

ACADEMIC SENATE: EXECUTIVE COMMITTEE

AGENDA

TUESDAY, JANUARY 31, 2023

10:00 A.M. – 11:25 A.M.

LOCATION: VIDEO CONFERENCE

ZOOM LINK: <https://csub.zoom.us/j/88627987809?pwd=RENhUVQ0OE9OSVlqOXdmZmlyelBoZz09&from=addon>

1. CALL TO ORDER
2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK
 - a. Announcements:
 - i. Reminder: Spring 2023 General Faculty Meeting- Friday, Feb. 3, 2023, in Student Union, Multi-Purpose Room from 9 AM- 1 PM
 - b. Information:
 - i. Academic Calendar 23-24 (issue with final exam day after commencement).
3. APPROVAL OF AGENDA (Time Certain: 10:05 AM)
4. APPROVAL OF MINUTES
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)
 - i. Advising Survey
 - ii. COVID Policies
 - iii. Faculty Ombudsperson position description
 - iv. ITS Policy Timing
 - c. Office hours flexibility - FAC
6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)
 - a. Curriculum/Catalog Changes Processes
 - b. Concentration and Emphasis – AAC (**handout**)
 - i. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD) (**handout**)
 - c. GECCo
 - d. Elections and Appointments – M. Danforth
 - i. General Studies (GST) Review Committee

1. Fall 22 FYS and GST Instructors due for review
- ii. HIPs taskforce [RES212212] 5th resolve- composition discussion
- iii. U-wide RTP criteria taskforce (equity) (HOLD)
- iv. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change
- v. Committee proliferation
- e. Standing Committee Bylaws change – (Section IV) - BPC
 - i. Chair Election Statement of Interest (J. Tarjan’s suggestion) – EC
 - ii. Two-years on Senate requirement
 - iii. Structure of BPC
 - iv. Strike “at least” (J. Tarjan’s suggestion)
 - v. Term limits
- f. Retention Tenure and Promotion (RTP) - FAC
 - i. Clarify handbook language for 3-year Lecturers and PTR Committee – FAC
 - ii. 2nd Year Review Materials; drafted referral (**handout**)
 - iii. Review letter thoroughness; including reviewers addressing all criteria.
- g. Academic Administrators
 - i. Evaluation of Academic Administrators – Handbook 311.1 (**handout**)
 - ii. Academic Administrators Search and Screening Procedures (**handout**)
 - iii. Dean Professional Development [Orientation] – FAC
 1. Responsiveness
 2. Understanding/following the Handbook
 3. Understanding/following the CBA
 4. Supporting (not undercutting) chairs
- h. Campus Modality Philosophy – Handbook Appendix
- i. Order of Business – Bylaws change (Section III. A.)
- j. Sabbatical Eligibility Language – Handbook?
- k. Various policies
 - i. Policy Documents: Program Review Guidance, Honor’s Program, Campus Survey of Items of Cultural Significance (**handout**)
 - ii. School/ College Creation Policy Holder [SEEC to issue report]
 - iii. Canvas access policies (**handout**)
 - iv. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/>
 - v. Course Drop Policy – AAC
 - vi. Policies: Reimbursement Rate, and Professional Development Funding (**handout**) (HOLD- check with Provost)
- l. Open Educational Resources (OER)
- m. Carry-over from 2021-2022 Annual Report (Possible New Referrals)
 - i. Honorary Doctorate – Handbook Change

- ii. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty –FAC
- iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – *(HOLD- pending action from President)*
- n. Resolution on CCC baccalaureate degrees [AB 927] – EC
- o. Exam Modality for Flex Classes – AAC and AS&SS
- p. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC *(HOLD- check with Provost on if award still exists)*
- q. Strategic Plan Group data gathering instrument(s) - BPC
- r. Investment Divestiture - BPC

7. AGENDA ITEMS FOR SENATE MEETING

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

AGENDA

THURSDAY, FEBRUARY 2, 2023

10:00 A.M. – 11:30 A.M.

LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411
AND ZOOM VIDEO CONFERENCE

<https://csub.zoom.us/j/86276576714?pwd=bVFjVzdDSG1HeklnZDQzck45Y0NnQT09&from=addon>

- A. Call to Order
- B. Approval of Minutes
- C. Announcements and Information
 - a. President Zelezny's Report (**Time Certain: 10:10 AM**).
 - b. Elections and Appointments- M. Danforth.
 - c. Guests- K. Susa and K. Conder (**Time Certain: 10:20 AM**).
- 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
 - G. Open Forum **(Time Certain: 11:15 AM)**
 - H. Adjournment
8. ADJOURNMENT

ACADEMIC SENATE LOG – JANUARY 26, 2023

Academic Affairs Committee (AAC): John Tarjan/Chair, meets 10:00 am in BDC 134 and/or via 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
08/24/2021	2021-2022 #02 Department Formation Criteria Revision	Complete	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	11/14/2022	11/15/2022
04/26/2022	2021-2022 #45 Academic Programs Assessment Quality Feedback	Complete	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
06/01/2022	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	ON HOLD	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.	On HOLD		
08/29/2022	Removal of courses from catalog: GST 1030, GST 1040, GST 1160, and GST 2400	Complete	AAC, acting as university curriculum committee Reviews the rationale for remove and then sends memo to Senate. Completed 9/15/2022.	n/a	n/a	n/a

ACADEMIC SENATE LOG – JANUARY 26, 2023

09/09/2022	Removal of courses from catalog: GST 1050, 1400, 1410 and to update the degree requirement for BA in Interdisciplinary Studies w/ concentration in WGSS	Complete	AAC, acting as university curriculum committee Reviews the rationale for removal and update and then sends memo to Senate. MEMO received 9/12/2022. No further action needed.	n/a	n/a	n/a
09/28/2022	2022- 2023 #08 GVAR Exam and/or Course Requirement	Complete	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	-
11/02/2022	2022-2023 #11 GVAR Committee Structure	IP; 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.			
11/02/2022	2022-2023 #12 A2 and A3 Skills Reinforcement in AI History and AI Government	Complete	AAC Design of the AIMS GE program; consider removing A2 pre-requisites for AIH and A3 pre-requisites for AIG. MEMO received. No further action needed 1/26/2023.	-	-	-
11/09/2022	2022-2023 #13 Proposal to add minor in Environmental Sustainability	IP; Sent to AAC	AAC Review the proposal to add a minor in Environmental Sustainability to the Environmental Resource Management (ERM) Program. <i>IP; in contact with department chair.</i>			

ACADEMIC SENATE LOG – JANUARY 26, 2023

11/09/2022	2022-2023 #14 Proposal to add a minor in Public Health	Complete	AAC Review the proposal to add a minor in Public Health. RES 222313 - Approval of Minor in Public Health	12/1/2022	12/12/2022	12/13/2022
11/09/2022	2022-2023 #15 New FYS Course for Business Majors	Complete	AAC Review the proposal for a new FYS course BPA 1028 for Business majors. MEMO received. No further action needed 1/26/2023.	-	-	-
01/19/2023	2022-2023 #18 Academic Probation Proposed Terminology Change	IP; Sent to AAC and AS&SS	AAC and AS&SS Consider the proposed terminology change from “Academic Probation” to “Academic Notice”			

ACADEMIC SENATE LOG – JANUARY 26, 2023

Academic Support and Student Services (AS&SS): Elaine Correa/Chair, meets 10:00 am via 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
10/19/2021	2021-2022 #28 Academic Testing Center Exploratory Sub-Committee	IP; 21-22 Carryover	AS&SS Reference RES 202123. Form sub-committee & include AVP EM, Director Testing Center, ASI & provide path			
09/08/2022	2022-2023 #07 Advising Task Force Recommendations	Canceled	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>Canceled- New referral 2022-2023 #21 Drafted.</i>	-	-	-
10/17/2022	2022-2023 #10 Knowmia Replacement Project	Complete	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. RES 2223010- Knowmia Replacement Project	12/1/2022	12/12/2022	12/13/2022
01/19/2023	2022-2023 #18 Academic Probation Proposed Terminology Change	Sent to AAC and AS&SS	AAC and AS&SS Consider the proposed terminology change from “Academic Probation” to “Academic Notice”			
01/19/2023	2022-2023 #19 ATI Instructional Materials- Handbook Appendix K Change	Sent to AS&SS	AS&SS Update Accessible Technology Initiative (ATI) Handbook- Appendix K Instructional Materials Accessibility			
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising	Sent to AS&SS and BPC	AS&SS and BPC Address the need, role and duties of a Director of Advising position.			

