ACADEMIC SENATE: EXECUTIVE COMMITTEE

AGENDA

TUESDAY, MARCH 14, 2023

10:00 A.M. – 11:25 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

Members: A. Hegde (Chair), M. Danforth (Vice-Chair), J. Millar, M. Martinez, E. Correa, C. Lam, M. Rees, J. Tarjan, V. Harper, and B. Bywaters (Senate Analyst Retired Annuitant).

1. CALL TO ORDER

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK
   President Zelezny (Virtual) **(Time Certain: 10:20 AM)**

3. APPROVAL OF AGENDA **(Time Certain: 10:05 AM)**

4. APPROVAL OF MINUTES
   a. February 28, 2023 (***handout***)
   b. March 7, 2023

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. COVID Policies
      ii. ITS Policy Timing
      iii. CO Update

6. NEW DISCUSSION ITEMS **(Time Certain: 10:45 AM)**
   a. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
   b. Elections and Appointments – M. Danforth
      i. U-wide RTP criteria taskforce (equity) (HOLD)
   c. Academic Administrators
      i. Evaluation of Academic Administrators – Handbook 311.1 ***(handout)***
      ii. Dean Professional Development [Orientation] – FAC
         1. Responsiveness

> 2. Understanding/following the Handbook
> 3. Understanding/following the CBA
> 4. Supporting (not undercutting) chairs

d. Campus Modality Philosophy – Handbook Appendix
e. Order of Business – Bylaws change (Section III. A.)
f. 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 (HOLD- *check with Provost*)
g. Open Educational Resources (OER)
h. 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*)
i. Resolution on CCC baccalaureate degrees [AB 927] – EC
j. Exam Modality for Flex Classes – AAC and AS&SS
k. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*)
l. Strategic Plan Group data gathering instrument(s) - BPC
m. Investment Divestiture – BPC
n. Academic Integrity Policy AI
o. Proposals Direct to ASCSU (E. Correa's request)
p. Advisor-initiated course adds in Adobe-Sign – (M. Rees' request)
q. Skipping Course Waitlist
r. Advisory Group to Academic Integrity (J. Tarjan's request)
s. Graduate Studies Committee – Handbook Change (*handout*)

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, MARCH 16, 2023

10:00 A.M. – 11:30 A.M.

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

A. Call to Order
B. Approval of Minutes
   a. February 16, 2022 *(attached)*
C. Announcements and Information
   a. President's Report – Lynette Zelezny (**Time Certain: 10:10 AM**).
   b. Elections and Appointments- M. Danforth
   c. Enrollment Management – D. Cantrell **(Time Certain: 10:20 AM)** *tentative*
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; Senate Log attached*
      i. ASI Report- C. Vollmer
      ii. Executive Committee- M. Danforth
      iii. Academic Affairs Committee (AAC)- J. Tarjan
      iv. Academic Support & Student Services Committee (AS&SS)- E. Correa
      v. Budget and Planning Committee (BPC)- C. Lam
      vi. Faculty Affairs Committee (FAC) – M. Rees
      vii. Staff Report- S. Miller
F. Resolutions **(Time Certain: 10:45 AM)**
   a. Consent Agenda
   b. New Business
   c. Old Business
      RES 222316 Interim Director of Academic Advising Recommendations
      RES 222317 Periodic Evaluation/Performance Review Calendar - Handbook
G. Open Forum (**Time Certain: 11:15 AM**)
H. Adjournment

8. <u>ADJOURNMENT</u>

ACADEMIC SENATE: EXECUTIVE COMMITTEE

MINUTES

TUESDAY, FEBRUARY 28, 2023

10:00 A.M. – 11:40 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

Members: A. Hegde (Chair), M. Danforth (Vice-Chair; virtual), J. Millar, M. Martinez, E. Correa, C. Lam, M. Rees, J. Tarjan, V. Harper, and B. Bywaters (Senate Analyst Retired Annuitant).

1. CALL TO ORDER
   A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK
   a. Announcements:
      The Student Rep on AS&SS is ex-officio, non-voting member according to the bylaws. AS&SS wanted a closed session. The ASI representative was asked to leave. AAC and BPC have ASI members as voting members. A referral to be sent to the four sub- committees.   (A. Hegde)
      ITS request for Inclusive Access pilot - Students pay to have access to digital textbooks for less than the normal cost. Equitable Access is different. Many Librarians and people involved in open education resources (OER) and zero-cost course materials (ZCCM) are not supportive of Inclusive Access. There isn't a conversation about how much less the students would pay. F. Gorham wants a pilot during the summer for feedback. (E. Correa) Discussion ensued. A. Hegde will tell F. Gorham that EC is supportive of a pilot study conducted by faculty who are teaching during summer session and that a report needs to be presented to the Senate upon completion for review.
   b. D. Jackson visit:
      GE Faculty Director Job Description and Periodic Review – D. Jackson is interested in having the call sent before department schedule building, since position has assigned time. Historically, there has been a difference in policy and practice. Resolution 212232 GECCo Structure, Course Approvals and Reporting identified the role of GECCo, yet it didn't have a role for GE Faculty Director. The job description has evolved over time. D. Jackson presented the revised job description for feedback. Discussion ensued. Q: Who is in charge of the Faculty GE director? We have a position without clarity or hierarchy. (M. Martinez) There are a number of faculty director positions that have ambiguity about who is responsible. The Faculty GE Director meets regularly with the AVP Academic Affairs. D. Jackson acts as a functional lead

