases”

Rationale: The University does not now have a standing policy on Concentrations, Emphases, Options, or Tracks. This has led to a variety of definitions and uses of these terms. The recommended policy provides clarification of each of these categories and thus guidance to students and the university community about their meaning and use.

The basic idea is to use the term “**Concentration**” when the different curriculum choices within the degree requirements are quite different (share a small set of required courses), and to use the term “**Emphasis**” when the different choices are not very different (share many required courses).

This policy is intended to be implemented by program faculty when editing their catalog copy for the 2013-2015 Catalog. Curriculum Committees will review the edited copy and disputes will be resolved by the Academic Affairs Committee (as the University Curriculum Committee). Proposals for new Concentrations or Emphases will follow this policy.

A quick look at the 09-11 Catalog shows the following:

ANTH has three Emphases - NO CHANGE
ART has three Emphases that become Concentrations – CHANGE
COMM has Options that become Emphases – CHANGE
MUSIC has Emphases – NO CHANGE
PHIL has Tracks that become Emphases – CHANGE, and a Concentration – NO CHANGE
POLYSCI has Concentrations that become Emphases – CHANGE
RELST has Tracks that become Concentrations – CHANGE
SOC has Concentrations- NO CHANGE
CHEM has Concentration – NO CHANGE
COMPSCI has Tracks that become and Emphasis and a Concentration – CHANGE
MATH has Tracks that become Concentrations – CHANGE

*Referral No. 2010-2011 00027

Approved by the Academic Senate on May 19, 2011

Sent to the President for approval on May 26, 2011

Approved by the President on June 13, 2011

California State University, Bakersfield

CONCENTRATIONS and EMPHASES

INTRODUCTION

California State University, Bakersfield is authorized to award to its students a limited set of academic degrees. Those currently authorized include the BA, BS, MA, MS, MBA, MPA, MSA, and MSW. Students pursuing these degrees must complete all requirements for graduation.

A degree is awarded after the student has successfully completed the specified number of units required for the degree. For undergraduate degrees, these include the university-wide requirements (CSUB 101, General Education, American Institutions, GRE, GEAR) and requirements for the major and, if required, the minor. For graduate degrees, these include course requirements and a culminating activity such as a thesis or exam.

In addition to a set of core courses, many programs offer some sort of formal specialization or emphasis within the basic degree program that appears on the student transcript and diploma. At CSUB, these are **Concentrations** and **Emphases**.

In contrast to these formal Concentrations and Emphases, some programs may have **advising tracks** used for a set of recommended courses suited for a general purpose. An example might be recommended courses for students planning to apply to graduate school, or choices of elective courses that focus on some particular topic. These advising tracks do not carry any formal title or designation in the University Catalog, nor do they appear on the student's transcript or diploma. They are purely advisory in the choices of elective courses.

CONCENTRATIONS and EMPHASES

Degree pathways within a major are designated as concentrations or emphases, as determined by the size of the core requirements that they share with the remaining degree pathways. The *common core* is defined as common set of required coursework or common set of required electives taken by all students obtaining the degree.

Baccalaureate Degrees

Concentration

Degree pathways within a major are designated as concentrations when their differences are large. This is determined by comparing the size of the core requirements within each concentration, a common set of required coursework or common set of required electives. When the common core consists of fewer than 36 quarter units for a B.A. and 55 quarter units for a B.S., the set of alternative requirements is referred to as a concentration within the major. Concentrations will appear on transcripts and diplomas.

Emphasis

Degree pathways within a major are designated as emphases when their differences are small. Where the common core for a major is more than 36 quarter units for the B.A. or more than 55 quarter units for the B.S., the set of alternative requirements is referred to as an emphasis. Emphases will appear on transcripts and diplomas.

Master's Degrees

Concentrations

Degree pathways within a Masters Degree are designated as concentrations when their differences are great. When the common core for a Master's Degree consists of **fewer** than 50% of the required number of units, the set of alternative requirements is referred to as a Concentration within the Masters Degree. Concentrations will appear on transcripts and diplomas.

Emphasis

Degree pathways within a Masters Degree are designated as emphases when their differences are small. When the common core for a Master's Degree consists of **greater** than 50% of the required number of units, the set of alternative requirements is referred to as an emphasis within the Masters Degree. Emphases will appear on transcripts and diplomas.

APPROVAL PROCESS

As with any degree program, concentrations and emphases require full review through School Curriculum Committees, the Academic Senate, and the President. Notification of the Chancellor's office is required but approval is not.

must be completed before enrolling in CHEM 4948. This course satisfies the SELF and GWAR requirements of the CSUB GE Program. You must be a senior and have completed either CHEM 3100, 3310, 3400 or 3610 to enroll in this course.

Attachment: Proposal for emphasis in Biochemistry B.S. Program- AAC

From: [Aaron Hegde](#)
To: [Debra Jackson](#)
Cc: [Katherine Van Grinsven](#)
Subject: Re: Proposal for emphasis in Biochemistry B.S. program
Date: Tuesday, November 8, 2022 3:13:43 PM

Thanks.

DR. S. AARON HEGDE, PHD

Chair, Academic Senate
Chair and Professor, Economics
Director, ERM Program

California State University, Bakersfield

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

shegde@csub.edu

Schedule Appointment: <https://app.acuityscheduling.com/schedule.php?owner=20625205>



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

From: Debra Jackson <djackson9@csub.edu>
Date: Tuesday, November 8, 2022 at 2:39 PM
To: Aaron Hegde <shegde@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: RE: Proposal for emphasis in Biochemistry B.S. program

Yes, I confirmed with Dr. Forester before sending it to the Provost for approval.

DEBRA L. JACKSON, Ph.D.

She/her/hers
Associate Vice President for Academic Affairs
Dean of Academic Programs
(661) 654-3420

California State University, Bakersfield

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

<http://www.csub.edu/academicprograms>



From: Aaron Hegde <shegde@csub.edu>
Sent: Tuesday, November 8, 2022 2:23 PM
To: Debra Jackson <djackson9@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: Re: Proposal for emphasis in Biochemistry B.S. program

Thank you, Dr. Jackson.

I assume the Biochemistry faculty are on board with this being an emphasis?

Aaron

DR. S. AARON HEGDE, PHD
Chair, Academic Senate
Chair and Professor, Economics
Director, ERM Program

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

shegde@csub.edu

Schedule Appointment: <https://app.acuityscheduling.com/schedule.php?owner=20625205>



From: Debra Jackson <djackson9@csub.edu>
Date: Tuesday, November 8, 2022 at 7:54 AM
To: Aaron Hegde <shegde@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: Proposal for emphasis in Biochemistry B.S. program

Dear Dr. Hegde,

The Department of Chemistry and Biochemistry has proposed a new concentration within the B.S. in Biochemistry degree. This proposal was approved by the NSME Curriculum Committee on October 6, 2022 and by Dr. Karlo Lopez, Associate Dean of NSME, on October 20, 2022. Please see attached documents.