ACADEMIC SENATE LOG – JANUARY 26, 2023

Budget and Planning Committee (BPC): Charles Lam/Chair, meets 10:00 am in SCI III-100 and/or via 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
08/24/2021	2021-2022 #02 Department Formation Criteria Revision	Complete	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	11/14/2022	11/15/2022
06/01/2022	2022-2023 #01 Time Blocks and Space Utilization	IP; Sent to BPC	BPC The need to reconsider Time Blocks for classes.			
06/01/2022	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	ON HOLD	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.	ON HOLD		
08/23/2022	2022-2023 #05 Reclassify Assistant VP of IRPA to Associate VP of IRPA	ON HOLD	BPC The need to reclassify Assistant VP of IRPA to Associate VP of IRPA per Dr. Harper’s request. <i>IP: HOLD- pending position description.</i>	ON HOLD		
08/26/2022	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
09/08/2022	2022-2023 #07 Advising Task Force Recommendations	Canceled	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.	-	-	-

ACADEMIC SENATE LOG – JANUARY 26, 2023

9/28/2022	2022-2023 #09 Addendum to the Academic Calendar 22-23	ON HOLD	BPC Addendum to add federal holiday Juneteenth as a campus holiday. <i>*Not an approved CSU holiday 01/25/2022.- ON HOLD*</i>	ON HOLD		
11/09/2022	2022-2023 #17 Academic Calendar 2023-2024	Complete	BPC Address the Academic Calendar 2023-2024 as presented by the Calendar Committee. RES 222314- Adoption of Academic Calendar 2023-2024	12/1/2022	12/12/2022	12/13/2022
1/19/2023	2022-2023 #20 RTP Review Calendar Timeline	Sent to BPC and FAC	BPC and FAC Consider changes proposed to RTP review calendar timeline.			
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising	Sent to AS&SS and BPC	AS&SS and BPC Address the need, role and duties of a Director of Advising position.			

ACADEMIC SENATE LOG – JANUARY 26, 2023

Faculty Affairs Committee (FAC): Mandy Rees/Chair, meets 10:00 am in UA Conference room and via 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	Carryover from 3 AYs;	FAC refer to RES 121329 Procedures for Honorary Doctorate Nominations and Selection REVISED			
08/31/2021	2021-2022 #20 Accessibility of Instructional Materials	IP; 21-22 Carryover;	FAC Identify owner and maintainer of textbook master list, specify policies for adopting a textbook.			
09/21/2021	2021-2022 23 Faculty Hall of Fame Selection Process Change	21-22 Carryover;	FAC Whether selection process should move to FHAC; whether time conflict with Faculty Awards, data transfer			
10/19/2021	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
03/01/2022	2021-2022 #39 The Personnel Action File (PAF) and the Working Personnel Action File (WPAF) – Handbook Change	Complete	FAC Whether the PAF or WPAF is the official file...flow chart of levels of involvement. RES 222309- Personnel Action File (PAF) and the Working Personnel Action File (WPAF)	12/1/2022	12/12/2022	12/13/2022

ACADEMIC SENATE LOG – JANUARY 26, 2023

03/01/2022	2021-2022 #40 Digitizing the Performance Review Process	21-22 Carryover;	FAC Access, process, CFA & HR perspective, training of chairs & deans.			
03/01/2022	2021-2022 #41 Sixth-year Lecturer Review – Handbook Change	IP; 21-22 Carryover;	FAC Purpose and outcome(s) of the Sixth-year Lecturer Review, etc.			
06/01/2022	2022-2023 #02 Academic Integrity Campaign- Ombudsperson and Committee on Professional Responsibility	ON HOLD	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.			
08/29/2022	2022-2023 #03 Holding Exams on the Last Day of Class	Sent to FAC	FAC Identifying the time of the final exam data collection challenges, possible solution, whether there are adequate resources, potential consequences.			
08/29/2022	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
11/16/2022	2022-2023 #16 GST Instructor Classroom Observations	Sent to FAC	FAC Whether deferment of classroom observations GST and FYS instructors who do not have home departments should be considered.			
1/19/2023	2022-2023 #20 RTP Review Calendar Timeline	Sent to BPC and FAC	BPC and FAC Consider changes proposed to RTP review calendar timeline.			

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.

Katherine Van Grinsven

To: Aaron Hegde; Jaimi Paschal
Cc: Debra Jackson; Tommy Holiwell
Subject: RE: Plan SubPlan project spreadsheet for Senate Exec Committee

From: Aaron Hegde <shegde@csub.edu>
Sent: Thursday, November 17, 2022 1:46 PM
To: Jaimi Paschal <jpaschal@csub.edu>; Katherine Van Grinsven <kvan-grinsven@csub.edu>
Cc: Debra Jackson <djackson9@csub.edu>; Tommy Holiwell <tholiwell@csub.edu>
Subject: Re: Plan SubPlan project spreadsheet for Senate Exec Committee

Thanks, Jaimi.

