ACADEMIC SENATE: EXECUTIVE COMMITTEE EXTRA

AGENDA

TUESDAY, MARCH 21, 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

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

4. APPROVAL OF MINUTES
   a. March 7, 2023 **(*handout*)**
   b. March 14, 2023 **(*handout*)**

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. Request for Handbook Title Change for University Administrators (***handout***)
      ii. COVID Policies
      iii. ITS Policy Timing
      iv. CO Update

6. NEW DISCUSSION ITEMS **(Time Certain: 10:45 AM)**
   a. Concentration in Entrepreneurship- AAC (***handout***)
   b. Exam Modality for Flex Classes – AAC and AS&SS
   c. Proposal for emphasis in Biochemistry B.S. – AAC (<u>HOLD</u>; referral in progress for Concentration and Emphasis)
   d. Elections and Appointments – M. Danforth
      i. Search Committee for AVP GraSP – Handbook 309.5 or 310 **(*handout*)**
      ii. Ombudsperson – Professor or Associate Professor **(*handout*)**

iii. U-wide RTP criteria taskforce (equity) (HOLD)
e. Campus Modality Philosophy – Handbook Appendix – AAC, AS&SS, BPC, FAC
f. 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
g. Order of Business – Bylaws change (Section III. A.)
h. 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*)
i. Open Educational Resources (OER)
j. 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*)
k. Resolution on CCC baccalaureate degrees [AB 927] – EC
l. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*)
m. Strategic Plan Group data gathering instrument(s) - BPC
n. Investment Divestiture – BPC
o. Academic Integrity Policy AI
p. Proposals Direct to ASCSU (E. Correa's request)
q. Advisory Group to Academic Integrity (J. Tarjan's request)

7. <u>AGENDA ITEMS FOR SENATE *MEETING*</u>

THURSDAY, MARCH 30, 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. Campus Safety – M. Williamson *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 222317 Periodic Evaluation/Performance Review Calendar – Handbook
       RES 222318 Graduation Writing Assessment Requirement (GWAR) Committee Membership and Charge
       RES 222319 Discontinuation of the Master of Science in Administration
       RES 222320 Bylaws Change to the Composition of the Budget and Planning Committee
       RES 222321 Faculty Hall of Fame Selection Process – Handbook Change
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. <u>AGENDA ITEMS FOR SENATE MEETING</u>

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 SENATE: EXECUTIVE COMMITTEE

MINUTES

TUESDAY, MARCH 14, 2023

10:00 A.M. – 11:35 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)
Absent: E. Correa (excused)

1. <u>CALL TO ORDER</u>
   A. Hegde called the meeting to order.

2. <u>ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK</u>
   President Zelezny (Virtual) –
   - CSU Chancellor search – It continues to require the President's involvement
   - Advocacy Day in Sacramento with Legislators - Student body President and Academic Senator, Carson Vollmer, was the star of our meetings.
   - CSUB Honorary Doctorates have been approved by the CSU: 1) Cesar Chavez, posthumously and 2) Irma Carson, first African American Bakersfield Police Officer and first African American to sit on the Bakersfield City Council
   - Native American Graves Protection and Repatriation Act (NAGPRA) - CSUB had its role on the call with legislators. It's a big job and they were satisfied with how we're organized. All CSUs are part of this legislative audit. It's a legal requirement.
   - WSCUC visit - Thank you to Debra Jackson and all who participated. It went very well. The exit meeting had the following commendations. It included significant progress on the Strategic Plan, reorganization of the institutional research division, improving our graduation rates, and support for our students, faculty and staff during the pandemic.
   - Diversity Strategic Plan – Visioning the roles of Faculty and Professional Advisors and closing our equity gaps
   - Budget Forum - Monday March 20th 11:00 a.m. Location Dezember Leadership Room and virtually
   - BPA Dean Search – Four candidates selected and she's looking forward to feedback from the search committee
   - Diversity Action Plan – National expert on DEI best practices, Amy Lambert PhD, will lead listening sessions next week. The action planning summit is March 29 at the Student Union.