but doesn't review GE Faculty Director's performance as it is a faculty position. The unit committee does performance evaluation. (D. Jackson) FAC has been interested in discussing other campus-level director positions, beyond the GE Faculty director, where faculty get assigned time, as part of Referral #22 GECCo Review and Appointment. Example, the FTLC, the Honors Program, CERC, etc. (M. Rees) An important item in the draft call is who is eligible to be a candidate. Also, consider including a review of program directors in their third year. (D. Jackson) Create a review mechanism that includes input from constituents, after a specific amount of time, for all positions which carry compensation. Have terms of service spelled out clearly. (J. Tarjan) Referral #22 can be extended to include other faculty director positions. (A. Hegde) FAC will bring something wider in their recommendation to the Senate. (M. Rees) 1) The change to the Handbook was specifically for Graduate Program Directors, not Program Directors in general. That's where the gap exists. 2) The teaching of a course is not a clear designation of faculty since many MPPs teach and some faculty have 100% assigned time. Focus on Human Resource's designation of faculty unit. (M. Danforth) Members of the EC had the opportunity to edit D. Jackson's draft of GE Faculty Director job description. It goes to GECCo for input. GECCo will send out the call.

WSCSU Special Visit and Fall Advising Survey – One of the recommendations from WSCUC after their last reaccreditation visit was to improve the consistency, effectiveness and quality of academic support services, including advising. WSCUC asked for Academic Affairs to provide an advising tool for the special visit next week. D. Fowler, Associate Dean Academic Programs, worked with the Advising Leadership Team (ALT) to develop a survey from already vetted advising surveys. A Qualtrics survey was sent to students about their advising experience on November 22, 2022 via Canvas. 800 students responded. The results have only been shared with the Provost and the EC so far. It gives us a view of the strengths and weaknesses at that point in time. We need a consistent way to get students' feedback on advising for assessment. (D. Jackson) There is a process issue and a product issue. Product: It was a poorly designed survey. Process: Canvas is a classroom space and to put something there without consulting faculty is an issue. There have been two reports on advising, the most recent having been last summer. Those reports ended up in a Senate referral, where discussions are ongoing. There is a concern that items are being taken to ASI, who should be consulted but may or may not have the full set of information, to put out a resolution which then drives the discussion without following the shared governance process with Senate. The proper process was not followed with the student survey. (A. Hegde) We often don't utilize faculty expertise to do things like survey design. (J. Tarjan) The IRB provides a lot of feedback before

surveys are approved to protect the faculty and students, as well as the people who use the info. (E. Correa) The student survey results are anecdotal evidence. (M. Martinez) Every survey the institution performs is not perfectly generalizable, does not have the confidence intervals that we appreciate, etc. (V. Harper) The Director of Advising could be the person who builds the survey. (A. Hegde) There is a concern about how the quality of the survey reflects the way we do things. It's not ready for public view. (E. Correa) A more structured way to get student feedback is a satisfaction survey after advising reports are filed on RunnerConnect. (M. Danforth) IRB approval is not needed since it's an indirect assessment survey. The intent is to capture the students' experience for continuous improvement. It's limited, but it can still be useful. In terms of sharing info, it would be in Task Stream, and not for public sharing. (D. Jackson) There is no recollection of this going to faculty advisors. It should have been joint operation between the ALT and the Council for Faculty Advising. That would have given faculty input on survey development and design, instead of just getting input from staff advisors on ALT. (M. Danforth) If D. Jackson shares the EC's concerns with WSCUC, the EC is supportive of her presentation. (A. Hegde) How the survey was developed, who was consulted, and it's language will be shared with the EC before going before WSCUC. All WSCUC visits will be via Zoom. (D. Jackson)

3. APPROVAL OF AGENDA
   Advisory Group for Academic Integrity (J. Tarjan) under NEW DISCUSSION
   Assigned-time of UPRC member on sabbatical (M. Danforth) under 6. NEW DISCUSSION
   Voting platform replacement (M. Danforth) under 6. b. Elections & Appointments
   Approval was not completed before meeting adjourned.

4. APPROVAL OF MINUTES (deferred)
   a. November 8, 2022, Minutes – Updated: 5. Continued Items, a. Academic Senate Log, ii. AS&SS V. Harper thanked E. Correa for leading a conversation on the advising report with the staff advisors.
   b. February 14, 2023
   c. February 21, 2023

5. CONTINUED ITEMS (deferred)
   a. AS Log *(handout)*
      i. AAC (J. Tarjan)
         Referral #11
         Referral # 13
         Referral # 21
      ii. AS&SS (E. Correa)
         Referral # 28

Referral # 21 – Advising Task Force Recommendations – Director of Advising

- iii. BPC (C. Lam)
  Referral # 1- Time Blocks and Space Utilization
  Referral 9 – Addendum to Calendar
  Referral #20 RTP Review Calendar Timeline
  Referral # 21 Advising Task Force Recommendations Director of Advising
- iv. FAC (M. Rees)
  Referral 3 Holding Exams on the Last Day of Class
  Referral # 16 GST Instructor Classroom Observations
  Referral # 20 RTP Review Calendar Timeline
  Referral # 22 GECCo Review and Appointment

A. Hegde moved to extend the meeting by ten minutes. Approved.

- b. Provost Update (V. Harper)
  - i. The first reading of AS&SS and BPC's resolution on the Director of Advising – Students are planning to attend the Senate meeting for the reading of RES 222316. (V. Harper) Clear direction will be given at the Senate meeting about following Robert's Rules and to speak to the resolution only. (A. Hegde)
  - ii. COVID Policies
  - iii. ITS Policy Timing
  - iv. CO Update