When reviewing the documents, I noticed that the proposed subplan qualifies as an emphasis rather than a concentration. With Dr. Harper's consent on November 8, 2022, I request that this proposal be considered for approval as an *emphasis* within the B.S. in Biochemistry degree.

Thank you,
Debra

DEBRA L. JACKSON, Ph.D.

She/her/hers

Associate Vice President for Academic Affairs

Dean of Academic Programs

(661) 654-3420

California State University, Bakersfield

9001 Stockdale Hwy, Mail Stop: 22 EDUC

Bakersfield, CA 93311

<http://www.csub.edu/academicprograms>



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Proposal of New Courses in Chemistry, CHEM 2110, 2240, 3110, 3908 and 3948

1. Proposed Changes (additions in bold and italicized, deletions in strike through):

CHEM 2110 Foundations of Quantitative Chemical Analysis (3)

This is an introduction to the theory and practice of quantitative analytical chemistry and analytical laboratory techniques. Topics include common analytical instrumentation, statistics for error and data analysis, various chemical equilibria systems including acid-base and electrochemistry, discussions on ionic strength, activity, and multiple connected chemical equilibria systems, and various electrochemistry topics including redox reactions, titrations, potentiometry, and electrolysis. Theoretical concepts learned in the lecture will be supported by the application of concepts in the laboratory. Prerequisite: A grade of C or better in CHEM 1100 and 1001 and MATH 1050 or higher. 100 minutes of lecture/discussion and 150 minutes of laboratory per week. (2 units lecture 1 unit lab)

CHEM 2240 Foundations of Bioinorganic Chemistry (3)

This course introduces core concepts of inorganic chemistry focusing on metals and selected nonmetals in biology. This includes oxidation-reduction reactions, acid-base chemistry, coordination chemistry, periodicity, bioinorganic thermodynamics, symmetry, crystal and ligand field theory, and fundamental transition metal chemistry as it applies to biological systems. Pre-requisite: A C or better in CHEM 1000 or equivalent. 150 minutes of lecture/discussion per week.

CHEM 3110 Advanced Quantitative Chemical Analysis (3)

This course is a continuation of the theory and practice of quantitative analytical chemistry and analytical laboratory techniques. Topics include solubility and complex formation equilibria, polyprotic acid-base systems, gravimetric and titrimetric methods, advanced discussions on activity and multiple connected equilibria, and a foundation for the use and theory of spectrophotometric and separation instrumentation. The chemical laboratory methods will include various analytical techniques with a focus on precision and accuracy of experimental data. Prerequisites: A grade of C or better in CHEM 2110 and be a Chemistry or Biochemistry Major or Chemistry Minor. 100 minutes of lecture/discussion and 150 minutes of laboratory per week.

CHEM 3908 Seminar in Chemical Literature (3)

Students will develop expository and argumentative reading and writing skills for different rhetorical contexts, including researching the chemical literature, reading, and writing an academic research paper on a chemical topic. One-third of the course focuses on disciplined inquiry leading to self-discovery and self-knowledge. Courses contain frequent reading and writing assignments. 150 minutes of lecture/discussion. This course must be completed before enrolling in CHEM 4908. This course satisfies the SELF and

GWAR requirements of the CSUB GE Program. Prerequisite: At least 90 units, completion of area A2, and a grade of C or better in CHEM 2900, and 3600, and one of the following: CHEM 3100 or 3310 or 4200.

CHEM 3948 Seminar in Biochemical Literature (3)

Students will develop expository and argumentative reading and writing skills for different rhetorical contexts, including researching the biochemical literature, reading, and writing an academic research paper on a biochemical topic. One-third of the course focuses on disciplined inquiry leading to self-discovery and self-knowledge. Courses contain frequent reading and writing assignments. 150 minutes of lecture/discussion. This course must be completed before enrolling in CHEM 4948. This course satisfies the SELF and GWAR requirements of the CSUB GE Program. Prerequisite: At least 90 units, completion of area A2, and a grade of C or better in CHEM 2940, and 3400, and one of the following: 3100 or 3310 or 3500.

2. Resource Implications.

The introduction of CHEM 2110 and 3110 will reduce resource requirements. This is because they replace the current offerings of CHEM 2100 (3 units of lecture, 1 unit of lab) and 3100 (3 units of lecture and 2 units of lab) which are offered in alternating semesters. The new sequence totals 4 units of lecture (2 each for CHEM 2110 and 3110) and 2 units of lab (1 each for both courses). Thus, WTU needs are lowered by 1 WTU of lecture and 2 WTU for lab annually.

CHEM 2240 and CHEM 2200 will be offered in alternate semesters. Thus, the new course will add only 1 WTU to the annual schedule. Similarly, CHEM 3908 and 3948 will replace the existing CHEM 3900 and 3940 in the curriculum, thus adding 1 WTU each to the annual schedule. Taken together, these new courses that are needed for the chemistry and biochemistry programs to stay ACS certified will add 3 WTU to the annual schedule.

As a package, these changes will be WTU neutral while enabling the department to introduce the long-desired ACS certified B.S. in Biochemistry degree.

3. Curriculum Implications and Rationale

CHEM 2110 and 3110 will replace the CHEM 3100 in the chemistry and biochemistry curriculum. Ever since we went to semesters, students were and are struggling in CHEM 1100 as this is a two unit course covering a lot of material by necessity. Since CHEM 1100 is also a service course to a number of other departments, an increase of units of this course is not really feasible. Therefore, the department decided to change the distribution of course content, introducing a lower division Quantitative Chemical Analysis course. Currently, chemistry majors complete 5 units of lecture and 2 units of laboratory in the Analytical chemistry sequence (2 units of CHEM 1100, 3 units of lecture and 2 units of lab with CHEM 3100). This change will add 1 unit of lecture to the sequence (2 units

of lecture of CHEM 1100, 2 units lecture and 1 unit of lab each for CHEM 2110 and 3110). This change will take pressure of CHEM 1100 and improve student success rates in that course. It is also required to enable the department to introduce the new concentration of "ACS certified" with the B.S. in Biochemistry. ACS certification requirements require at least 3 units of lecture at the foundational level. With the current available courses, that would require this new degree to include CHEM 3100 at 5 units a unit count the new degree cannot accommodate within the available 120 units. The current CHEM 2100 is a service course used by CLS majors. The new CHEM 2110 will be fully suitable for the same purpose (thus becoming a major and service course), while reducing the units for student pursuing CLS by 1 unit.