Comment: Dore Theater - Leaks that have existed for more than 30 years are still there. There was a performance when we had to watch the path of the water near the electronics which threatened to stop the show. She's worried about the safety of the people watching the performance. (M. Rees)

Q: Faculty Advising – When myCSUB access role was changed from chair to regular faculty, discovered faculty advisors can't browse myCSUB course catalog, nor look up GWAR exam scores. Faculty advisors and staff having different access levels is problematic. The advisor role and technical assistance needs to be looked at. (M. Danforth) A. V. Harper is taking notes. Access fits in with recommendations to drive data down to levels of decision making. (L. Zelezny)

Q: Deans and faculty have questions about enrollments. (J. Tarjan) A. The memo from the Public Policy Institute is promising. We are 7% below target. As we look at projections looking forward, we won't be negatively influenced. We are identified as a growth campus. She is working with Provost Harper on accelerated retainment efforts. We did what we needed to get budget for cluster hire. There is a committee working with D. Cantrell and V. Harper on improving our rate of growth at CSUB. (L. Zelezny)

Q: To facilitate growth efforts, are we planning to increase dual-enrollment courses? BC has many dual-enrollment courses, but only aware of pre-calculus and geology from CSUB. (M. Danforth) A. There's been discussion with M. Martinez and the President appreciates those who are thinking. (L. Zelezny)

Comment: Sections taught in KHS District for college credit aid graduation rates. The request is for potentially increasing this program. (J. Tarjan)

3. <u>APPROVAL OF AGENDA</u>
   Requests made to add new topics, Academic Integrity Pledge, and Disability Syllabus Statement. C. Lam moved to approve the agenda. M. Rees seconded. Approved.

4. <u>APPROVAL OF MINUTES</u>
   a. February 28, 2023 - M. Rees moved to approve the minutes. M. Martinez seconded. Approved.
   b. March 7, 2023 - Tabled until next meeting.

5. <u>CONTINUED ITEMS</u>
   a. AS Log
      i. AAC (J. Tarjan)
         Referral #11 – A resolution is ready for the Senate.
         Referral #21 – AAC started discussion.
         Referral #28 – There will be a resolution ready for the Senate. EEGO admitted students for Summer. There is an on-going department lag in notification that a course has been discontinued. When a course is used by a department from another school and there is a change of content, there's no way for other schools to know of the change. It

wasn't referred. (J. Tarjan) The curriculum committee would indicate changes in their letter. (M. Rees) Example Geology uses Econ when Geology changed, there may have been a department that missed out. (A. Hegde)

   ii. AS&SS (E. Correa) - E. Correa is at a conference

   iii. BPC (C. Lam)

Referral #5 Description AVP IRPA to be discussed, next meeting.

Referral # 24 - AS&SS membership approved.

Referral # 29 – A resolution about CFO designee ready for Thursday.

Referral # 1 - Next meeting, the Vice-Provost San Marcos will join the discussion on the Time Block Scheduling plan.

RES 222316 - C. Lam and E. Correa are working on the changes for the second reading of Interim Director of Advising. (C. Lam) At the Senate, discussion will be limited to the points in the resolution and the rationale. (A. Hegde) Parliamentary procedure includes the instruction, "Are you speaking for or against, and speak to why you are for or against." (J. Tarjan) When are we going to have a scientific survey of advising? (M. Martinez) We could ask a faculty member to design a survey and administer it in early fall. There could be a request for a report from Director of Advising by November. (A. Hegde) Open Forum is not Public Comment. (J Tarjan) It would be beneficial to send a guidelines to I. Pesco that Open Forum is not Public Comment. (M. Danforth) Faculty should have a say in the design of the survey (M. Martinez)

   iv. FAC (M. Rees)

RES 222317 - Working on second reading of Periodic Evaluation/ Performance Review Calendar, whether post-tenure faculty can serve on other committees. There is confusion on what is a "cycle".

Referral 2020-2021 # 23 Faculty Hall of Fame – resolution soon.

b. Provost Update (V. Harper)

   i. COVID Policies (deferred)

   ii. ITS Policy Timing (deferred)

   iii. CO Update (deferred)

   iv. Stateside Summer Session - The session will still be organized by Extended Education. FTES counts in the college year. If the school has a model based on the academic year, they will not count. For the college year, for which our overall allocation from the State is based on, it counts. However, it won't count in the departments in an academic year. Students' tuition will be about the same. The CBA defines compensation. No change to the pay period. Q. Are there any effects dealing with targets and average enrollments? (J. Tarjan) Students who take classes in the summer don't take those classes in fall. There are two impacts: 1) university-wide, we are just moving

them between terms. 2) If they take classes in the summer, students would still have to take 12-15 units in the fall. Unit counts could increase in the fall. For campuses that fall below 10% of their target, they get "swept" to other campuses. CSUB is not in jeopardy of being swept. We don't want the circumstance of having class modalities change right before the session starts. (V. Harper) Faculty decide on the course modality. (A. Hegde) Advising week starts next week. It would be helpful to have information distributed on the Student Success Network and to faculty about the switch of summer session to stateside funding. It would be useful to post course fees and guidelines for a class going forward. Lay out the discussion before advising. (M. Danforth) The out-of-state students will be impacted. (J. Tarjan)

v. Search Committee for AVP GraSP – Is the composition of the Search committee for AVP GRaSP under 309.5 or 310? It's a topic for EC next meeting, to decide. Research the Handbook and make it a call for interest in appointment. The EC is in support of an extension for the Interim AVP GRaSP to the end of the calendar year. It will be handled by the Provost.