We will discuss this further at EC and act accordingly. Will let you know how we proceed.

Aaron

DR. S. AARON HEGDE, PHD

Chair, Academic Senate
Chair and Professor, Economics
Director, ERM Program
Co-Director, Grimm Family Center for AGBS

California State University, Bakersfield

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

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[vkhjghC fvxe lhgx](#)

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CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

From: Jaimi Paschal <jpaschal@csub.edu>
Date: Tuesday, November 15, 2022 at 4:15 PM
To: Aaron Hegde <shegde@csub.edu>, Katherine Van Grinsven <kvan-grinsven@csub.edu>
Cc: Debra Jackson <djackson9@csub.edu>, Tommy Holiwell <tholiwell@csub.edu>
Subject: Plan SubPlan project spreadsheet for Senate Exec Committee

Aaron,

Thank you for inviting Debra and I to the Senate Executive Committee meeting today to discuss data integrity as it pertains to the way Concentrations/Emphasis (subplans) are listed in our systems. I've attached the

spreadsheet where Debra and our team worked on identifying mismatching subplan types. The columns highlighted in yellow (I've filtered the spreadsheet but sometimes Excel un-filters when emailed) are the subplans where the Catalog and PeopleSoft system do not match the definitions approved by Senate in 2013. The spreadsheet also contains columns indicating whether the degree is a BS or BA, how many common units are shared between the subplan and core coursework, and what subplan type the degree should be. We've included a tab in the spreadsheet to display the Senate Resolution definitions in semester units as they are depicted in the Academic Planning Manual. Please let me know if you have any questions. I am happy to meet.

Jaimi

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

CONCENTRATIONS and EMPHASES
2010-2011 RES027*

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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.

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

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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.



Attachment: DRAFT - RTP 2nd Year Review Materials

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

2022-2023 REFERRAL #21 RTP- 2nd Year Review Materials

FROM: Aaron Hegde, Academic Senate Chair

TO: Mandy Rees, Faculty Affairs Committee (FAC) Chair

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

DATE: ~~January 9, 2023~~

cc: Katie Van Grinsven, Academic Senate Administrative Analyst

At its meeting on November 29, 2022, the Academic Senate Executive Committee requested that the Faculty Affairs Committee (FAC) address the Retention, Tenure, and Promotion (RTP) process for second year probationary faculty and whether or not it should include materials from the first-year review as well.

During your discussion, please consider:

- Whether the University Review Committee (URC) and other higher levels of review should consider the entire first year review rather than only the spring semester for probationary faculty.

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: none.

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.

309 Search and Screening Procedures for Administrators

309.1 General Policy

Although the President or his/her designee is the appointing officer for all administrative positions, the principles of shared governance dictate that faculty, staff, students and administrators shall also be involved in the selection process where appropriate. As the faculty have primary responsibility for the educational mission and functions of the University, faculty members shall play a major role in search and screening for academic administrators.

A major responsibility of the University in recruitment and retention of administrators is to secure the most qualified individuals. Therefore, appointments to administrative positions shall be based on ability and fitness for the position as set out in the criteria for selection and the stated roles and responsibilities of the office. Appointments shall conform to policies of the CSU Board of Trustees.

In cases involving the selection of academic administrators who have the potential for exercising retreat rights to a faculty position, faculty will play a central role in establishing qualifications for the position, in the screening of candidates for appointment, and in formulating the recommendations submitted to the appropriate administrator. Committees established for the purpose of screening candidates for academic administrative appointments shall have a majority of faculty members. In other cases, where the function of the administrator is mainly advisory to the President or does not include academic policy decisions, the faculty's role in the search shall reflect the extent of legitimate faculty interest in the position.

In recognition of the principles of shared governance as well as their importance to the university, both staff and students shall participate in the selection of all administrators where appropriate. Representation on Search and Screening Committees shall be determined by the relationship of the office or position to staff and student activities.

309.2 Policies on Diversity

The hiring practices of the University shall be in compliance with the policies of the CSU Board of Trustees and all applicable EEO/AA/ADA legislation. University policy dictates that the search and screening process shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability or veteran's status. The University recognizes its moral and legal obligations to strive for a composition of personnel that accurately reflects the profile of ethnic minorities and gender in the labor force from which it draws. To meet these obligations, the University will aggressively seek applications from ethnic minorities and women where their representation is below the standards of the labor force. The Diversity Officer of the University provides basic information, advice and counsel for all Search and Screening Committees.