CHEM 2240 is designed for the B.S. in Biochemistry degree program and urgently needed for the new ACS concentration. ACS rules require three lecture units of foundational instruction in inorganic chemistry. CHEM 2200 is only 2 units, thus the ACS degree requires students to complete CHEM 4200 as well, adding not 1 but 3 further units to the degree program. With this course, fundamental ideas of inorganic chemistry will be introduced using a biological approach. The course is designed to provide students with all the knowledge needed to continue into CHEM 4200 if they wish to choose this course as an elective.

The two literature courses, CHEM 3908 and CHEM 3948, are designed in response to the new requirement by the Chancellor's Office to discontinue requiring the GVAR exam but rather have students complete a GVAR course. This would add 3 units to all chemistry and biochemistry degree programs. By incorporating the SELF component of the GE program into the current course content of CHEM 3900 and 3940, the stringent writing requirements for a GVAR course can be met. The addition of the SELF material requires the increase of units by 1 from the existing courses. Once the new courses are approved, they will replace the existing courses in a similar fashion to CHEM 4908 and 4948 replacing CHEM 4900 and 4940 (which occurred in 2017).

While very similar in content, both CHEM 3908 and CHEM 3948 are needed, one each of the chemistry and the biochemistry degree program.

This change will add 1 unit rather than 3 units to all existing chemistry and biochemistry degrees, which can be accomplished due to available "free elective" units in all major options.

4. *Request for Approval New Course/Course Changes.*

See attached.

5. *Final version of the catalog copy*

CHEM 2110 Foundations of Quantitative Chemical Analysis (3)

This is an introduction to the theory and practice of quantitative analytical chemistry and analytical laboratory techniques. Topics include common analytical instrumentation,

statistics for error and data analysis, various chemical equilibria systems including acid-base and electrochemistry, discussions on ionic strength, activity, and multiple connected chemical equilibria systems, and various electrochemistry topics including redox reactions, titrations, potentiometry, and electrolysis. Theoretical concepts learned in the lecture will be supported by the application of concepts in the laboratory. Prerequisite: A grade of C or better in CHEM 1100 and 1001 and MATH 1050 or higher. 100 minutes of lecture/discussion and 150 minutes of laboratory per week. (2 units lecture 1 unit lab)

CHEM 2240 Foundations of Bioinorganic Chemistry (3)

This course introduces core concepts of inorganic chemistry focusing on metals and selected nonmetals in biology. This includes oxidation-reduction reactions, acid-base chemistry, coordination chemistry, periodicity, bioinorganic thermodynamics, symmetry, crystal and ligand field theory, and fundamental transition metal chemistry as it applies to biological systems. Pre-requisite: CHEM 1000 or equivalent. 150 minutes of lecture/discussion per week.

CHEM 3110 Advanced Quantitative Chemical Analysis (3)

This course is a continuation of the theory and practice of quantitative analytical chemistry and analytical laboratory techniques. Topics include solubility and complex formation equilibria, polyprotic acid-base systems, gravimetric and titrimetric methods, advanced discussions on activity and multiple connected equilibria, and a foundation for the use and theory of spectrophotometric and separation instrumentation. The chemical laboratory methods will include various analytical techniques with a focus on precision and accuracy of experimental data. Prerequisites: A grade of C or better in CHEM 1100 and 1001 and MATH 1050 or higher and be a Chemistry or Biochemistry Major or Chemistry Minor. 100 minutes of lecture/discussion and 150 minutes of laboratory per week.

CHEM 3908 Seminar in Chemical Literature (3)

Students will develop expository and argumentative reading and writing skills for different rhetorical contexts, including researching the chemical literature, reading, and writing an academic research paper on a chemical topic. One-third of the course focuses on disciplined inquiry leading to self-discovery and self-knowledge. Courses contain frequent reading and writing assignments. 150 minutes of lecture/discussion. This course must be completed before enrolling in CHEM 4908. This course satisfies the SELF and GEAR requirements of the CSUB GE Program. You must be a senior and have completed either CHEM 3100, 3310, 3400 or 3610 to enroll in this course.

CHEM 3948 Seminar in Biochemical Literature (3)

Students will develop expository and argumentative reading and writing skills for different rhetorical contexts, including researching the biochemical literature, reading, and writing an academic research paper on a biochemical topic. One-third of the course focuses on disciplined inquiry leading to self-discovery and self-knowledge. Courses contain frequent reading and writing assignments. 150 minutes of lecture/discussion. This course

must be completed before enrolling in CHEM 4948. This course satisfies the SELF and GWAR requirements of the CSUB GE Program. You must be a senior and have completed either CHEM 3100, 3310, 3400 or 3610 to enroll in this course.

From: Brian Street
Sent: Saturday, September 10, 2022 2:11 PM
To: Aaron Hegde
Cc: Katherine Van Grinsven
Subject: RTP timeline review

Follow Up Flag: Follow up
Flag Status: Flagged

Aaron,

I have a concern regarding the calendar and timeline of RTP file review and believe the review of this concern would be best completed in the Senate.

My concern with the calendar and timeline of RTP file review is specifically related to the time given to the President to review.

From RES 192019, and discussions thereof, it is my understanding that the President has made P&VPAA her designee for final RTP file review, and does not review RTP files (with the exception in specific cases). However, RTP review calendars and timelines have not been updated. For example, for 3rd-6th year probationary faculty RTP review timeline, 2 months is given from the point at which the P&VPAA submits his file review letter to when the President offer letter is submitted.

There are 2 areas I hope, and think important, that the Senate should review;

1. Can the time given to the President to review files be utilized by the other levels of review, importantly, for Unit Committee review which can have as little as 2 weeks to review and submit letters.
2. Can the time when letters from the campus, renewing probationary faculty contracts, be given out earlier
 - a. International faculty, requiring their offer letter for Visa renewals, could benefit from the new offer letters being received earlier than the current date, June 15th.

I thank the Executive Committee for their time considering this item.

Dr. Street

Brian D. Street, Ph.D.
Chair and Associate Professor, Department of Kinesiology
Core Faculty, Doctoral Program in Educational Leadership
Director, Faculty Leadership Academy
CSU, Bakersfield
EDUC 140
Phone: (661) 654-2551

Katherine Van Grinsven

From: Danielle Solano
Sent: Saturday, October 22, 2022 11:12 AM
To: Aaron Hegde
Cc: Katherine Van Grinsven
Subject: Senate Action Item: Changing "Academic Probation" to "Academic Notice"

Good Morning Aaron,

On the behalf of the Student Success Analytics team, I am requesting that the Academic Senate look into the issue of changing the name of "Academic Probation". Research shows that students placed on academic probation are less likely to be retained, even when compared to students with similar GPAs (i.e., those just below the cutoff compared to those just above the cutoff). One possible solution, which has been adopted by CSU Fullerton, has been to change the name of "Academic Probation" to "Academic Notice" which has a less negative connotation. This strategy was highlighted not only in a webinar attended by the Student Success Analytics Team, but also at the recent CSU Success Symposium. A simple name change such as this will help students on academic probation feel less stigmatized and will hopefully lead to an increase in retention of students placed on academic probation.