vi. IRPA Advisory Committee – The Provost revised the title from assistant to associate VP. It's an appointment by EC. M. Danforth will research minutes for committee composition.

vii. Ombudsperson – There was discussion on whether the position to be held by a Professor or Associate Professor. The Provost has increased the assigned time to 6 WTUs. (A. Hegde) Since we haven't had anyone interested, the position could be available to tenured faculty, giving a sense of security in the way situations are addressed. (M. Rees) Tenure. 15 years. Full Professor. It should be something they want to do. (M. Martinez) Leaning toward tenured. (M. Danforth) OK with Associate Professor, tenured candidates. (C. Lam) It's a meaningful job. Someone who's attained professorship would indicate that they had an opportunity to look from above and across, to mitigate policy. There is a lot of conversation about contingent faculty. (J. Millar) It could be that the position requires tenure, but the preference is for full professor with a set minimum number of years. The EC recommends the candidate to the President for her decision. (A. Hegde) Send the Ombudsman call separately from the other calls. The EC to have one more conversation, next week. (A. Hegde)

6. <u>NEW DISCUSSION ITEMS</u>
   a. Proposal for emphasis in Biochemistry B.S. – AAC (<u>HOLD</u>; referral in progress for Concentration and Emphasis)
   b. Elections and Appointments – M. Danforth
      i. U-wide RTP criteria taskforce (equity) (<u>HOLD</u>)

c. Academic Administrators (deferred)
    i. Evaluation of Academic Administrators – Handbook 311.1
    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 (deferred)
e. Order of Business – Bylaws change (Section III. A.) (deferred)
f. Various policies
    i. Policy Documents: Program Review Guidance, Honor's Program, Campus Survey of Items of Cultural Significance (deferred)
    ii. School/ College Creation Policy Holder [SEEC to issue report] (deferred)
    iii. Canvas access policies (deferred)
    iv. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References https://calstate.policystat.com/policy/12142918/latest/ (deferred)
    v. Course Drop Policy – AAC (deferred)
    vi. Policies: Reimbursement Rate, and Professional Development Funding (HOLD- *check with Provost*) (deferred)
g. Open Educational Resources (OER)
h. Carry-over from 2021-2022 Annual Report (Possible New Referrals)
    i. Honorary Doctorate – Handbook Change (deferred)
    ii. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty –FAC (deferred)
    iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (*HOLD- pending action from President)* (deferred)
i. Resolution on CCC baccalaureate degrees [AB 927] – EC (deferred)
j. Exam Modality for Flex Classes – AAC and AS&SS (deferred)
k. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*) (deferred)
l. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
m. Investment Divestiture – BPC (deferred)
n. Academic Integrity Policy AI (deferred)
o. Proposals Direct to ASCSU (E. Correa's request
p. Advisor-initiated course adds in Adobe-Sign – Now that we're removing human contact for add and drops, we're missing discussion about the ramifications. To be able to communicate with students, insert step "Must contact faculty member". (M. Rees) A student wants to add two courses. One instructor says yes and the other says no. How does the chair respond to compound inputs?   A suggestion is to have some type of guidance or policy to follow when a student initiates a form in conjunction with an advisor. (J.

Tarjan) Students can access the start of Adobe Sign process. It's not always started by faculty or staff. There needs to be a bigger deny button. (M. Danforth) Referred to ASSS

q. Skipping Course Waitlist – It's a technical issue with the way that wait lists are programmed. It's possible to skip the queue. Academic Operations should see if this can be changed. Is it possible for them to stop rolling people off the wait list if someone in a higher position has an issue? Is it possible for Academic Operations to alert the administrative unit for that course that someone is "stuck" on the waitlist? Is there a need for a policy change? (M. Danforth) Referred to ASSS

r. Advisory Group to Academic Integrity (J. Tarjan's request) (deferred)

s. Graduate Studies Committee – Handbook Change –There is a graduate studies committee of all the graduate program directors that have looked at the Handbook language in terms of the committee and rules. They request some Handbook language changes. Referral to AAC to be sent with the documents from the Graduate Studies Committee.