6. NEW DISCUSSION ITEMS (deferred)
   a. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
   b. 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
      - vi. Voting platform replacement
   c. 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

d. 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

          iii. Review letter thoroughness; including reviewers addressing all criteria.

e. Academic Administrators

          i. Evaluation of Academic Administrators – Handbook 311.1

          ii. Academic Administrators Search and Screening Procedures

          iii. Dean Professional Development [Orientation] – FAC

              1. Responsiveness

              2. Understanding/following the Handbook

              3. Understanding/following the CBA

              4. Supporting (not undercutting) chairs

f. Campus Modality Philosophy – Handbook Appendix

g. Order of Business – Bylaws change (Section III. A.)

h. Sabbatical Eligibility Language – Handbook?

i. Various policies

          i. Policy Documents: Program Review Guidance, Honor's Program, Campus Survey of Items of Cultural Significance

          ii. School/ College Creation Policy Holder [SEEC to issue report]

          iii. Canvas access policies

          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 (HOLD- *check with Provost*)

j. Open Educational Resources (OER)

k. 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*)

l. Resolution on CCC baccalaureate degrees [AB 927] – EC

m. Exam Modality for Flex Classes – AAC and AS&SS

n. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*)

o. Strategic Plan Group data gathering instrument(s) - BPC

p. Investment Divestiture – BPC

q. Academic Integrity Policy AI

r. Proposals Direct to ASCSU (E. Correa's request)
s. Advisor-initiated course adds in Adobe-Sign – (M. Rees request)
t. Skipping Course Waitlist
u. Advisory Group to Academic Integrity (J. Tarjan)
v. Sabbatical effect on UPRC – An email was received about people who are on sabbatical for committees that come with assigned time. The question is whether a person serving on UPRC should step down for the entire year while on sabbatical so the committee could find another person, and the effect that would have on their release time. Should the member step down and ceded the position for replacement. A referral to be sent to FAC.

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, MARCH 2, 2023

10:00 A.M. – 11:30 A.M.

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

A. Call to Order
B. Approval of Minutes
    a. February 16, 2022 *(attached)*
C. Announcements and Information
    a. President's Report – Lynette Zelezny (**Time Certain: 10:10 AM**)
    b. Elections and Appointments- M. Danforth
    c. WSCUC – D. Jackson **(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; Senate Log attached*
        i. ASI Report- C. Vollmer
        ii. Executive Committee- M. Danforth
        iii. Academic Affairs Committee (AAC)- J. Tarjan
        iv. Academic Support & Student Services Committee (AS&SS)- E. Correa
        v. Budget and Planning Committee (BPC)- C. Lam
        vi. Faculty Affairs Committee (FAC) – M. Rees
        vii. Staff Report- S. Miller
F. Resolutions **(Time Certain: 10:45 AM)**
    a. Consent Agenda
    b. New Business
        RES 222316 Interim Director of Academic Advising Recommendations

G. Open Forum (**Time Certain: 11:15 AM**)
H. Adjournment

8. <u>ADJOURNMENT</u>

ACADEMIC SENATE: EXECUTIVE COMMITTEE EXTRA

MINUTES

TUESDAY, MARCH 7, 2023

10:00 A.M. – 11:30 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

Members: A. Hegde (Chair), M. Danforth (Vice-Chair), M. Martinez, E. Correa, C. Lam, M. Rees, J. Tarjan, V. Harper, and B. Bywaters (Senate Analyst Retired Annuitant)
Absent: J. Millar (excused)

1. CALL TO ORDER
   A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

3. APPROVAL OF AGENDA
   Add EEGO Programs – Certificate. EEGO listed a NSME program as a certificate. E. Correa moved to approve the agenda. C. Lam seconded. Approved.

4. APPROVAL OF MINUTES
   a. November 8, 2022, Minutes – Updated: 5. Continued Items, a. Academic Senate Log, ii. AS&SS V. Harper thanked E. Correa for leading a conversation on the advising report with the staff advisors. E. Correa moved to approve. C. Lam seconded. Approved.
   b. February 14, 2023 E. Correa moved to approve. C. Lam seconded. Approved.
   c. February 21, 2023 E. Correa moved to approve. C. Lam seconded. Approved.
   d. February 28, 2023 - pending

5. CONTINUED ITEMS
   a. AS Log *(deferred)*
      i. AAC (J. Tarjan)
      ii. AS&SS (E. Correa)
      iii. BPC (C. Lam)
      iv. FAC (M. Rees)
   b. Provost Update (V. Harper)
      i. COVID Policies
      ii. ITS Policy Timing
      iii. CO Update