I have provided some references that might be useful below. If additional evidence is needed, members of the Student Success Analytics team would be happy to meet with the Senate and provide support for this name change. Of particular note, Dean Elizabeth Adams was heavily involved in the abovementioned change at CSU Northridge and would be willing to share her expertise.

References:

The Problems With Academic Probation

<https://www.insidehighered.com/views/2022/03/23/how-fix-problems-academic-probation-opinion>

A Positive Change for a Negative Label

<https://www.insidehighered.com/news/2022/04/18/csu-fullerton-changes-term-academic-probation-notice>

Thank you,

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

Office: SCI II 268

Phone: (661) 654-2785

Email: dsolano@csb.edu

***Schedule an appointment with me using this link: <https://dsolano.as.me/>

Attachment: ATI Instructional Materials Handbook Appendix- AS&SS

From: Melissa Danforth <mdanforth@csub.edu>
Sent: Monday, November 14, 2022 10:51 AM
To: Aaron Hegde <shegde@csub.edu>; Elaine Correa <ecorrea1@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: ATI Instructional Materials Handbook Appendix

Hi Aaron and Elaine,

The ATI instructional materials appendix of the Handbook still needs to be referred to AS&SS. The resolution was withdrawn in Spring because AS&SS were working off the old goals and indicators instead of the new goals and metrics the Chancellor's Office created for the 2020/21 academic year. The CO has given all campuses this year "off", without requiring ATI reports, to allow them time to implement the new guidelines, so this is the ideal time to refer it back to AS&SS.

Current CO goals and indicators: <https://ati.calstate.edu/instructional-materials/goals>

The Handbook appendix needs to align to these goals and indicators (expand each goal to see its indicators). There may also need to be some policy changes with respect to curriculum review and approval (Goal 6), which means AAC may need to be involved. The appendix however is the most important part for Fall 2023's report to the CO.

I've also attached the last ATI Instructional Materials subcommittee report from Fall 2021 (IMAP Report – Fall 2021 – Final.docx) and the metrics we reported to the CO that term (IM CAR AY20_21 – Final.pdf). Note that the metrics reported in Fall 2021 were for the old goals and indicators, since it was actually the 2020/21 academic year report (the last year the old goals and indicators applied).

Melissa

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Dr. Melissa Danforth
Vice Chair, CSUB Academic Senate
Professor of Computer Science
Department of Computer & Electrical Engineering/Computer Science
California State University, Bakersfield
Website: <https://www.cs.csub.edu/~melissa/>

ATI Instructional Materials Report – Fall 2021

Recommendations, Accomplishments During 2020/21, and Plans for 2021/22

Subcommittee Members:

- Melissa Danforth, Academic Senate Vice Chair, IM Subcommittee Chair
- Alex Slabey, FTLC Instructional Designer, IM Subcommittee Vice Chair
- Janice Clausen, SSD Director
- Lenny Perez, SSD Advisor
- Michelle Brooks, SSD Advisor – Antelope Valley
- Rebecca Weller, FTLC Faculty Director
- Amanda Grombly, Associate Librarian
- Richard Salcedo, Bookstore Manager
- Lisa Zuzarte, Academic Operations Director
- Deborah Boschini, AVP Faculty Affairs
- Debra Jackson, AVP Academic Affairs and Dean of Academic Programs
- Markel Quarles, AVP Student Affairs and Student Services

Internal Recommendations to CSUB ATI Steering Committee

The ATI IM subcommittee recommends resources be focused on the following plans to address the remaining effort and to set a proper foundation for the revised success indicators issued by the Chancellor's Office this year. These activities will help accelerate our progress towards achieving "Established" or higher outcomes in the revised success indicators.

Summer 2022 ATI IM Task Force

In the long term, having the subcommittee meet every summer will be beneficial to provide appropriate time and attention to gather data, assess progress, and make recommendations on improvement. However, in the short term, there are additional ATI IM challenges which will require additional effort to address and so we recommend that a task force be convened for Summer 2022.

In particular, policies and procedures need to be evaluated in light of the new success indicators, the current Instructional Materials Accessibility Plan in the University Handbook is out-of-date, and several of the success indicators in the IM report have not made sufficient progress towards achieving "Established" or higher outcomes.

The task force would convene in June 2022 and be expected to make their recommendations to the Academic Senate, the ATI Working Group, the ATI Steering Committee, and other appropriate administrative bodies in August 2022.

A request for the composition and charge of the task force will go to Academic Senate for their consideration and approval. We are asking the ATI Steering Committee to provide budgetary support for the task force. Academic year personnel on the task force will need MOUs with appropriate compensation for their work during the summer since they are not under contract during that time. For 12-month personnel, there should be agreements with their supervisors to redirect a portion of their time to this effort, and/or appropriate PTO or extra pay compensation for their efforts. We estimate

that the task force will require weekly one-hour meetings for the 10 weeks of the term, plus an additional 2-3 hours per week for research into the issues, analysis of data found, and drafting recommendations, for an overall effort of about 30-40 hours per individual.

Creation of an Alternate Media Center

The IM subcommittee also recommends the creation of an alternate media center, with an additional staff member dedicated to providing support for the production of alternate media and accessible instructional materials. While there are staff members in ITS, FTLC, and SSD who can provide some alternate media support, there is need for more expertise in this area.

Additionally, an alternate media center will provide a “one stop shop” for faculty, staff, and students who need assistance with producing accessible materials. This center would support the entire campus with the production of accessible materials, not just the production of accessible instructional materials. As our campus grows, this sort of support is essential to ensure accessibility becomes part of the campus culture. Similar centers are commonly found at other CSUs of our size, such as at CSU Monterey Bay and CSU Chico.