t. Academic Integrity Pledge - Referred to ASSS

u. Disability Syllabus Statement - Correct the information in the statement that has already been approved. (M. Rees) There was a task force convened by SSD to update their internal policies which would then inform faculty what is needed on their syllabi. We want to make sure that faculty are directing students appropriately to those services. Accommodations come from SSD. (M. Danforth) Course syllabi should have the specific location of SSD, phone numbers, and links to websites. (M. Rees) Craft a referral for AS&SS that pertains only to the syllabus with links to other areas. (A. Hegde)

v. Research and Teaching Moratorium on Native American Remains and Cultural Items, and Patriotization – CalTrans, the Bureau of Land Management (BLM) and private entities have brought articles to CSUB for research. This activity has been part of our institution for decades. CSUB has a repository with human remains and artifacts. The Native American Graves Protection and Repatriation Act (NAGPRA) requires that all state institutions establish a procedure to identify and return those items. We have contracts with CalTrans and the BLM. These are their items. We are the stewards. It's a moral and legal issue with a very bureaucratic process to return the remains and artifacts to the Native American tribe(s). If someone would like to research items, they would have to get permission from the respective tribe. (V. Harper)

7. <u>AGENDA ITEMS FOR SENATE *MEETING*</u>

<div align="center">

THURSDAY, MARCH 16, 2023

10:00 A.M. – 11:30 A.M.

</div>

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. ADJOURNMENT
   A. Hegde adjourned the meeting at 11:40.

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	Second Reading 3/30/23	AAC Address the question of the GWAR committee structure; consider who to report to, role in approving GWAR courses and committee composition. RES 222318 GWAR Committee Membership & Charge			
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	Second Reading 3/30/23	AAC Whether there is any impact to students, university or community. RES 222319 Discontinuation of the MS in Administration			

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
**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						
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		AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations	3/16/2023		
			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		BPC The need to reclassify Assistant VP of IRPA to Associate VP of IRPA per Dr. Harper's request. *IP: reviewing position description from Provost.*			
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 3/30/2023	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		AS&SS and BPC Address the need, role and duties of a Director of Advising position. RES 222316 Interim Director of Academic Advising Recommendations	3/16/2023		
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	Second Reading 3/30/23	BPC Whether to edit membership, CFO or designee RES 222320 Bylaws Change to the Composition of BPC			
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	Second Reading 3/30/23	FAC Whether selection process should move to FHAC; whether time conflict with Faculty Awards, data transfer RES 222321 Faculty Hall of Fame Selection Process – Handbook Change			
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 3/30/23	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			

MEMORANDUM

Date: 3-10-2023
From: Vernon B. Harper, Jr.
                   Provost and Vice President for Academic Affairs
Subject: Request for Handbook Title Change for University Administrators [REVISED]

The Office of the Provost requests that the Academic Senate modify the Academic Handbook language related to two academic administrator roles. The current handbook language does not reflect the current scope of responsibilities, current reporting responsibilities, nor current market conditions for the below roles. In addition, the change creates title-consistency across the members of Provost's Council. The proposed title changes may have a small budgetary impact in the division.

CURRENT LANGUAGE
104.1.2 Assistant to the President for Planning and Institutional Research
The Assistant for Planning and Institutional Research develops and maintains campus databases on students, staff and faculty and prepares reports for use by the President and the campus at large. The Assistant also provides information descriptive of CSUB operations required by the CSU.

LANGUAGE for CONSIDERATION (changes in Red)
104.1.2 Associate Vice President for Institutional Research Planning and Assessment
The AVP for Institutional Research Planning and Assessment reports to the P&VPAA and is the strategic leader of the campus' data informed decision-making processes. The AVP serves faculty, staff, and students, develops, and maintains campus databases and prepares reports for use by the Provost, President, and the senior leadership. The AVP convenes the campus' institutional research advisory council, serves as the Chief Assessment Officer for the University and convenes the Council of Assessment Coordinators. The AVP also provides descriptive information related to CSUB operations to the Office of the Chancellor.

CURRENT LANGUAGE
104.2.2 Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP)
The Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP) reports to the P&VPAA. The Assistant Vice-President is responsible for the oversight of all sponsored programs (grants and contracts) involving research, program evaluation, training, and outreach. The Assistant ice President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Assistant Vice-President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Assistant Vice-President provides support services for the Institutional Animal Care and Use Committee (IACUC) and the Institutional Review Board for Human Subjects Research (IRB/HSR).