6. NEW DISCUSSION ITEMS

a. Standing Committee Bylaws change – (Section IV) This item has been on the agenda since last year. For standing committee chairs, the concern is that someone who only served one year still is learning how the Senate works. Ideally, one would have been on the committee they wish to chair. Also consider applying term limits to the ASCSU representatives. (A. Hegde) Inconsistency between Appendix B and C in the Handbook regarding the Chair Term and the Vice Chair Term. It could be used to argue that Chairs and Vice-Chairs should only serve a one-year term, for a maximum of two years. Our practice has been a two-year term for a maximum of four years. (M. Danforth) The referral to take Appendices B and C into consideration. (A. Hegde) Sub-committees can have discussion in their committee about non-Senators who then become Senator and how it would affect eligibility to chair. (M. Danforth) Referral to all the committees on By-Laws change:
    i. Chair Election Statement of Interest, Two-years on Senate requirement before eligible for Chair of sub-committee, Term limits
    ii. Structure of BPC - The CFO is a member of the BPC and he wanted to change that.
    iii. Qualifications of Standing Committee Chair (A. Hegde)
b. MSA discontinuance, EEGO – It will be referred to AAC upon receipt of the rationale from EEGO. (A. Hegde)
c. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
d. Elections and Appointments – M. Danforth
    i. Voting platform replacement – The VotingPlace election software required a special exception from ITS because it's not fully accessible. It also doesn't support single sign-on. M. Danforth and the School Election Committee (SEC) Chairs looked at replacement vendors. They looked at platforms that have single transferrable vote (STV) as required by the Handbook and pass the accessibility review per Section 508. The preference is that they support single sign on with MS or shib.csub.edu. Of the three platforms examined, Simply Voting is the preference of the SECs. It meets requirements and has mobile optimization. Pricing package is $500 for every 10 elections. There is a one-time set up charge with ITS. (M. Danforth) Are the SEC Chairs and M. Danforth Election Committee Chair sufficient to decide or do we want to send to BPC and the Senate? The current software license expires May 4, 2023. (A. Hegde) Operations handling can be done by the EC. (J. Tarjan) Consider a one-year trial with Simply Voting. (R. Rees) We can renew VotingPlace without ITS Service Consulting again. It would be the fall back. (M. Danforth) The EC will support the recommendation of the Election Committee Chair, M. Danforth, and the School Election Committee Chairs to procure Simply Voting. (A. Hegde) M. Danforth will begin the Solutions Consulting process with

ITS and then it will move on to Procurement. (M. Danforth) When it's in place, an announcement will be made at the Senate with an explanation of the process. (A. Hegde)

ii. General Studies (GST) Review Committee – M. Rees volunteered to be on the committee for one year. J. Tarjan has a two-year term ending 2024. A call is needed for University wide positions. There would be a one-year and two-year term in that call. (M. Danforth) Fall 22 FYS and GST Instructors are due for review (M. Rees) The call to go out at the appropriate time. (A. Hegde)

iii. HIPs taskforce [RES212212] 5th resolve - Composition of the Task Force to advise how High Impact Practices (HIPs) would be designated was not part of resolution. (A. Hegde) Discussion ensued. The Task Force will determine criteria and what needs to be done in order to prove a course has a High Impact Practice (HIP), such as research. There should be a representative from Academic Programs to staff the Task Force for its technical part. It should be someone who can gather statistics, work with the CO to report learning outcomes in communities, which helps allow us to do research. (J. Tarjan) Ultimately, it'll be guidelines (not review like GECCo) for syllabi and what would allow an ASC to select a particular HIP for that particular course. The HIP Task Force is an advisory to the DCLC and Curriculum Committees. At-Large non-school instructors would allow counselors and librarians who teach classes to participate. (M. Danforth) The EC agreed on the structure of the HIP Task Force: Four (4) FT General Faculty, one (1) from each school appointed by the EC, and two (2) FT General Faculty At-large appointed by the EC. Candidates to make a brief statement why they want to be on the HIP Task Force. (A. Hegde)

iv. U-wide RTP criteria taskforce (equity) (HOLD) - Consider deleting item because there many actions taken through the DEI Fellows and the Cluster Hires are taking place. (A. Hegde) There is some appetite for school RTP criteria. (M. Danforth) A suggestion is to have C. Catota convene a meeting of the new Cluster Hire Faculty with URC to discuss this. They could take it on as one of their tasks, as they were charged with doing it. (J. Tarjan) The concern(s) could be brought up during C. Catota's DEI Listening Sessions. (A. Hegde) When people do Open Education Resources (OER), they are doing a lot of work on the front-end to create these classes that may not be recognized in their unit criteria. It is an equity issue. (E. Correa) Within the STEM disciplines, the NSF ADVANCE Grant is reviewing policies & procedures to see if there are any gaps or disadvantaged portions. We are reviewing the unit RTP criteria within each of the STEM disciplines. It's another avenue for input. (M. Danforth) Maybe we can fine tune in future meetings. It continues to HOLD. (A. Hegde)

> v. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change – It's an attempt to avoid having calls in Fall because the lack of participation. School positions get two call attempts before they revert to At-Large positions, but there is no limit to the number of calls for At-Large elected positions, such as reverting to an appointment. (M. Danforth) Have the EC members contact those who didn't make the Senate At-Large position to nominate themselves for election to school and university wide committees. Referral sent to BPC.
>
> vi. Committee proliferation – How many of the 56 committees are active and which are not? K. Van Grinsven can reach out over the summer to identify which are active and those to be convened. How are committees, such as Ad Hoc, convened? (M. Danforth) It's an on-going task. (A. Hegde) An idea for the Summer Senate Retreat is to look at a way for the faculty voice in all matters in the university – specifically academic affairs. (J. Tarjan)