Awareness Campaign and Exemplars

Previous efforts to develop a specific IM awareness campaign were not seen through to completion. Additionally, there has been no focused effort on developing exemplars of accessible materials. Specific resources need to be devoted to this effort, and the effort should be led by faculty members to provide the best bridge to other faculty members to encourage incorporation of accessibility and UDL principles into instructional materials. It is too late to provide faculty release time for Spring 2022, since course schedules have already been drafted and students will begin enrolling on November 8th. Therefore, we recommend that a summer stipend be provided to a small team of faculty members, with assistance from supporting staff members, for this task during Summer 2022, allowing the ATI IM Task Force to focus on the broader issues within ATI IM. The faculty members and supporting staff members would be recruited and selected during Spring 2022 by the IM subcommittee, with appropriate consultation with Academic Senate. The team will present their recommendations to the IM subcommittee in Fall 2022.

Recommendations for President’s Annual ATI Summary for 2020/21

Summarize Milestones Based on Yearly Plan:

- Pandemic accelerated adoption of LMS by faculty members, particularly those previously not using an LMS, and also accelerated the adoption of instructional technology tools with accessibility and captioning support.
- Pilot of Ally tool for Canvas was approved by the Academic Senate, and Ally was fully integrated into Canvas in 2020/21. Approximately 125 instructors used Ally during Spring 2021 to improve their course materials on Canvas, while over 2,500 students downloaded alternate media formats generated automatically by Ally.
- Faculty Teaching and Learning Center (FTLC) provided the following workshops with accessibility and UDL components:
 - Teaching Online with Proficiency Series (TOPS) training was given in the summer of 2020 to 298 participants. Module 2 included a section on “Maximizing Accessibility” in a four day workshop.

- TOPS II: Creating an Inclusive Online Classroom was given during the 2021 winter intersession to 97 participants. Module 1 on “10 Principles of an Inclusive Syllabus” highlighted UDL guidelines.
- "Canvas: Ally and Accessibility” training was given on May 10, 2021, with 8 attendees.
- ATI IM website was updated to list all relevant policies and procedures.
- Key stakeholders for the IM subcommittee were identified and invited to participate in this data analysis and report generation.

Key Goals for Next Year:

- Review new success indicators and assess any processes, policies, and procedures that will need to be revised and/or enhanced in response to new indicators.
- Review and update policies related to textbook adoption to assure compliance with laws and regulations.
- Develop policies and procedures for textbook selection for all faculty members, including late hires, that complies with rules and regulations for accessibility.
- Continue to encourage use of Ally tool to improve course materials via workshops for faculty members.
- Participate in the CSU-wide “Fix Your Content Day” Ally competition in April 2022.
- Continue TOPS training and other training on IM accessibility through FTLC. TOPS 3.0 was offered in Summer 2021.
- Update ATI IM website to include resources for accessible instructional materials, including FTLC training and exemplars.

Remaining Effort:

- Master textbook lists [Goals #1 and #2]: Develop implementation procedures and encourage wider adoption of the master textbook list concept. Currently, only a handful of departments submit master textbook lists to the CSUB Bookstore.
- Faculty training/staff support [Goals #4 and #5]: Policies have been designed and approved, but additional faculty training and staff support are necessary for follow-through.
- Instructor certification [Goal #6]: Academic Senate temporarily suspended online / hybrid instructor certification during pandemic due to logistical challenges in certifying all instructors. Distributed Learning Committee and Academic Senate need to develop a plan for moving forward that addresses these challenges.
- Exemplars [Goal #7]: Revise and enhance plans to develop exemplars for accessible instructional materials.
- Awareness campaign [Goal #8]: Update draft ATI awareness campaign plan, identifying resources needed, and provision toward the goal of ensuring an active and continuing plan.
- IMAP Initiative [Goal #9]: Approve the ATI IM subcommittee charter and establish a timeline for the ATI IM subcommittee to annually review the ATI IM plans and achievements.

ATI Instructional Materials Report Worksheet 2020/21

See attached worksheet.

Review Responses with Option to Download a PDF Version Before Submitting

Reminder: The link to "Download PDF Version" is at the bottom left corner of this page.

Campus

Campus Name - Required

- o Bakersfield

1.0 Timely Adoption

Goal 1.0: The campus has implemented a comprehensive plan to ensure the timely adoption of textbooks and other instructional materials.

1.0 Goal Status - Required

- o Established

Key Accomplishments AY20/21 (Please list 3 to 5)

- o Accomplishment 1 : Provost's Office sends out textbook adoption memos each semester in advance of advising period for upcoming term.
- o Accomplishment 2 : Additional data was added to the textbook adoption process. In a Basic Needs survey conducted by Student Affairs, 47% of students reported struggling with affording textbooks and access codes for classes. In an effort to help students better understand the costs associated with each class, instructors are now required to indicate the type of textbook (new edition only, can use an older edition, used book OK, open educational resource, etc.) and if there are required course content through an access code which must be purchased with the books. This additional information will better help students understand the course materials required for their courses.

Key Plans AY21/22 (Please list 3 to 5)

- o Plan 1 : • Review and update policies related to textbook adoption to assure compliance with laws and regulations.
- o Plan 2 : • Develop policies and procedures for textbook selection for all faculty members, including late hires, that complies with rules and regulations for accessibility.
- o Plan 3 : • Develop implementation procedures and encourage wider adoption of master textbook lists.
- o Plan 4 : • Reinstitute regular reporting by Provost's Office to deans and department chairs about missing textbook adoptions (already accomplished in Fall 2021).

Comments

1.0 Success Indicators

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
1.1 Campus has formally documented (e.g. Policy, Resolution, or Procedure) a process to ensure the timely adoption of textbooks and other instructional materials. [Commitment]	Established			X	University Handbook Section 203.3 requires timely adoption of instructional materials. University Handbook Appendix K has the Instructional Materials Accessibility Plan Handbook: https://www.csub.edu/senate/university-handbook
1.2 Campus has developed capacity (e.g. established practices, specified staff time, educational/training resources, and/or technology) to achieve compliance with timely adoption. [Ability]	Established		X	X	Provost's Office sends out textbook adoption deadline memos each semester.
1.5 Campus has established a process to distribute performance reports regarding timely adoptions to campus administration at least annually. [Measurement]	Defined			X	Previous regular reporting of missing textbook adoptions was not transitioned over to interim person filling this role in Provost's Office during AY 2020/21. New person hired for role will begin this reporting again in Fall 2021.

2.0 Identification of IM for Late-Hire Faculty

Goal 2.0: The campus has implemented a comprehensive plan to ensure that textbooks have been identified for courses with late-hire faculty.

2.0 Goal Status - Required

- o Initiated

Key Accomplishments AY20/21 (Please list 3 to 5)

- o Accomplishment 1 : Academic Senate is considering additional policy and policy revisions regarding textbook adoptions for late hires.

Key Plans AY21/22 (Please list 3 to 5)

- o Plan 1 : • Review and update policies related to textbook adoption to assure compliance with laws and regulations.
- o Plan 2 : • Develop policies and procedures for textbook selection for all faculty members, including late hires, that complies with rules and regulations for accessibility.
- o Plan 3 : • Develop implementation procedures and encourage wider adoption of master textbook lists.