LANGUAGE for CONSIDERATION (changes in Red)
104.2.2 Associate Vice-President for Grants, Research and Sponsored Programs (GRASP)
The Associate Vice-President for Grants, Research and Sponsored Programs (GRASP) reports to the P&VPAA. The Associate Vice-President is responsible for the oversight of all sponsored programs (grants and contracts) involving research, program evaluation, training, and outreach. The Associate Vice President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Associate Vice-President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Associate Vice-President provides support services for the Institutional Animal Care and Use Committee (IACUC) and the Institutional Review Board for Human Subjects Research (IRB/HSR).

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. 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.
   f. The Search and Screening Committee, in consultation with the appointing officer, shall prepare a vacancy announcement and position descriptions that

97

310 SEARCH AND SCREENING PROCEDURES FOR ASSISTANT AND ASSOCIATE ACADEMIC ADMINISTRATORS

Academic Affairs may create assistant or associate administrative positions for any of its several areas. The request for these positions originates in the academic area, but the establishment of these positions requires the approval of the Provost and Academic Vice President (P&VPAA).

310.1 Decision to Create and to Define a New Position

The appropriate administrator consults with faculty concerning the need for an assistant or associate administrator, the duties and qualifications of the position, job description, and the type of search. In the case of assistant or associate school deans, the dean consults with the school's department chairs. In the case of the Assistant or Associate Dean of University Library, the Dean of University Library shall consult with the tenured librarians. In the case of assistant or associate administrators whose positions are of a university-wide nature, the administrator shall consult with the Executive Committee of the Academic Senate. After completion of the consultation, the administrator forwards a request for the position, including a position description, to the P&VPAA.

310.2 Composition of Search Committees

a. For assistant or associate school deans and Assistant or Associate Dean of University Library:
    1. Three full-time tenured faculty members elected by the faculty of the school in the case of assistant/associate school deans or three tenured librarians elected by the librarians in the case of assistant/associate dean of university library;
    2. One or two additional members jointly selected, when appropriate, by the administrator and the Executive Committee of the Academic Senate.
b. For assistant or associate university-wide administrators:
    1. Four full-time tenured faculty, one from each school, elected by the faculty of each school;
    2. One or two additional members jointly selected, when appropriate, by the administrator and the Executive Committee of the Academic Senate.

310.3 Role and Procedures of the Search and Screening Committee

The committee shall follow procedures as established in Handbook Section 309.

101

TO: General Faculty
FROM: Melissa Danforth, Academic Senate Vice Chair
CC: Aaron Hegde, Academic Senate Chair

SUBJECT: **CALL FOR INTEREST TO THE POSITION OF UNIVERSITY FACULTY OMBUDSPERSON**

This is a Call for Interest to the position of University Faculty Ombudsperson.
Position: University Faculty Ombudsperson
Type: Coordinator   **Rank**: Tenured Full Professor   **Available:** January 2022

Description: California State University, Bakersfield seeks applications for the position of University Faculty Ombudsperson, a designated neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance for faculty. Serving as a designated neutral, the Ombudsperson is neither an advocate for any faculty member nor for the University but rather is an advocate for fairness, who acts as a source of information and referral. The Ombudsperson aids in listening to a faculty member's concerns and assists in the resolution of concerns and critical situations. In considering any given issue, the points of view of all parties that might be involved are taken into account. The Ombudsperson supplements (but does not replace) the University's existing resources for formal complaint procedures and conflict resolution.

Compensation: 3 WTUs reassigned time. The Ombudsperson is appointed on a part-time, 10-month basis and reports to the President or designee. The performance of the Ombudsperson is reviewed annually by the President and more extensively at intervals not to exceed three years, under a procedure determined by the Academic Senate.

Responsibilities:
- Consultation, Referral, and Dispute Resolution
- Reporting
- Policy Analysis and Feedback

Qualifications: The Ombudsperson must be a tenured faculty member with experience in, or knowledge of, the following:
- University policies, procedures and regulations
- Communication skills necessary to relate to a diverse faculty community
- Conflict resolution skills
- Academic governance
- University resources
- Unit administration

Applications: Complete applications must include:

- Original and personalized letter of application addressing the responsibilities and qualifications described above
- Current vita
- Contact Information for two professional references

Applications should be sent electronically to: the Academic Senate Office, Beth Bywaters ebywaters@csub.edu by September X, 2021 at 5:00 p.m.   Thank you.