e. Retention Tenure and Promotion (RTP) - FAC

> i. Clarify handbook language for 3-year Lecturers and PTR Committee – Six-year lecturer section is being worked by FAC. The three-year lecturers need to be taken up. The language through-out the Handbook needs to be cleaned-up. For example, it includes Lecturers and post-tenure faculty in RTP sections. (M. Rees) Formation of the PTR committee needs to be taken up. For example, when there aren't enough professors in a department, recommendations outside of the department need to be made to build a PTR committee. When there is a conflict with the recommendations, such as one was also going up for review, how is it handled? When the Handbook language is not clear, we have to go by precedence. The composition of the PTR committee is unclear. (A. Hegde) Referred to FAC
>
> ii. 2nd Year Review Materials: drafted referral – The EC agreed on the language. Referred to FAC.
>
> iii. Review letter thoroughness; including reviewers addressing all criteria. When a rebuttal is put in, the next level very rarely acknowledges it. (A. Hegde) Originally, the concern was that not all areas were addressed in a letter. Progress, or achievement, of criterion in each area. (M. Rees) The URC intentionally put in verbiage that they have reviewed rebuttal(s). The problem recently has been with Box. It's been very difficult for the URC to find materials because everyone has a different organization of how the file is presented. (C. Lam) There has been much training and presentation of material instruction for the Deans. (M. Rees) Include this in the Deans' orientation. (A. Hegde) With the new platform being discussed by Task Force there will be better organization of electronic materials.

Materials also need to be place in the Personal Action File (PAF) in the Dean's office. (M. Danforth) Some of the committees are addressing their own criteria. It could be discussed in DCLC. Consider drafting a template to help the committees, especially for Lecturers. (J. Tarjan) If something isn't addressed, then at the last minute, the response is we don't need it. One needs to be informed every year what is required. (M. Rees) A possible solution to the inconsistency of the Deans' addressing the rebuttal and all the criteria could be to have an evaluation template of the three areas drawn up by the department, school, or university. Include the names of the people at the different levels. A checklist is helpful, especially for Lecturers due to more mandatory content. It comes in the form in a draft letter. For other people, they at least had to have an evaluation of Teaching, Scholarship, and Service. Consider overview of the research when reviewing Scholarship and what's in progress. (J. Tarjan) What happens when there are factual inaccuracies? (E. Correa) It goes in a rebuttal and making sure all levels can find it. The Personal Statement is not part of the list in the Handbook. (M. Rees) Refer Letters in the RTP to FAC. Whether it's guidance or a checklist, the main concern is the reliable review of the RTP and/or the rebuttal letters and acknowledged at the next level. (A. Hegde)

f. Academic Administrators
   i. Evaluation of Academic Administrators – Handbook 311.1 (*deferred)*
   ii. Academic Administrators Search and Screening Procedures - The Provost has added an extra step before the candidates come to campus. Currently, Provost's role comes after the Search Committee's work. (A. Hegde) Some searches ago for Deans, the consultant put something before the Provost. The candidate goes through eight hours of conversations and interviews, etc. The recommendation was to have an open, unstructured conversation with the Provost. It's being referred to as The Saturday Conversation for the candidate and the Provost to get to know each other. The BPA Dean Search is an example. It occurred between the first level cut and the finalist determination. There was discussion about it with search committee and they supported it. The question came up from a committee member who thought it was an opportunity for the Provost to have a cut. It is not. It does not affect them proceeding to the next round. There could be language added to the Handbook that it is a requirement that the Hiring Officer receive the consent of the Search committee to have a conversation prior the final visit. (V. Harper) It would only apply to Administrators, not faculty. Section 306.9 in the Handbook (A. Hegde) Other institutions often have the Provost meet the candidates before the Search Committee. It's more of a

conversation. (E. Correa) Deans are not the faculty's direct report. If it goes into the Handbook, truncate it for Provost Council reports. (V. Harper) For Section 309.3 (responsibilities of search committee), we didn't anticipate the use of a search firm. The other change for search firms goes in Section 309.6.e (only committee present during deliberations); we've been violating that. The language would allow other individuals to be there, including the appointing officer. 309.6.g, allows the hiring of an outside search firm. Updating these sections would come in alignment with Deans and Provosts searches and give the process flexibility, but not to be standard operating procedure. (J. Tarjan) Section 309 applies to Associate Deans searches too. Section 309.6 doesn't say all interview requirements happen on the same day. The hiring officer has the option to interview but doesn't have to be on the same day. (M. Danforth) Include roles and procedures that indicates the Provost or Appointing officers to meet with candidates to discuss ideas, not to eliminate candidates. Consider the suggestions from J. Tarjan. Add new item, 309.6 i., Option for the university to retreat. Refer to BPC. (A. Hegde)

      iii. Dean Professional Development [Orientation] – FAC (deferred)
1. Responsiveness
2. Understanding/following the Handbook
3. Understanding/following the CBA
4. Supporting (not undercutting) chairs

g. Campus Modality Philosophy – Handbook Appendix (deferred)
h. Order of Business – Bylaws change (Section III. A.) (deferred)
i. Sabbatical Eligibility Language – Handbook Change – Some people have not been here for seven years, yet they are on the eligibility list. They were given credit for service in other institutions. The Collective Bargaining Agreement (CBA) says full-time for six years at that campus. The Handbook says, "full-time positions in academic assignments". So people are getting credit for sabbaticals before they're eligible. The Handbook language needs to be consistent with the CBA. (M. Rees) Referred to FAC.
j. Various policies (deferred)
    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 (HOLD- *check with Provost*)

k. Open Educational Resources (OER) (deferred)
l. Carry-over from 2021-2022 Annual Report (Possible New Referrals) (deferred)
   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)_
m. Resolution on CCC baccalaureate degrees [AB 927] – EC (deferred)
n. Exam Modality for Flex Classes – AAC and AS&SS (deferred)
o. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (_HOLD_- _check with Provost on if award still exists_) (deferred)
p. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
q. Investment Divestiture – BPC (deferred)
r. Academic Integrity Policy AI (deferred)
s. Proposals Direct to ASCSU (E. Correa's request) (deferred)
t. Advisor-initiated course adds in Adobe-Sign – (M. Rees request) (deferred)
u. Skipping Course Waitlist (deferred)
v. Advisory Group to Academic Integrity (J. Tarjan) (deferred)
w. EEGO Programs – Certificate (M. Danforth) (deferred)

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, MARCH 16, 2023

10:00 A.M. – 11:30 A.M.

