

ACADEMIC SENATE: EXECUTIVE COMMITTEE

AGENDA

TUESDAY, MARCH 28, 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 14, 2023 (**handout**)
 - b. March 21, 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. COVID Policies
 - ii. ITS Policy Timing
 - iii. CO Update
6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)
 - a. School/ College Creation Policy – School Elevation Exploratory Committee (SEEC)
 - b. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
 - c. Elections and Appointments – M. Danforth
 - i. U-wide RTP criteria taskforce (equity) (HOLD)
 - d. Campus Modality Philosophy – Handbook Appendix – AAC, AS&SS, BPC, FAC
 - e. Academic Administrators
 - i. Evaluation of Academic Administrators – Handbook 311.1 (**handout**)

- f. Order of Business – Bylaws change (Section III. A.)
- g. Various policies
 - i. Policy Documents: Program Review Guidance, Honor’s Program, Campus Survey of Items of Cultural Significance (**handout**)
 - ii. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/>
 - iii. Policies: Reimbursement Rate, and Professional Development Funding (**HOLD- check with Provost**)
- 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. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (**HOLD- check with Provost on if award still exists**)
- k. Strategic Plan Group data gathering instrument(s) - BPC
- l. Investment Divestiture – BPC
- m. Academic Integrity Policy AI
- n. Proposals Direct to ASCSU (E. Correa’s request)
- o. Advisory Group to Academic Integrity (J. Tarjan’s request)

7. AGENDA ITEMS FOR SENATE MEETING

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. March 16, 2022 (*attached*)
- C. Announcements and Information
 - a. President’s Report – Lynette Zelezny (**Time Certain: 10:10 AM**).
 - b. Elections and Appointments- M. Danforth
- D. Approval of Agenda (**Time Certain: 10:05 AM**).
- E. Reports
 - a. Provost’s Report
 - b. ASCSU Report
 - c. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage; 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
RES 222324 Addendum to the Academic Calendar 2023-2024
- b. New Business
RES 222322 Change Title from Small Business Management Concentration in the BSBS Program to “Entrepreneurship Concentration”
RES 222323 Reclassify Assistant VP to Associate VP IRPA and Associate VP GRaSP
- 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. ADJOURNMENT

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. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

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. APPROVAL OF AGENDA

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. APPROVAL OF MINUTES

- a. February 28, 2023 - M. Rees moved to approve the minutes. M. Martinez seconded. Approved.
- b. March 7, 2023 - Tabled until next meeting.

5. CONTINUED ITEMS

- 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. NEW DISCUSSION ITEMS

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

ACADEMIC SENATE: EXECUTIVE COMMITTEE EXTRA

MINUTES

TUESDAY, MARCH 21, 2023

10:00 A.M. – 11:30 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: J. Millar

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

Memo on burrowing animals – CFO, T. Davis, sent the memo. There is concern that fumigating the squirrels affects the kit foxes, an endangered species. The students asked J. Hedges, AVP Capital Planning & Design to attend ASI. The recommendations are to bring a consultant in, and 1) pause, and 2) listen to feedback. There are faculty and community experts who would like to be heard. (A. Hegde) V. Harper is meeting with certain faculty this week to find a core of understanding that can be leveraged. (V. Harper)

A. Hegde will be presenting at The Future of Agriculture conference on March 30, 2023. M. Danforth will chair the Senate Meeting. C. Lam will assist. (A. Hegde)

3. APPROVAL OF AGENDA

Delete item 6. j. i. Honorary Doctorate – Handbook Change. It has already been addressed. (M. Rees) E. Correa moved to approve the amended agenda. M. Rees seconded. Approved.

4. APPROVAL OF MINUTES

- a. March 7, 2023 E. Correa moved to approve, and C. Lam seconded. Approved.
- b. March 14, 2023 (tabled)

5. CONTINUED ITEMS

- a. AS Log
 - i. AAC (J. Tarjan)
Referral #13 Proposal to add Minor in Sustainability – Feedback from the department to be sent to J. Tarjan (A. Hegde)
 - ii. AS&SS (E. Correa) (deferred)

- iii. BPC (C. Lam) (deferred)
- iv. FAC (M. Rees) (deferred)
- b. Provost Update (V. Harper) (deferred)
 - i. Request for Handbook Title Change for University Administrators
 - ii. COVID Policies
 - iii. ITS Policy Timing
 - iv. CO Update