- Plan 4 : • Reinstigate regular reporting by Provost's Office to deans and department chairs about missing textbook adoptions (already accomplished in Fall 2021).

Comments

2.0 Success Indicators

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
2.4 Campus has established a process to distribute performance reports regarding timely, late-hire adoptions to campus administration at least annually. [Measurement]	Initiated			X	University Handbook Appendix K has the Instructional Materials Accessibility Plan Handbook: https://www.csub.edu/senate/university-handbook Academic Senate is considering additional policy and policy revisions regarding textbook adoptions for late hires. Previous regular reporting of missing textbook adoptions was not transitioned over to interim person filling this role in Provost's Office during AY 2020/21. New person hired for role will begin this reporting again in Fall 2021.

4.0 Faculty Use of LMS (or non-LMS) Course Websites

Goal 4.0: The campus has implemented policies and procedures to promote the posting of all required curricular and instructional resources (including print-based and multimedia materials) in a central, accessible electronic location.

4.0 Goal Status - Required

- Defined

Key Accomplishments AY20/21 (Please list 3 to 5)

- Accomplishment 1 : Pandemic accelerated adoption of LMS by faculty members, particularly those previously not using an LMS. Pandemic also accelerated adoption of instructional technology tools with accessibility and captioning support.
- Accomplishment 2 : Pilot of Ally tool for Canvas was approved by the Academic Senate, and Ally was fully integrated into Canvas in 2020/21. Approximately 125 instructors used Ally during Spring 2021 to improve their course materials on Canvas, while over 2,500 students downloaded alternate media formats generated automatically by Ally.

Key Plans AY21/22 (Please list 3 to 5)

- Plan 1 : • Policies have been designed and approved, but additional faculty training, staff support, and resources are necessary for follow-through.
- Plan 2 : • Continue to encourage use of Ally tool to improve course materials via workshops for faculty members (see Goals 6 and 8 for workshop details).
- Plan 3 : • Participate in the CSU-wide "Fix Your Content Day" Ally competition in April 2022.

Comments

4.0 Success Indicators

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
4.1 Campus has formally documented (e.g., Policy, Resolution or Procedure) a process to promote or require the posting of instructional materials to a central, electronic location (e.g. LMS, lecture capture system, course website)	Managed			X	Senate Resolution 192011 established Canvas as the official LMS for the campus. Resolutions: https://www.csub.edu/senate/resolutions University Handbook Appendix K has the Instructional Materials Accessibility Plan Handbook: https://www.csub.edu/senate/university-handbook
4.3 Campus has established specific guidelines and procedures for submitting course and curricular materials hosted in campus LMS. [Commitment]	Established		X	X	University Handbook Section 303.1.1 requires certification of faculty teaching online or hybrid courses. University Handbook Section 203.12 has the Distributed Learning Policy, which lists the procedures for certification as an online or hybrid instructor. University Handbook Appendix K has the Instructional Materials Accessibility Plan Academic Senate resolutions 192014 and 202101 temporarily suspended certification requirements during primarily virtual operations. Handbook: https://www.csub.edu/senate/university-handbook Resolutions: https://www.csub.edu/senate/resolutions

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
4.5 Campus has implemented a procedure that provides alternate media production staff with timely access to instructional materials within the central electronic location. [Ability]	Defined		X	X	There is no dedicated alternate media center, but staff in Services for Students with Disabilities (SSD), Information Technology Services (ITS), and the Faculty Teaching and Learning Center (FTLC) can assist with alternate media production. Ally tool in Canvas provides automatic conversion of course resources to alternative media formats. Ally information: https://its.csub.edu/ally

5.0 Accessibility Requirements for Multimedia

Goal 5.0: The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the adoption process for all multimedia-based instructional resources.

5.0 Goal Status - Required

- o Defined

Key Accomplishments AY20/21 (Please list 3 to 5)

- o Accomplishment 1 : Pandemic accelerated adoption of instructional technology tools with accessibility and captioning support.

Key Plans AY21/22 (Please list 3 to 5)

- o Plan 1 : • Review new success indicators and assess any processes, policies, and procedures that will need to be revised and/or enhanced in response to new indicators.

Comments

- o Lay the foundation for successful launch of the new success indicators.

5.0 Success Indicators

6.0 Accessibility Requirements for Curricular Review and Approval

Goal 6.0: The campus has implemented policies and procedures to ensure that accessibility requirements have been incorporated into the curricular review process.

6.0 Goal Status - Required

- o Defined

Key Accomplishments AY20/21 (Please list 3 to 5)

- o Accomplishment 1 : Faculty Teaching and Learning Center (FTLC) began Teaching Online with Proficiency Series (TOPS) training for course redesign in a virtual environment, which included modules on accessible instructional materials. 298 faculty participated in TOPS 1.0 in Summer 2020 and 97 faculty participated in TOPS 2.0 in Winter Intersession 2021.

Key Plans AY21/22 (Please list 3 to 5)

- o Plan 1 : • Academic Senate temporarily suspended online / hybrid instructor certification during pandemic due to logistical challenges in certifying all instructors. Distributed Learning Committee and Academic Senate need to develop a plan for moving forward that addresses these challenges.
- o Plan 2 : • Continue TOPS training and other training on accessibility. TOPS 3.0 was offered in Summer 2021.

Comments

6.0 Success Indicators

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
6.2 Campus has established accessibility standards or guidelines for selecting, authoring, and procuring curricular materials (e.g. documents, videos, web/mobile applications). E.g., Course Accessibility Checklist. [Commitment]	Defined		X	X	ITS Solutions Consulting and TAR have accessibility procedures for procurement of curricular materials (see Procurement report). University Handbook Appendix K has the Instructional Materials Accessibility Plan Handbook: https://www.csub.edu/senate/university-handbook

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
6.4 Campus has established a process to allow for the review of the accessibility of online courses before posting. [Measurement]	Defined		X	X	University Handbook Section 303.1.1 requires certification of faculty teaching online or hybrid courses. University Handbook Section 203.12 has the Distributed Learning Policy, which lists the procedures for certification as an online or hybrid instructor. University Handbook Appendix K has the Instructional Materials Accessibility Plan Academic Senate resolutions 192014 and 202101 temporarily suspended certification requirements during primarily virtual operations. Handbook: https://www.csub.edu/senate/university-handbook Resolutions: https://www.csub.edu/senate/resolutions
6.5 Campus has established a process for faculty and/or instructional staff to incorporate accessibility at time of course redesign. [Measurement]	Defined		X	X	University Handbook Appendix K has the Instructional Materials Accessibility Plan Handbook: https://www.csub.edu/senate/university-handbook QM certification for online/hybrid instructors includes accessibility. UDL and accessibility training are provided by the FTLC on a regular basis. Summer 2020 had TOPS 1.0 training with a module on maximizing accessibility. Winter Intersession 2021 had TOPS 2.0 training with a module highlighting UDL guidelines. Spring 2021 had a workshop titled "Canvas: Ally and Accessibility". TOPS website: https://www.csub.edu/ftlc/tops

7.0 Supporting Faculty Creation of Accessible IM

Goal 7.0: The campus has implemented policies and procedures to support faculty in selecting, authoring, and delivering accessible instructional materials.