309.3 Responsibilities of the Search and Screening Committee

The responsibilities of each Search and Screening Committee, in cooperation with the appointing officer, include formulating criteria for selection appropriate to the stated

roles and responsibilities of the position, developing a position announcement, recruiting and screening candidates, and recommending to the appointing officer only qualified and acceptable candidates. The committee, in cooperation with the appointing officer, establishes a calendar, with milestones, for accomplishing its responsibilities. Upon authorization of the appointing officer and written approval by the chair of the committee, search firms may be used to assist in the search and screening process. The written approval will detail which responsibilities may be delegated to/shared with the search firm.

It is also the responsibility of the committee to keep complete and accurate records of the selection and recommendation process. Upon the discharge of the committee, the chair shall forward these records to the appropriate administrative officer for retention pursuant to university policy.

309.4 Confidentiality of Search and Screening Committee Activities

Each Search and Screening Committee, in cooperation with the appointing officer, has the responsibility to protect the integrity of the search and screening process. All committee deliberations and consultations shall remain confidential. Violations of this confidentiality shall be considered a breach of professional ethics. Except for matters of direct consultation, attendance at all meetings of the committee shall be restricted to official members of the committee. No persons outside the formal membership of the committee shall be present when deliberations are in progress. Exceptions can be made to include the appointing officer and/or one member of a search firm with written approval of the chair. Appropriate safeguards shall be taken to ensure the confidentiality of all committee records.

309.5 Composition of the Search and Screening Committees Administrators

Search and screening committees for positions concerning faculty and academic matters shall consist of the membership outlined below. Faculty shall make up a majority of the total membership of the search committee for the following positions: Provost and Vice President for Academic Affairs, Associate/Assistant Vice President for Faculty Affairs, Associate Vice President for Academic Programs/Dean of Undergraduate and Graduate Studies, all Academic Deans, and Associate/Assistant Academic Vice Presidents.
(Revised 7-02-20)

The appointing officer shall assure the selection of the Search and Screening Committees as follows:

- A. For university-wide positions: five full-time tenured faculty members one from each school and one at-large (drawn from the General Faculty including librarians, counselors, and coaches). For individual school, Library or Antelope Valley Dean positions: four full-time tenured faculty members drawn from and elected by the affected constituency. *(Revised 7-02-20)*
- B. One administrator appointed by the appointing officer in consultation with the Cabinet.
- C. One student selected by the Executive Committee of Associated Students, Inc.
- D. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.

- E. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate maintaining the majority faculty membership. The appointments shall be made to assure representation of the entire university.
- F. The search committee shall elect its chair. In the case of cabinet level positions, the President in consultation with the search committee will appoint the chair.

The search and screening committees for other administrative positions (excluding assistant or associated deans) shall be as follows: *(Revised 7-02-20)*

- a. One full-time tenured faculty member, representative of and elected by the affected constituency. *(Revised 7-02-20)*
- b. One administrator appointed by the appointing officer in consultation with the Cabinet.
- c. One student selected by the Executive Committee of Associated Students, Inc.
- d. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.
- e. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate. The appointments shall be made to assure representation of the entire university.

309.6 Roles and Procedures of the Search and Screening Committees

- a. The appointing officer or his/her designee shall convene the first session of the Search and Screening Committee to discuss the agreed upon roles and responsibilities of the position, the qualifications needed in a nominee/applicant for the position, and the criteria for selection. The committee, in consultation with the appointing officer, shall establish a calendar, with milestones, for the completion of its work.
- b. At the beginning of the process, the Diversity Officer of the University shall meet with the committee to discuss issues, strategies, and procedures to be implemented during the search and screening process that will help meet the moral and legal obligations of the University in achieving diversity among its administrators.
- c. The committee shall elect its chair.
- d. A majority of the committee members shall constitute a quorum, although every effort shall be made to have attendance of all committee members at each meeting.
- e. Except for matters of direct consultation, attendance at meetings of the committee shall be restricted to members of the committee. No one outside the committee shall be present when deliberations are in progress. Exceptions can be made to include the appointing officer and/or one member of a search firm with written approval of the chair.
- f. The Search and Screening Committee, in consultation with the appointing officer, shall prepare a vacancy announcement and position descriptions that are widely distributed. The committee shall determine and prioritize the qualifications required for the position commensurate with the roles and responsibilities of the position.
- g. The Search and Screening Committee shall establish appropriate procedures for receiving applications/nominations, acknowledging receipt of all materials, reviewing all materials received, and performing background checks. A search firm may be utilized to complete these tasks upon written authorization of the chair.
- g.h. The appointing officers and representatives of a search firm may allowed to contact candidates by written authorization of the chair.