6. NEW DISCUSSION ITEMS

- a. Concentration in Entrepreneurship - Referred to AAC
- b. Exam Modality for Flex Classes – AAC and AS&SS – There isn't enough time to process the topic. However, perhaps the EC can create a document, Sense of the Senate Statement. (A. Hegde) At some point, it would be useful to talk about pre-pandemic policy of taking training before teaching online class(es). (V. Harper) It appears that the Distributed Learning Committee (DLC), that has been charged with that portion of the policy, has not been meeting. It's a policy that is technically in effect, yet people aren't doing it due to committee proliferation, service overload, faculty burn-out, etc. (M. Danforth) The Provost has made it clear that it's up to the departments. The EC can make a statement and then next year, 2023-2024, send a referral to address the language in the Handbook. (A. Hegde) DCLC has a sub-committee that will be coming back with something. (V. Harper) J. Tarjan offered to draft the Sense of the Senate Statement on Modality. (J. Tarjan) Final exam time issues: Where classes that are scheduled as partially in-person or partially Zoom, and then partially asynchronous, there is the possibility that a student may have a Tuesday 10:00 a.m. class and Thursday 10:00 a.m. different class. They could be scheduled for final exams for both classes at the same time. Perhaps we could have an interim policy related to time-blocks and modality when exams are scheduled at the same time. (M. Danforth) The quickest way to do it is to have a resolution saying that if there's a conflict at exam time, the same policy applies as applied when a student has three exams on the same day. (J. Tarjan) It works for the Music Department to have one block that isn't connected to times. Example: Reading Day as a time block that can be used in many ways. (M. Rees) A request was made to C. Lam to suggest to the Calendar Committee that there be a time block during final exam period that is not tied to any class(es). (A. Hegde) The final exam schedule is not the Calendar Committee's matter. Academic Operations is responsible for the exam schedule. Academic Operations needs to consult with the Calendar Committee. (C. Lam)
- c. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis) (deferred)
- d. Elections and Appointments – M. Danforth

- i. Search Committee for AVP GRaSP – Handbook 309.5 or 310 – Clarify the language in both sections to make it clear as to which section applies to the composition for the Search Committee for AVP GRaSP. Referred to BPC.
- ii. Ombudsperson – Professor or Associate Professor – Do we call for 1) required tenure and prefer full professor or 2) just tenure? (A. Hegde) Discussion ensued. (A. Hegde) Update the rank, update the compensation, and the term of service, and performance review periods. (M. Danforth) 6 month is part-time. 10 months is a regular faculty appointment. If there was summer work, the Ombudsperson would be compensated. (A. Hegde) The Provost agreed about summer compensation. (V. Harper) Change the three-year term to two-year term and make it renewable. By a show of hands, the EC voted for FT Tenure faculty. The EC is the backstop to focus on the best qualified person. (A. Hegde) The current version of the call to be sent to the EC to edit, showing tracked changes, and then it will be sent to the Provost and D. Boschini to let them know this is the version that the Senate Office will send out. (A. Hegde)
- iii. U-wide RTP criteria taskforce (equity) (HOLD)
- e. Campus Modality Philosophy – Handbook Appendix – J. Tarjan to send a draft for the EC members to weigh in on. The topic to be discussed next meeting.
- f. Academic Administrators
 - i. Evaluation of Academic Administrators – Handbook 311.1 (deferred)
 - ii. Dean Professional Development [Orientation] – FAC – Broaden to include Chairs. We are not doing exit interviews of faculty, and we’re not doing training on the Handbook, CBA, etc. We should all go through it every fall, especially those on the academic team or interested in a leadership position. (J. Tarjan) It’s not just chairs. We need to look at permissions and access levels. If your previous chair or dean didn’t tell you that there are chair permissions available on MyCSUB, OnBase, etc. then you have to wait for staff to conduct certain tasks within the chair role. All sorts of things from a procedural and training perspective aren’t happening. More broadly, faculty and staff advisor training and advisor access levels need to be looked at. FYS needs to coordinate with GECCo on content and how to handle transfer students. (M. Danforth) We’ll continue the conversation. Perhaps a DCLC sub-committee can work on the on-boarding of Chairs. (A. Hegde)
 - 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.) (deferred)

- h. 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] – SEEC report reviewed and discussed. The main recommendation is to change the schools to colleges. When it passes through the Senate, the resolution should state that no new colleges will be created without policies from the Senate to do so. (A. Hegde) The recommendation just said that we should develop a process for approving future school proposals. It did not address developing a policy for approving a future colleges. Currently, EEGO is a division. What if it wants to be a college, and what is the process? (M. Danforth) Standing committee chairs to discuss SEEC report in their committees. The committee chairs will then submit a summary of main points and concerns in a memo to the EC. The EC can address the items in a resolution. (A. Hegde)
 - iii. Canvas access policies – The issue is that a Qualtrics survey was sent to students about their advising experience on November 22, 2022 via Canvas Announcements. Canvas is a classroom space. To put something there without consulting faculty is an issue. (A. Hegde) There are uses of Canvas other than providing course material to students. Engineering is using Canvas to organize course related material to provide to the accreditation team. Allow things like that, e.g., Academic Integrity Module, GRaSP training manuals, etc. What is the purpose of announcements on Canvas? (M. Danforth) At some point we need a policy. Focus on guidance when posting Announcements in a referral for next year. (A. Hegde)
 - 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 This was addressed in *Referral 2022-2023 #34 Advisor and Student Initiated Course Add/Drops in Adobe Sign*.
 - vi. Policies: Reimbursement Rate, and Professional Development Funding (HOLD- *check with Provost*) (deferred)
- i. Open Educational Resources (OER) – Would like to see OER incorporated in RTP criteria, particularly as we're trying to reduce costs. (E. Correa) That's a longer conversation. (A. Hegde) AS&SS can make a statement of support for incorporating OER. (A. Tarjan) Is it affordability or OER? (J. Tarjan) It's about reducing the cost, not "no cost". (E. Correa) OER is not for every course. (J. Tarjan) Information needs to go to the Deans about what classes are lowering costs. (E. Correa) The bookstore uses the label "OER" for more than OER. Basically, it's signaling that the Bookstore is not ordering the book. Perhaps the Bookstore could change their language to say "There are free

resources, contact your instructor for details” as opposed to using specifically “OER”. Make it more generic. (M. Danforth) Come up with a statement, referring to compact that we’re obligated to reduce costs, and these are the possibilities. Include the change in terminology. (A. Hegde) Referred to AS&SS.