Reference: University Handbook 303.8.5

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

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

MEMORANDUM

Date: 3-10-2023
From: Vernon B. Harper, Jr.
                 Provost and Vice President for Academic Affairs
Subject: Request for Handbook Title Change for University Administrators [REVISED]

The Office of the Provost requests that the Academic Senate modify the Academic Handbook language related to two academic administrator roles. The current handbook language does not reflect the current scope of responsibilities, current reporting responsibilities, nor current market conditions for the below roles. In addition, the change creates title-consistency across the members of Provost's Council. The proposed title changes may have a small budgetary impact in the division.

CURRENT LANGUAGE

104.1.2 Assistant to the President for Planning and Institutional Research
The Assistant for Planning and Institutional Research develops and maintains campus databases on students, staff and faculty and prepares reports for use by the President and the campus at large. The Assistant also provides information descriptive of CSUB operations required by the CSU.

LANGUAGE for CONSIDERATION (changes in Red)

104.1.2 Associate Vice President for Institutional Research Planning and Assessment
The AVP for Institutional Research Planning and Assessment reports to the P&VPAA and is the strategic leader of the campus' data informed decision-making processes. The AVP serves faculty, staff, and students, develops, and maintains campus databases and prepares reports for use by the Provost, President, and the senior leadership. The AVP convenes the campus' institutional research advisory council, serves as the Chief Assessment Officer for the University and convenes the Council of Assessment Coordinators. The AVP also provides descriptive information related to CSUB operations to the Office of the Chancellor.

CURRENT LANGUAGE

104.2.2 Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP)
The Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP) reports to the P&VPAA. The Assistant Vice-President is responsible for the oversight of all sponsored programs (grants and contracts) involving research, program evaluation, training, and outreach. The Assistant ice President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Assistant Vice-President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Assistant Vice-President provides support services for the Institutional Animal Care and Use Committee (IACUC) and the Institutional Review Board for Human Subjects Research (IRB/HSR).

LANGUAGE for CONSIDERATION (changes in Red)

104.2.2 Associate Vice-President for Grants, Research and Sponsored Programs (GRASP)
The Associate Vice-President for Grants, Research and Sponsored Programs (GRASP) reports to the P&VPAA. The Associate Vice-President is responsible for the oversight of all sponsored programs (grants and contracts) involving research, program evaluation, training, and outreach. The Associate Vice President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Associate Vice-President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Associate Vice-President provides support services for the Institutional Animal Care and Use Committee (IACUC) and the Institutional Review Board for Human Subjects Research (IRB/HSR).

Department of Management and Marketing
School of Business and Public Administration
Department Chair: John Tarjan
Department Office: Business Development Center, A142
Telephone: (661) 654-2181
email: yarchuleta@csub.edu or jtarjan@csub.edu
Website: http://www.csub.edu/bpa
Faculty: A. Agarwal, A. Amaya, H. Bidgoli, E. Carter, J. Chen, Y. Choi, M. Hur, D. Olson, S. Pak, L. Paris, A. Poushneh, S. Sarma, T. See, P. Sigdyal, J. Stark, J. Tarjan, M. Way, J. Woods, Z. Xu

MANAGEMENT AND MARKETING
The Management and Marketing Department prepares students for careers in a variety of occupations, including: human resource positions like benefits or compensation specialists; logistics positions in warehousing, supply chain management, or transportation; a variety of management positions, marketing careers in sales, advertising, or product/brand management; or entrepreneurial opportunities in small business. In addition to responsibility for the coursework in these areas, this department is also responsible for the courses in the general business administration area.

Requirements for the General Business Concentration within the Business Administration Major (15 units)
To qualify for the BS in Business Administration with a concentration in General Business, a student must take five additional upper division courses from at least three of the following areas: Accounting, Agricultural Business, Business Administration, Economics, Finance, Management, Marketing, or MIS. *Note: BA 3008, ECON 3008, ECON 4510 and MGMT 3100 cannot be double counted in the Business Administration major for core and concentration requirements.