- h. Upon completion of the review of the applicants, the committee shall recommend those candidates who should be brought to campus for interviews.
- i. For retreat rights and potential tenure purposes, candidates shall be interviewed by the academic department in which they are seeking retreat rights, at which time the department will forward to the Search and Screening Committee a recommendation assessing the candidate's potential for the reward of tenure. A negative recommendation from the department regarding a particular applicant is to be considered a right of refusal to accept the candidate in that department.
- j. Any recommendation for tenure upon appointment would normally be restricted to those applicants who have been, or are currently, tenured by an accredited academic institution of higher education. Applicants without such a record shall be evaluated for tenure according to criteria jointly established by the appropriate department, the dean, and the P&VPAA.
- k. Opportunity shall be provided for all members of the university community (including, but not limited to, faculty, staff, students, alumni, and other "friends" of the university) to meet candidates during interviews.
- l. After completion of interviews, the Search and Screening Committee shall seek out and consider the observations and opinions of all those individuals who had an opportunity to meet with the candidates before making its final recommendations.
- m. The committee shall forward to the appointing officer and President a list of all acceptable candidates. The committee shall provide in writing a detailed rationale for its recommendations. Under normal circumstances at least three candidates shall be recommended to the appointing officer and President. The appointing officer and President shall meet with the members of the committee to discuss their evaluations of the recommended candidates.
- n. If none of the candidates recommended by the committee accepts the position offer, the appointing officer and President shall meet with the committee to determine whether any acceptable candidates remain in the applicant pool. If the committee, in consultation with the appointing officer and President, determine there are no further acceptable candidates, the search process shall begin anew.
- o. All records, deliberations, and consultations throughout the search and screening process shall remain strictly confidential.

Katherine Van Grinsven

From: Aaron Hegde
Sent: Monday, January 23, 2023 11:54 AM
To: Vernon Harper
Cc: Katherine Van Grinsven
Subject: Re: Policy Docs

Hi Katie.

Could you please place these under new discussion items as "Policy Docs - Provost"?

Thanks,
Aaron

Dr. S. Aaron Hegde, PhD
Chair and Professor, Economics
Chair, Academic Senate
Director, ERM Program
California State University, Bakersfield
9001 Stockdale Hwy
shegde@csub.edu

From: Vernon Harper <vharper@csub.edu>
Sent: Monday, January 23, 2023 10:51:55 AM
To: Aaron Hegde <shegde@csub.edu>
Cc: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: RE: Policy Docs

Could we place these items on the EC agenda.

YHUQ R Q #E 1#K DUSHU /#U1/#Sk G 1
kh2k p 2k lv
Suryr vw lgg #Y fh #E unvlghqw #ru #D fdghp lf #D iidlv #l gg
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From: Vernon Harper

Sent: Monday, January 23, 2023 10:51 AM

To: James Rodriguez <jlrodriguez@csub.edu>; Bob Frakes <rfrakes1@csub.edu>; Seung Bach <sbach@csub.edu>; Deborah Boschini <dboschini@csub.edu>; Jane Dong <jdong2@csub.edu>; Laura Ann Bishop <lbishop@csub.edu>

Cc: Leslie Williams <lwilliams8@csub.edu>

Subject: Program Review Guidance Rv 1-10-2023 v10

Friends,

As I look at the calendar, I do not see a DC for a couple of weeks. I want to provide you with these docs and see if there is any feedback before the multiple faculty meetings upcoming.



**California State University, Bakersfield
Division of Academic Affairs**

Policy Title: Honor's Program Department Participation Supplement

Policy Number: TBD

Policy Status: DRAFT

Affected Units

Funds will be available for all Academic Departments

Policy Statement Text

The Helen Hawk Honors program is a very important part of the academic portfolio. The purpose of the policy is to both encourage academic departments to participate in the Honor's Program, while financially supporting those departments that choose to participate.

- Provost's Office will set aside \$4,500 per year to support this policy
- Departments will earn \$750 per term to offer courses in the Honor's Program
- Funding will be provided to the respective departments

In support of this policy, the Honor's Program will develop and publish criteria for course and faculty participation in the program.