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

A. Call to Order
B. Approval of Minutes
   a. February 16, 2022 _(attached)_
C. Announcements and Information
   a. President's Report – Lynette Zelezny (**Time Certain: 10:10 AM**).
   b. Elections and Appointments- M. Danforth
   c. Enrollment Management – D. Cantrell (**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; Senate Log attached_
      i. ASI Report- C. Vollmer
      ii. Executive Committee- M. Danforth
      iii. Academic Affairs Committee (AAC)- J. Tarjan

   iv. Academic Support & Student Services Committee (AS&SS)- E. Correa

   v. Budget and Planning Committee (BPC)- C. Lam

   vi. Faculty Affairs Committee (FAC) – M. Rees

   vii. Staff Report- S. Miller

F. Resolutions **(Time Certain: 10:45 AM)**

 a. Consent Agenda

 b. New Business

 c. Old Business

  RES 222316 Interim Director of Academic Advising Recommendations

  RES 222317 Periodic Evaluation/Performance Review Calendar - Handbook

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

H. Adjournment

8. <u>ADJOURNMENT</u>

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
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 GWAR Exam and/or Course Requirement	Complete	AAC Generate a statement in response to memo from Chancellor's Office re GWAR Exam and/or course requirement. **RES 222305** – GWAR Concerns	10/20/2022	10/31/2022	-

Academic Affairs Committee (AAC) continued…						
Date	**Item**	**Status**	**Action**	**Approved by Senate**	**Sent to President**	**Approved by President**
11/02/2022	2022-2023 #11 GWAR Committee Structure	**IP;** Sent to AAC	AAC Address the question of the GWAR committee structure; consider who to report to, role in approving GWAR courses and committee composition. *IP; continued discussions.*			
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. *IP; in contact with department chair.*			
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 #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.	-	-	-

Academic Affairs Committee (AAC) continued…						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
11/22/2022	Proposal for New GST 2230 Course	**Complete**	AAC Consider the addition of GST 2230 Course to the CSUB course catalog. **MEMO** received. No further action needed. 01/30/2023	-	-	-
01/19/2023	2022-2023 #18 Academic Probation Proposed Terminology Change	**Complete**	AAC and AS&SS Consider the proposed terminology change from "Academic Probation" to "Academic Notice"	2/16/2023	2/24/23	2/24/23
2/21/2023	2022-2023 #21 Concentration vs. Emphasis to Describe Size of Program		AAC Use of the terms "Concentration" and "Emphasis" and whether CSUB is using appropriate term(s) in reporting			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			
3/7/2023	2022-2023 #27 Standing Committee Bylaws Change Section IV		AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications.			
3/7/2023	2022-2023 #28 MS Administration Discontinuance		AAC Whether there is any impact to students, university or community.			

Academic Support and Student Services (AS&SS): Elaine Correa/Chair, meets 10:00 AM in EDUC 123 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
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 *IP; Committee members conducting more research.*			
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. *Canceled- New referral 2022-2023 #21 Drafted.*	-	-	-
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	Complete	AAC and AS&SS Consider the proposed terminology change from "Academic Probation" to "Academic Notice" RES 222315	2/16/2023	2/24/23	2/24/23
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising	Second Reading 3/16/2023	AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations			
			AS&SS Continued next page			

Academic Support and Student Services (AS&SS) continued						
Date	**Item**	**Status**	**Action**	**Approved by Senate**	**Sent to President**	**Approved by President**
3/7/2023	2022-2023 #27 Standing Committee Bylaws Change Section IV		AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications.			

Budget and Planning Committee (BPC): Charles Lam/ Chair; meets 10:00 AM in SCI III-100 Conference room and/or via video conference. Dates: 9/1, 9/15, 10/13, 10/27, 11/10, 11/17, 01/26, 02/09, 02/23, 03/09, 03/23, 04/13, and 04/27						
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. *IP; still in discussion.*			
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. *IP: HOLD- pending position description from Provost.*	**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
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			

Budget and Planning Committee (BPC) continued…						
Date	**Item**	**Status**	**Action**	**Approved by Senate**	**Sent to President**	**Approved by President**
9/28/2022	2022-2023 #09 Addendum to the Academic Calendar 22-23	**IP**	BPC Addendum to add federal holiday Juneteenth as a campus holiday *IP; New information received, pending resolution*			
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	Second Reading 3/16/2023	BPC and FAC Consider changes proposed to RTP review calendar timeline. RES 222317 Periodic Evaluation/Performance Review Calendar – Handbook Change			
1/25/2023	2022-2023 #21 Advising Task Force Recommendations- Director of Advising	Second Reading 3/16/2023	AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			
3/7/2023	2022-2023 #27 Standing Committee Bylaws Change Section IV		AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications.			
3/7/2023	2022-2023 #29 BPC Membership – Bylaws Change		BPC Whether to edit membership, CFO or designee			
Budget and Planning Committee (BPC) continued…						

Budget and Planning Committee (BPC) continued…						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
3/7/2023	2022-2023 # 30 Election Attempt Limit – Revert to Appointment- Handbook Change		BPC Whether to revert elected positions open to eligible faculty after four attempts			
3/7/2023	2022-2023 #31 Academic Administrators Search & Screening -Handbook Change		BPC Whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat.			