Requirements for the Human Resource Management Concentration within the Business Administration Major (15 units)
MGMT 3100 and BA 3008 as part of the upper division core
Requires MGMT 4200, 4220, 4280, and 4300;
Plus one course selected from: MGMT 3090 or ECON 4800

Requirements for the Management Concentration within the Business Administration Major (15 units)
MGMT 3100 as part of the upper division core
Requires MGMT 3090 and BA 3008 as part of the upper-division core
Plus, four courses (or units to complete 15) selected from the following: MGMT 3080, 3400, 3450, 4300, 4600, 4770, BA 4280, MIS 4800
Alternatively, as part of the three courses to complete the concentration, students may also select one of the following courses to serve as one of the three elective courses: ECON 4510, PPA 4500

Requirements for the Marketing Concentration within the Business Administration Major

(15 units)
MGMT 3100 and BA 3008 as part of the upper division core
Four courses selected from: MKTG 3010, 3020, 3040, 4050, 4060, 4100, 4200, or 4300
Plus one* required course: MKTG 4000 or 4900
Note: Students may take MKTG 4000 and 4900 plus three more courses from the selection list above

Requirements for the Entrepreneurship Concentration within the Business Administration Major (15 units)
MGMT 3100 and BA 3008 as part of the upper division core
Requires MGMT 3400 and 3450
Plus, three courses (or units to complete 15) selected from the following: FIN 3600, MGMT 3090, 4600, ACCT 3030, BA 4280, MKTG 3040, PPA 4500

Requirements for the Supply Chain Logistics Concentration within the Business Administration Major (15 units)
MGMT 3100 and BA 3008 as part of the upper division core
Requires MGMT 4400 and 4450, MIS 3400, MKTG 4060
Plus one course from MGMT 4050, 4300, 4600, MKTG 4200, PPA 4500.
Concentration prerequisites: MGMT 3020 and MKTG 3000

Requirements for the Marketing Minor (12 units)
Requires MKTG 3000 and MKTG 4900
Plus, any two other upper-division 3-unit Marketing courses

Requirements for the Organizational Studies Minor (12 units)
Requires MGMT 3000, 3080, 3090, 3100

Program in Business Administration
School of Business and Public Administration
Interim Dean: Seung B. Bach
Interim Associate Dean: Lori Paris
Dean's Office: Business Development Center, A128
Telephone: (661) 654-2157
Email: bpaoffice@csub.edu
Website: http://www.csub.edu/bpa

The Bachelor of Science in Business Administration (BSBA) is offered by the Departments of Accounting and Finance, Economics, and Management and Marketing. Contact information and course descriptions can be found in the Catalog sections that follow for these departments. The Major is to be completed with a minimum cumulative grade point average of 2.0 in all courses counted for the major.

The Bachelor of Science Degree with a major in Business Administration requires a minimum of 120 units which includes courses for the major and concentration, plus courses for the other university-wide graduation requirements: General Education, American Institutions, First-Year Experience, Junior-Year Diversity requirement, Upper Division Writing, Capstone, etc.

Requirements for the Bachelor of Science Degree in Business Administration

Requirements	Units
Total Units Required to Graduate	**120 units**
Major Requirements	**67-83 units**
Lower Division Core	23-27
Upper Division Core	28-31
Concentration	15-24
General Education Requirements	**38 units**
First-Year Seminar	3
LD Area A Foundational Skills	9
LD Area B Natural Sciences	6
LD Area C Arts and Humanities	6
LD Area D Social and Behavioral Sciences	0*
LD Area F Ethnic Studies	3
American Institutions	6
SELF	0*
Junior Year Diversity Requirement	0*
UD Thematic Areas B and C	6
Capstone	0*
GWAR (Exam) or Class	0**
Additional Units	**15-0 units**

*Areas B4, D (3 units), SELF, JYDR, and Capstone are satisfied via major requirements.
**GWAR can be satisfied without course units.

Note: One (1) semester unit of credit normally represents one hour of in-class work and 2-3 hours of outside study per week.

Requirements for the Major in Business Administration (67-83 units)
This curriculum is designed for the student who wishes to earn a Bachelor of Science degree with a major in Business Administration. It has two major components: (1) required lower and upper division courses which provide a foundation for understanding business organizations, their operations, and their place in the global economic, political, and social world; (2) a concentration of courses which permit an in-depth study of a selected aspect of business activity. Courses requiring a specific prerequisite may be taken only after the prerequisite has been completed.

A. **Required Lower Division Foundation Core**
     BA 1028, BA 1000, ACCT 2200, 2210, ECON 2018, 2028, BA 2200 **or** ECON 2200, MATH 2200, MIS 2000, BA 2100 (BA 2100 is not required for Accounting majors who have completed ACCT 2350 or its equivalent.)
     NOTE: Business Administration majors shall not be enrolled in any upper division Business Administration course unless they have:|
     1. Completed all courses in the Lower Division Foundation Core; and
     2. Attained junior status (completed at least 60 semester hours of course work counting toward the 120 semester hours needed for graduation).