Consultations

Provost's Council, DCLC

Approved Date

TBD

Effective Date

TBD

Optional Expiration Date

TBD

Date Submitted to Policy Portal

TBD



California State University, Bakersfield
Division of Academic Affairs

Policy Title: UPRC-Initiated Program Review Guidance
Policy Number: TBD
Policy Status: DRAFT

Affected Units

All Academic Departments

Policy Statement Text

Senate Resolution 212230 states the following:

When programs have not submitted a self-study after one year of their initial deadline, the UPRC shall meet with the Provost and VPAA, the program director or department chair, and the appropriate school dean(s) to decide how to proceed. An additional extension may be granted if appropriate, or the UPRC would make a recommendation to the Provost on how to proceed, which may include a UPRC-initiated review.

The purpose of the guidance is to provide details regarding the implementation of this policy.

- At the beginning of each term, the Provost will request a list of Departments/Programs that have not complied with Senate policy from the Office of Academic Programs.
- The Provost will call a meeting between the respective Department Chair, School Dean, UPRC Chair, AVP for Academic Affairs, and Dean for Academic Programs.
- During the meeting, the Provost will lead a conversation regarding the challenges encountered to complete the program review, including resources.
- At the close of the conversation, the Provost will have an executive conversation with the UPRC Chair and others, which lead to one of the below outcomes:
 - Department may be granted a time-bound extension, with the expectation of a written deliverable. If sufficient progress is not made during the time-bound extension (determined by the Provost), a UPRC-initiated review will automatically be the next step.
 - Department may undergo a UPRC-initiated review. In this case, the UPRC Chair will convene a meeting of the full UPRC to discuss a recommendation for a UPRC recommended review. The UPRC recommendation is due no more than 2 weeks after the meeting. If a UPRC-initiated review is not recommended, the Provost will grant a time-bound extension.
- If a UPRC-initiated review is recommended, the committee will base its review on the following elements to mirror the standard program review process:
 - Program curriculum as described in the course catalog;
 - Evidence of assessment activities as reported in TaskStream;
 - Program annual reports as reported in TaskStream;

- Program data as provided by the Office of Institutional Research, Planning, and Assessment;
- Report provided by External Reviewer (or accreditation agency as appropriate);
- Report provided by the School Dean.
- At the completion of the UPRC-initiated review, the respective department will be invited to a meeting with the respective School Dean, UPRC Chair, AVP for Academic Affairs, and Dean for Academic Programs. The results will be codified with a Memorandum of Understanding and Action Plan (MOUAP).

Consultations

Dean's Council, Senate Executive Committee, DCLC, UPRC, Provost's Council

Approved Date

TBD

Effective Date

TBD

Optional Expiration Date

TBD

Date Submitted to Policy Portal

TBD



California State University, Bakersfield
Campus Survey of Items of Cultural Significance for Native
California Tribal Communities

To whom it may concern,

In 2001, the State Legislature passed [AB-978](#), the [California Native American Graves Protection and Repatriation Act](#) of 2001 (Steinberg, 2001), requiring all state agencies and museums that receive state funding and that have possession or control over collections of human remains or cultural items to provide a process for the identification and repatriation of these items to the appropriate tribes. The bill also created a Repatriation Oversight Commission with oversight authority. The intent of the legislation was to cover gaps in the federal [Native American Graves Protection and Repatriation Act](#) (Udall, 1990) specific to the State of California.

After the Repatriation Oversight Commission remained unfunded for over a decade, the Native American Heritage Commission (Commission) was granted oversight authority. In 2018, the State Legislature added additional Commission responsibilities under [AB-2836](#) (Gloria, 2018), including providing technical assistance to the University of California (UC) in adopting policies and procedures adopted to expedite repatriation of remaining items in its possession.

On September 25, 2020, Governor Newsom signed [AB-275](#) (Ramos, 2020) into law, which amended CalNAGPRA and became effective on January 1, 2021. In AB-275, the State Legislature added additional Commission responsibilities, including maintaining a list of California Indian tribes and their state aboriginal territories, adopting mediation procedures, and publishing notices of completion of preliminary inventories and summaries on the Commission website.

Pursuant to this legislation, we would like to ask you as a member of our CSUB campus community, to complete the following form indicating what, if any, objects of Native Californian origin your department or administrative unit have in your physical possession. PLEASE NOTE: these objects are not limited to items recovered by archaeological excavation, and can include objects purchased or gifted to you or the campus at any point in time.

We appreciate your time and attention to this request. If you have NO items, then we would request your response by August 8th. If you do have items, it would be appreciated that you fill out the form to the best of your ability and reply by August 22nd, and you will be contacted with assistance in completing the process.