Faculty Affairs Committee (FAC): Mandy Rees/Chair, meets 10:00 AM in HOB 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
-	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. *IP; discussions started.*			
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

Faculty Affairs Committee (FAC) Continued…						
Date	**Item**	**Status**	**Action**	**Approved by Senate**	**Sent to President**	**Approved by President**
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. *IP; discussion started. Semi-hold in lieu of more pressing discussions.*			
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	**IP;** Sent to FAC	FAC Whether deferment of classroom observations GST and FYS instructors who do not have home departments should be considered. *IP;*			

Faculty Affairs Committee (FAC) Continued…						
Date	**Item**	**Status**	**Action**	**Approved by Senate**	**Sent to President**	**Approved by President**
1/19/2023	2022-2023 #20 RTP Review Calendar Timeline	Second Reading 3/16/23	BPC and FAC Consider changes proposed to RTP review calendar timeline. RES 222317 Periodic Evaluation/Performance Review Calendar – Handbook Change			
2/21/2023	2022-2023 #22 GECCo Review and Appointment		FAC Whether GECCo draws the review of Faculty Director etc. and whether the position is open for another three-year appointment			
3/1/2023	2022-2023 #23 Effect of Sabbatical on Assigned Time and Release Time		FAC Where a person serving on a committee should step down. What is effect on assigned time & release time.			
3/3/2023	2022-2023 #24 Academic Support & Student Services Membership – Bylaws Change		AAC, AS&SS, BPC, FAC Whether there is any reason(s) not to change the student membership to voting member.			
3/7/2023	2022-2023 #25 RTP 2nd Year Review Materials		FAC Whether the URC and other higher levels should consider entire 1st year review.			
3/7/2023	2022-2023 #26 Letters in the RTP		FAC Whether guidance of checklist needed for reliable review of RTP &/or rebuttal & acknowledgement at the next level(s)			
3/7/2023	2022-2023 #27 Standing Committee Bylaws Change Section IV		AAC, AS&SS, BPC, FAC Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications.			
3/7/2022	2022-2023 #32 Three-Year Lecturers and PTR Committee – Handbook Change		FAC Language regarding 3rd-Yr Lecturers and post-tenure faculty, PTR Committee Structure, and outside department procedures.			
Faculty Affairs Committee (FAC) Continued…						

Faculty Affairs Committee (FAC) Continued…						
Date	**Item**	**Status**	**Action**	**Approved by Senate**	**Sent to President**	**Approved by President**
3/7/2023	2022-2023 #33 Sabbatical Eligibility Language – Handbook Change		FAC Whether the Handbook 307.1 language should be changed to match the language of the Collective Bargaining Agreement (CBA) Article 27.2			

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.

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

From:	Melissa Danforth
To:	Aaron Hegde; Senate Executive Committee Group
Subject:	RE: Advising survey on Canvas
Date:	Saturday, December 03, 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

To: Aaron Hegde, Academic Senate Chair

From: Anna Jacobsen, Graduate Policies and Curriculum Committee, Chair

Date: February 15, 2023

At its meeting on February 15, 2023, the Graduate Policies and Curriculum Committee, on behalf of the Graduate Studies Committee, requested that the Academic Senate consider the following University Handbook change. The committee has provided a proposed draft of this handbook change and rationale. The 'Graduate Studies Committee' is already listed in the University Handbook, but a description of the purpose and role of this committee is not included in the existing handbook language. The change that we are requesting is for a description of this committee to be added to the handbook, with a recommendation that the new language reflect the long-term activities and role of this existing and well-established committee.

Thank you for your consideration of this request. Our committee would be welcome to any additional meetings, information requests, or consultations that may relate to this request.

Respectfully,
Graduate Policies and Curriculum Committee

Anna Jacobsen, Chair
Yong Choi
Chandra Commuri
Heidi He
Anthony Pallitto
Luis Hernandez
Veronica Bethea-Amey
Carmen Padilla
Adrianne Silva

CC:
Denver Fowler, Associate Dean of Graduate and Undergraduate Studies and Chair of the Graduate Studies Committee
Martha Manriquez, Graduate Student Center Coordinator

DRAFT

Graduate Studies Committee

RESOLVED: That the Academic Senate recommend revisions to the University Handbook language regarding the Graduate Studies Committee (additions in **bold underline**) as specified below:

107.3 Committees Reviewing Curriculum and Academic Programs
Committee on Academic Requirements and Standards (See Section 201.1)
University Program Review Committee (See Section 202.4)
All-University Teacher Education Advisory Committee (See Section 201.5)
Curriculum Assessment Council (See Section 201.6)
Graduate Studies Committee **(See Section 201.7)**
Academic Integrity Review Committee (See Section 203.4)
Distributed Learning Committee (See Section 203.11) (Added 01/08/20)

201.7 Graduate Studies Committee
The Graduate Studies Committee develops graduate program policies, oversees application of policies and procedures pertaining to graduate courses and programs, reviews and approves graduate division language in the catalog, and oversees numerous graduate student programs, awards, and support services. They also serve as an advisory committee to the Graduate Student Center. In coordination with other entities, they also monitor graduate program assessment activities and planning. They work closely with the Associate Dean of Graduate and Undergraduate Studies (AD-GUS) and the Dean of Academic Programs in the oversight of graduate programs.