B. **Required Upper Division Core Courses**
     BA 3008 **or** ECON 3008, BA 3010, 3108, 4908, FIN 3000, MGMT 3000, 3020, 4000, MKTG 3000, MIS 3000 (not required for Accounting majors who have completed ACCT 3600 or its equivalent), and EITHER MGMT 3100 or ECON 4510 (these courses cannot be double counted in the concentrations).

C. **Upper Division Concentration Electives**
Business Administration majors must complete a concentration of at least 15 semester units. Concentration options are as follows:
1. **Accounting Concentration**
     Students must complete these 8 courses:
     a. ACCT 2350, 3000, 3010, 3030, 3250 or 3260, 3600, 4000, and 4080
     Note: Students are encouraged to participate in the internship program: ACCT 4860 Internship in Accounting

2. **Agricultural Business Concentration**
     a. AGBS 3500, 3510, 3520, and 3570
     b. One course from: AGBS 3530 or 3540
     Note: An internship is recommended

3. **Economics Concentration**

a. Requires ECON 3010, 3020 or 4300

b. Three additional Upper Division Economics electives

Note: ECON 3008 cannot be double-counted in the Business Administration major for core and concentration requirements.

4. **Finance Concentration**

a. Requires FIN 3260, 4000, 4600

b. Two courses selected from the following: FIN 3220, 3400, 3600, 3800, 4500, ACCT 3000, 3010, 3250 or 3260, ECON 3020, 4200

Note: Students are encouraged to participate in the internship program: FIN 4860 Internship in Finance

5. **General Business Concentration**

To qualify for the BS in Business Administration with a concentration in General Business, a student must take five additional upper division courses from at least three of the following areas: Accounting, Agricultural Business, Business Administration, Economics, Finance, Management, Marketing, or MIS. *Note: BA 3008, ECON 3008, ECON 4510 and MGMT 3100 cannot be double counted in the Business Administration major for core and concentration requirements.

6. **Health Care Management Concentration**

a. Requires MGMT 3090, ECON 3108, HCA 4250, 4260, HCA 4860

7. **Human Resource Management Concentration**

a. MGMT 3100 and BA 3008 as part of the upper division core

b. Requires MGMT 4200, 4220, 4280, and 4300

c. Plus one course selected from: MGMT 3090 or ECON 4588

8. **Management Concentration**

a. MGMT 3100 and BA 3008 as part of the upper division core

b. Requires MGMT 3090

c. Plus, four courses selected from the following: MGMT 3080, 3400, 3450, 4300, 4600, 4770, BA 4280, MIS 3400

d. Alternatively, as part of the four courses to complete the concentration, students may also select one of the following courses to serve as one of the three elective courses: ECON 4510, PPA 4500

9. **Marketing Concentration**

a. MGMT 3100 and BA 3008 as part of the upper division core

b. Four courses selected from: MKTG 3010, 3020, 3040, 4050, 4060, 4100, 4200, 4300

c. Plus one* required course: MKTG 4000 or 4900

Note: Students may take MKTG 4000 and 4900 plus three more courses from the selection list above.

10. **Public Administration Concentration**

a. Requires PPA 2008, 3000, 4908

b. Plus two (2) courses from among the following: PPA 3200, 3408, PPA 4660 or MGMT 3100 or PPA 4680 or any other courses approved by the Public Administration undergraduate advisor may be substituted for the two courses required in this section. (6 units)

11. **Entrepreneurship Concentration**
    a. MGMT 3100 and BA 3008 as part of the upper division core
    b. Requires MGMT 3400 and 3450
    c. Plus, three courses selected from the following: FIN 3600, MGMT 3090, 4600, ACCT 3030, BA 4280, MKTG 3040, PPA 4500

12. **Supply Chain Logistics Concentration**
    a. MGMT 3100 and BA 3008 as part of the upper division core
    b. Requires MGMT 4400, 4450, MIS 3400, and MKTG 4060
    c. Plus, one of the following: MGMT 4050, 4300, 4600, MKTG 4200, PPA 4500

Requirements for the Minor in Business Administration
1. Requires ACCT 2200, MGMT 3000, MKTG 3000
2. Plus one of the following: BA 1008, 2100, 3108, MGMT 3100, 3020, MKTG 3040 or MIS 3000

Requirements for the Minor in Marketing
1. Requires MKTG 3000 and 4900
2. Plus, any two other 3-unit upper division Marketing courses

Requirements for the Minor in Organizational Studies
1. Requires MGMT 3000, 3080, 3090, 3100