7.0 Goal Status - Required

- Defined

Key Accomplishments AY20/21 (Please list 3 to 5)

- Accomplishment 1 : • Pilot of Ally tool was approved by Academic Senate and was incorporated into Canvas in 2020/21. (See Goal 4 for more details on Ally pilot)

Key Plans AY21/22 (Please list 3 to 5)

- Plan 1 : • Revise and enhance plans to develop exemplars for accessible instructional materials.
- Plan 2 : • Continue to encourage use of Ally tool to improve course materials via workshops for faculty members (see Goals 6 and 8 for workshop details).

Comments

7.0 Success Indicators

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
7.1 Campus has formally documented (through Policy, Resolution or Procedure) the nature of faculty responsibility for selecting and authoring accessible curricular materials. [Commitment]	Established			X	University Handbook Section 203.12 has the Distributed Learning Policy. University Handbook Appendix K has the Instructional Materials Accessibility Plan Handbook: https://www.csub.edu/senate/university-handbook

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
7.3 Campus has developed and disseminated examples of accessible curricular materials and practices (e.g. accessible syllabus template, faculty exemplars). [Ability]	Initiated		X	X	Accessible Canvas course template has been developed. The template is available at https://lor.instructure.com/resources/f86734578fc0443fb067ea86304e7b43?shared
7.5 Campus has established a procedure and provided associated tools to allow faculty and/or instructional staff to verify the accessibility of curricular content. [Ability]	Defined	2020	X	X	Senate Resolution 202116 initiated a pilot of the Ally tool for Canvas. This resolution encourages faculty to check their Canvas course materials for accessibility using Ally. Resolutions: https://www.csub.edu/senate/resolutions

8.0 Communication Process and Training Plan

Goal 8.0: The campus has implemented a broad-based ATI awareness campaign, supported by a comprehensive training infrastructure to increase technological accessibility across the campus.

8.0 Goal Status - Required

- o Initiated

Key Accomplishments AY20/21 (Please list 3 to 5)

- o Accomplishment 1 : ATI IM website was updated to list all relevant policies and procedures.
- o Accomplishment 2 : Multiple workshops and trainings for accessibility and UDL were provided to faculty members, including TOPS training and Ally training.

Key Plans AY21/22 (Please list 3 to 5)

- o Plan 1 : • Update draft ATI IM awareness campaign plan, identifying resources needed, and provision toward the goal of ensuring an active and continuing plan.
- o Plan 2 : • Update ATI IM website to include resources for accessible instructional materials, including FTLC training and exemplars.

Comments

8.0 Success Indicators

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
8.1 Campus has developed a formal awareness campaign to increase knowledge of accessibility issues and responsibilities. [Commitment]	Initiated		X	X	ATI Working Group has created a general awareness flyer, which includes Procurement, Web, and Instructional Materials. Original plans for awareness campaign need to be updated, with appropriate resources provided for success.

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
8.3 Campus has developed and disseminated a variety of training materials, both in content and modality (e.g. quick use guides, workshops, FAQ), for selecting, authoring, procuring, and distributing accessible instructional mater	Established		X	X	UDL and accessibility training are provided by the FTLC on a regular basis. Summer 2020 had TOPS 1.0 training with a module on maximizing accessibility. Winter Intersession 2021 had TOPS 2.0 training with a module highlighting UDL guidelines. Spring 2021 had a workshop titled "Canvas: Ally and Accessibility". TOPS website: https://www.csub.edu/ftlc/tops
8.11 Campus has integrated accessibility into faculty orientations [Measurement]	Initiated			X	Fall 2020 faculty were encouraged to participate in the TOPS training detailed above. Additional materials will be incorporated into New Faculty Orientation in Fall 2022.

9.0 Process Indicators

Goal 9.0: The campus IMAP committee has sufficient breadth, resources, and authority to effectively implement a comprehensive IMAP initiative.

9.0 Goal Status - Required

- Initiated

Key Accomplishments AY20/21 (Please list 3 to 5)

- Accomplishment 1 : Key stakeholders for the IM subcommittee were identified and invited to participate in this data analysis and report generation.

Key Plans AY21/22 (Please list 3 to 5)

- Plan 1 : • Ratify draft ATI IM subcommittee charter.
- Plan 2 : • Convene IM subcommittee in Spring term, so data analysis and report can be completed in the summer.

Comments

- Summer activity will require putting academic year faculty and staff under MOU for summer work expectations on the IM subcommittee but moving the timeline back to summer is critical to have sufficient time to complete the IM subcommittee tasks.

9.0 Success Indicators

	Status – Required	Year Started	Worked on in AY20/21	Will work on in AY21/22	REQUIRED Evidence/Comments
			Yes	Yes	
9.1 Campus IMAP committee membership consists of stakeholders from all key units (Student Affairs, Academic Senate, Curriculum Committee, Academic Technology, Library) as well as faculty, staff and students. [Commitment]	Defined		X	X	Stakeholders from each key unit have been identified, along with additional stakeholders from faculty, staff, and students. Most stakeholders were able to participate in the IM subcommittee to prepare this report, but a few key stakeholders are still being recruited. ATI IM plans to initiate calls for participation earlier in the year to facilitate participation in 2022.
9.3 Campus has established a process to review and revise the campus ATI Instructional Materials plan on an annual basis. [Measurement]	Initiated		X	X	Draft ATI IM subcommittee charter has been created and is in the process of revision and ratification. University Handbook Appendix K has the Instructional Materials Accessibility Plan Handbook: https://www.csub.edu/senate/university-handbook

Final Comments and Review Options

Final Comments

Opportunity to Review and/or Download Report Responses BEFORE Submission

- I would like to review the responses and/or be given the option to "Download PDF Version" of this report before it's submitted.