RATIONALE: The Graduate Studies Committee has operated for several years without a clear description of the responsibilities and role of this committee. It has also been informally referred to under several different names. The Graduate Studies Committee is currently working to develop more formal structures and a clarification of the role of this committee in the University Handbook will assist in this process.

Historically, the Associate Dean of Graduate and Undergraduate Studies (AD-GUS) has worked closely with the existing Graduate Studies Committee to oversee application of policies and procedures pertaining to graduate courses and programs, and the progress of graduate students from application to graduation. Graduate policies have been developed and reviewed by the Committee. The committee has developed graduate policies, reviewed and approved graduate division language in the catalog, and overseen numerous graduate student programs, awards, and support services. This committee is informally referred to as the Council of Graduate Coordinators and the Committee of Graduate Program Directors, but the formally title of this committee is the Graduate Studies Committee. The proposed handbook revision describes these activities that already have been occurring and the current operation of this committee.

To: **Campus Community**
From: **Vernon B. Harper Jr.**
              Provost and Vice President for Academic Affairs
Date: **3-10-2023**
Subject: **CSUB's Commitment to Exceeding NAGRPRA and CALNAGPRA Compliance and Full Repatriation of Remains**

Campus Community

California State University, Bakersfield is fully committed to exceeding the legal expectations prescribed in the Native American Graves Protection and Repatriation Act (NAGPRA) and its state equivalent. The California Native American Graves Protection and Repatriation Act (CALNAGPRA; AB-978), was passed by the State Legislature in 2001, and the Assembly Bill for Native American Cultural Preservation (AB-275) was passed in 2020. These laws mandate that all state institutions, including museums, that receive state funding and have possession or control over collections of human remains or cultural artifacts establish a procedure for the identification and return of those artifacts to the appropriate tribes, and consult with Tribes regarding steps leading to repatriation. A repatriation oversight committee referred to as the Native American Heritage Commission (NAHC), was granted oversight jurisdiction under the CalNAGPRA statute and both acts were enacted to fill in any California-specific deficiencies in the federal Native American Graves Protection and Repatriation Act.

With this letter and the attached moratorium policy, CSUB continues its journey to achieve then exceed the standards of compliance outlined by these culturally and morally relevant legal frameworks. To this end, CSUB has relocated and secured all artifacts and remains with the intent to inventory and ultimately repatriate all relevant items to the respective tribes. This process may take years. CSUB has begun to invest in facilities, security, software, and NAGPRA-related personnel to assist with the important work and bring CSUB into compliance.

The attached policy is a cornerstone of CSUB's academic and ethical commitment to indigenous communities across the nation and the world. As described, all non-compliant research, scholarship, and teaching using human remains and the cultural patrimony of Native Americans will cease immediately. In consultation with our tribal partners, CSUB will form a review board to guide any future compliant activities. The future review board will include tribal members in partnership with our academic goals. Lastly, CSUB joins many universities, museums, and repositories, both nationally and internationally that have recognized their institutional roles in indigenous hardship.

Policy Title
NAGPRA/CALNAGPRA Research and Teaching Moratorium on Native American Remains and Cultural Items

Policy Status
DRAFT

Affected Units
All Academic Departments

Policy Statement Text
To achieve compliance with California Assembly Bill 275 (AB-275) and California and federal Native American Graves Protection and Repatriation (CalNAGPRA/NAGPRA), CSUB must consult with Native Tribes regarding the handling, preparation, and inventory of cultural items and ancestral remains for eventual repatriation. All "non-compliant" research activities by faculty, students, or outside researchers that involves access to Native American historic and prehistoric Cultural Properties, defined by the Native American Heritage Commission (NAHC) as human remains, associated grave goods, non-associated funerary artifacts, ceremonial, and ritual objects, and or objects of cultural patrimony (all archaeological or historical resources related to Native American cultural traditions) will end or be brought into compliance.   Because of CSUB's commitment to the full repatriation of cultural items and human remains, CSUB will not accept additional collections for curation purposes.

"Compliant" research is defined as research permitted by controlling agencies and approved by affiliated Native American tribes named as consulting Tribes by the NAHC. Research will be permitted by NAHC Tribes after authorization and after CSUB's NAGPRA inventories are prepared in accordance with AB-275 regulations. Since there is no review board to guide and review proposals and verify compliance at this time, all such research is temporarily ended until the university has procedures and policies to guide the determination of compliance in place. The creation of a university review board is currently under development.

To allow CSUB's compliance work to continue, the ban is lifted for non-destructive analysis by employees that are directly working on CalNAGPRA compliance in the context of identifying collections curated on campus but limited to a business need or emergency that places curated or otherwise CalNAGPRA eligible collections and or government property at risk of damage or loss. The university requests that all loaned, borrowed, or otherwise possessed artifacts, remains, or unpublished records associated with Native American collections or objects of cultural patrimony or otherwise associated with funerary practices or context, be returned to campus as soon as feasible. These items should be returned to Repository Director, with an electronic notification to both the respective School Dean and NAGPRA campus coordinator. If such items are known to the university but in individual owners' (regardless of rank or class) personal possession, the items will be disclosed to the heritage commission along with the contact information for the individual or individuals in possession of such items.

Relevant external links

H.R.5237 - Native American Graves Protection and Repatriation Act
- **https://www.congress.gov/bill/101st-congress/house-bill/5237**

AB-978 Native American graves protection and repatriation. (2001-2002)
- **https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200120020AB978**

Consultations (Upcoming)
Cabinet, Senate Executive Committee, Provost's Council, DCLC, Campus Counsel

Approved Date
TBD

Effective Date -Expiration Date
TBD