Sincerely,

Dr. Vernon B. Harper
Provost and Vice President for Academic Affairs

On behalf of the CSUB Presidential Advisory Committee on Native American Graves Protection and Repatriation Consultation (CalNAGPRA)

Office of the Provost and Vice President for Academic Affairs

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

CSUB items of Cultural Significance Campus Survey

School:	Department:
Other Campus Unit:	
Building of Physical Location of Items:	
Disposition of Items (display case, lab, storage, etc.):	
Number of Items:	
Description of Items:	
Year object acquired:	
Is the University the legal OWNER of the objects? (Y/N)	
If not, who is and what is the nature of the University's possession of the objects? (i.e. loaned, held in trust, MOA with government agency, or unknown)	

Our Department or unit has NO materials or Objects of Native Californian origin.

I, the undersigned, attest that this is a full and true accounting of all materials or objects of Native Californian origin held by the above enumerated University unit, school or department

Name _____ Signature: _____ Date: _____

Attachment: Canvas Access Policies

From: [Melissa Danforth](#)
To: [Aaron Hegde](#); [Senate Executive Committee Group](#)
Subject: RE: Advising survey on Canvas
Date: Saturday, December 3, 2022 12:49:33 PM

Hi all,

I don't know who published it, but the fact that there is no contact information or consent notice on the initial landing page is also concerning.

Anyone should be able to click the link and instantly know who (individual, division, group, etc.) is running the survey, even for IRB exempt surveys. It's just good survey design.

Melissa

From: Aaron Hegde <shegde@csub.edu>
Sent: Saturday, December 3, 2022 8:50 AM
To: Senate Executive Committee Group <executivecommittee@CSUB.onmicrosoft.com>
Subject: Advising survey on Canvas

Good morning, Colleagues.

Was just on Canvas and noticed a link to a survey on advising (for students) - one of those global announcements. Anyone have any information on this? I am wondering who is conducting this, and what process was followed to get it on to Canvas?

Aaron

Dr. S. Aaron Hegde, PhD
Chair, Academic Senate
Chair and Professor, Economics
Director, ERM Program
shegde@csub.edu
9001 Stockdale Hwy
Bakersfield, CA 93311

Attachment: Reference Letter Policy

From: [Melissa Danforth](#)
To: [Katherine Van Grinsven](#); [Aaron Hegde](#); [Charles Lam](#); [Elaine Correa](#); [Janet Millar](#); [John Tarjan](#); [Mandy Rees](#); [Mark Martinez](#)
Cc: [Vernon Harper](#)
Subject: RE: Reference Policy
Date: Saturday, December 17, 2022 2:59:50 PM
Attachments: [image002.jpg](#)
[image003.jpg](#)

Hi all,

In light of this policy and in the wake of Chico State's current controversy around a faculty member under investigation who received a campus award during the investigation and was recently suspended as a result of the investigation, should we consider amending the Faculty Honors and Awards procedures to consult with HR/Faculty Affairs prior to discussing award nominations, similar to how we amended it a few years back to consult with the department?

Just a thought while catching up on state news this weekend and seeing the stories from Chico State.

Melissa

From: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Sent: Friday, December 9, 2022 11:07 AM
To: Aaron Hegde <shegde@csub.edu>; Charles Lam <clam@csub.edu>; Elaine Correa <ecorrea1@csub.edu>; Janet Millar <jmillar@csub.edu>; John Tarjan <jtarjan@csub.edu>; Katherine Van Grinsven <kvan-grinsven@csub.edu>; Mandy Rees <mrees@csub.edu>; Mark Martinez <mmartinez@csub.edu>; Melissa Danforth <mdanforth@csub.edu>
Cc: Vernon Harper <vharper@csub.edu>
Subject: Reference Policy

Hello all,

Below is the link to the current policy regarding references as discussed on Tuesday, December 6 in EC. I apologize Dr. Harper, I think you had prompted me to pull it up in the meeting, but I misunderstood.

Here is the new reference policy: [Employment Policy Governing the Provision of Employee References](#)

Katie

—

KATHERINE VAN GRINSVEN
Senate Analyst
Office of the Academic Senate
Direct Line: (661) 654-3128
Office: EDUC 251

California State University, Bakersfield
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California State University, Bakersfield



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From: Vernon Harper <vharper@csub.edu>
Sent: Tuesday, December 6, 2022 10:39 AM
To: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Subject: Fwd: Reference Policy

From: Deborah Boschini <dboschini@csub.edu>
Sent: Tuesday, December 6, 2022 10:38:17 AM
To: Vernon Harper <vharper@csub.edu>
Subject: Reference Policy

Here is the new reference policy: [Employment Policy Governing the Provision of Employee References](#)

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>

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