[Download PDF Version](#)

Attachment: Police Advisory Council

From: [Aaron Hegde](#)
To: [Katherine Van Grinsven](#)
Subject: FW: Police Advisory Council.
Date: Thursday, September 1, 2022 2:34:51 PM
Attachments: [image001.jpg](#)

Hi, Katie

Could you please put an agenda item titled "Police Advisory Council" under elections and appointments for the next EC meeting agenda?

Thanks,

Aaron

DR. S. AARON HEGDE, PHD
Chair, Academic Senate
Chair and Professor, Economics
Director, ERM Program

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

shegde@csub.edu

Schedule Appointment: <https://app.acuityscheduling.com/schedule.php?owner=20625205>

California State University, Bakersfield



From: Martin Williamson <mwilliamson@csub.edu>

Date: Thursday, September 1, 2022 at 2:13 PM

To: Aaron Hegde <shegde@csub.edu>

Subject: Police Advisory Council.

Hi Dr. Hedge,

Just a quick reminder of the vacant faculty rep for the Police Advisory Council to replace Michael Harville. Our first meeting is scheduled for Sept. 23, 2022 at 9am via zoom.

Thanks!

Marty Williamson
Assistant Vice President and Chief of Police

Attachments: Evaluation of Academic Administrators- Handbook 311.1

Background:

In August 2021, Beth Bywaters interpreted the language of Handbook 311.1 as the call for faculty on Academic Administrator Review Committee (AARC) Provost to be early in Fall '21 semester; the first academic year after the Provost's May 2020 hire. Upon mentioning the Fall '21 formation the AARC to Dee Dee Price, she shared her interpretation, having served as coordinator of many AARCs:

The AARC for Provost would be formed in the Spring of his second year after hire. That would be this semester.

Here is some clarifying language which conforms to the timing and practice of the Academic Administrator Review Committee.

311.1 General Guidelines

Each academic administrator shall be evaluated according to these procedures at three-year intervals. The **first** review **process** should be initiated early in fall semester after their initial hire. **The Academic Administrator Review Committee (AARC) is formed in the following Spring of the administrator's second year.** The President or the President's designee prepares the schedule of the evaluations.

The President may, if he or she believes it is appropriate, call for an evaluation of an individual before a scheduled evaluation.

The supervisor, after consulting with the administrator being evaluated, is responsible for developing the categories to be used for evaluating a director, dean, or academic vice president.

(Revised 12-01-16)

Please consider whether these suggestions go to the EC for discussion and referral.

Attachments: Faculty Rights and disciplinary action- FAC
ACADEMIC SENATE
OF
THE CALIFORNIA STATE UNIVERSITY

AS-3517-21/FA (Rev)
November 4-5, 2021

**FACULTY RIGHTS TO DUE PROCESS IN DISCIPLINARY ACTION
PROCEDURES WITHIN THE CSU**

RESOLVED: That the ASCSU recommend that CSU Campus Senates address faculty rights to due process in disciplinary action procedures, including but not limited to developing policies regarding the following:

- requirements for notifying faculty when such actions are being considered but before such actions are initiated;
- providing faculty with any written documents, witness statements, or other evidence being considered before such actions are initiated;
- allowing faculty to submit any information or evidence to appropriate CSU administrator(s) before such actions are initiated;
- allowing faculty to meet with appropriate CSU administrator(s) accompanied by California Faculty Association (CFA) and/or faculty representative(s) before such actions are initiated; and be it further

RESOLVED: That the ASCSU distribute this resolution to the CSU Board of Trustees, CSU Office of the Chancellor, California Faculty Association (CFA), California State Student Association (CSSA), CSU campus Presidents, CSU campus Provosts/Vice Presidents of Academic Affairs, CSU campus Offices of Faculty Affairs, CSU campus Senate Chairs, CSU College Deans, and the CSU Emeritus and Retired Faculty & Staff Association (CSU-ERFSA).

***RATIONALE:** The United States Constitution guarantees a fundamental right to due process in the 5th and 14th Amendments. Due process includes fair procedures and the right to meaningfully defend oneself and be meaningfully represented against allegations of wrongdoing. Article 19 in the Collective Bargaining Agreement (CBA) does not specify rights of faculty to respond to allegations of wrongdoing before disciplinary actions are initiated, only after disciplinary action(s) are already pending, which allows CSU administrators to begin punishments for faculty without ever speaking to them or receiving any information from them. Article 19 specifically allows for creation of additional steps in the disciplinary action process, including opportunities for informal consultation between faculty and appropriate administrators (19.3). Further, CSU Executive Order (EO) 1096-revised indicates that in cases involving accusations of discrimination, harassment, retaliation, dating/ domestic violence, or stalking, investigation procedures must give equal opportunity to complainants and respondents to meet with administrators*

and to provide information and evidence, and give respondents the right to receive information about allegations of wrongdoing against them (Article III, Section C, Campus Investigation Process, Parts 3 {Intake Interview} and 7 {Investigation Procedure}). The Supreme Court decision in National Labor Relations Board v. J. Weingarten Inc. (1975) provides Weingarten Rights to CSU faculty members, including the right to be accompanied by a CFA or faculty representative(s) to any investigatory interviews with CSU administrators, and the right to receive copies of documents, allegations, and any other evidence that is being considered in investigating a possible disciplinary action.

Approved Unanimously – January 20-21, 2022

Attachment: Policies: reimbursement Rate, and Professional Development Funding



California State University, Bakersfield Division of Academic Affairs

Policy Title: PROVOST Direct Reports Professional Development Funding

Policy Status: DRAFT

Affected Units

Provost's Council, Provost's Direct Reports

Policy Statement

Professional Development is a critical component of CSUB's success. By investing in people, CSUB internally grows its base of talent.

For professional development expenses above \$500, the Provost must provide written authorization to his/her direct reports before any professional development expense is incurred. A professional development expense would be a workshop or training series designed to enhance an individual's skill or competence. Importantly, regular travel for conference meetings etc. are not included within the scope of this policy.

Consultations

Provost's Council

Approved Date

TBD

Effective Date

TBD

Date Submitted to Policy Portal

TBD

Attachment: Distinguished Professor Award

Distinguished Professor

Here is what it refers to (via Anna Jacobsen)

As we look for ways to increase the visibility and support of our scholarship-active faculty, I think that it would be worth examining the creation of the title of "**Distinguished Professor**" on our campus. I am aware of this title being used for "internationally recognized faculty scholars" at CSU MB and LB and there are probably other campuses as well. At some institutions, it seems that these are "funded" positions through donors (often they are named distinguished professorships).

Not sure it is the right thing for our campus, but I think that it would be worth exploring.

This is not from a CSU, but I like the clarity of purpose and eligibility on this

webpage: <http://sphhp.buffalo.edu/home/information-for-faculty-staff/faculty-awards/ub-distinguished-professor.html>