- 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 (deferred)
 - iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – *(HOLD- pending action from President)*
- k. Resolution on California Community College (CCC) baccalaureate degrees [AB 927] – At the ASCSU meeting last week, it became clear that faculty across the system are upset with CO that they don’t have a proactive program to responded within 30 days to the BA degrees being proposed by the CCCs. The process of offering a new BA program though the CCC is to be done through consultation with the university system. CCCs are setting up meetings with short notice, which cannot be attended. (M. Martinez) Everything has to be routed through the CO. (V. Harper) Not being able to be involved with CCC partners before the 30 day response period is setting CSU faculty up for failure by taking CSU faculty out of the conversation before the 30 day response period. (M. Danforth) If we were informed that BC wanted to develop a program that isn’t appropriate, is there someone at CSUB that could help us through the process and respond? (M. Rees) This is an issue at the ASCSU level. It’s unclear what the process or avenues to take. Every campus should have an AB 927 faculty member who knows how to address this issue, but this hasn’t been set up. (M. Martinez) We are partners with CCCs for transfer and matriculation. We need to keep those relationships cordial, especially for programs where there is a very high number of transfer students. We should be growing and working together collaboratively. (E. Correa) It would be nice to have a point of contact and start these things earlier. (J. Tarjan) There is no framework from the legislature or CO for this. (M. Martinez) The system wide senate chairs met, and they didn’t push back on Feather River CCC BA program because of the distance from Humboldt State. The problem is that if a CCC can get a program approved, it can be offered anywhere in the state. (A. Hegde) The CCC can have 25% of their programs be BA programs. (M. Martinez) Will there be direction to chairs and program directors on this? (J. Tarjan) V. Harper will talk to Deans today and ask that the topic be included on the DCLC agenda. (V. Harper) The only objection we can make to AB 927 is the duplication of curriculum. The issues of quality cannot be questioned. The only thing we can do now is make a statement. (A. Hegde)

- l. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- check with Provost on if award still exists) (deferred)
- m. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
- n. Investment Divestiture – BPC (deferred)
- o. Academic Integrity Policy AI (deferred)
- p. Proposals Direct to ASCSU (E. Correa’s request) (deferred)
- q. Advisory Group to Academic Integrity (J. Tarjan’s request) (deferred)

7. AGENDA ITEMS FOR SENATE MEETING

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. ADJOURNMENT

A. Hegde adjourned the meeting at 11:30.

DRAFT

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

Academic Affairs Committee (AAC) continued...						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
11/02/2022	2022-2023 #11 GVAR Committee Structure	Second Reading 3/30/23	AAC Address the question of the GVAR committee structure; consider who to report to, role in approving GVAR courses and committee composition. RES 222318 GVAR 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. <i>IP; in contact with department chair.</i>			
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			
3/14/2023	2022-2023 #36 Graduate Studies Committee		AAC Whether the proposed language change to the Graduate Studies Committee Bylaws benefit students and the university at-large.			
			AAC continued next page			

Academic Affairs Committee (AAC) continued...						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
3/21/2023	2022-2023 #39 Small Business Concentration Name Change – Entrepreneurship Concentration	First Reading 3/30/23	AAC Consider rationale and impact on students in the program. RES 222322 Change in Title from Small Business Management Concentration in the BSBA Program to Entrepreneurship Concentration			

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 <i>IP; Committee members conducting more research.</i>			
09/08/2022	2022-2023 #07 Advising Task Force Recommendations	Canceled	AS&SS and BPC Address and consider taskforce report recommendations; consider current advising structure and whether to accept all recommendations, a few of them, or if other recommendations are needed. <i>Canceled- New referral 2022-2023 #21 Drafted.</i>	-	-	-
10/17/2022	2022-2023 #10 Knowmia Replacement Project	Complete	AS&SS Address and consider replacement options for Knowmia Techsmith video media management service; consider FTLC/ITS report and evaluation and expected timeline of implementation. RES 2223010- Knowmia Replacement Project	12/1/2022	12/12/2022	12/13/2022
01/19/2023	2022-2023 #18 Academic Probation Proposed Terminology Change	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	3/24/2023	3/24/2023
			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.			
3/14/2023	2022-2023 #34 Advisor and Student Initiated Course Add/Drops in Adobe Sign		AS&SS Whether there is a need for guidance or policy when student initiates form, when there is compound input from faculty, etc.			
3/14/2023	2022-2023 #35 Skipping Course Waitlist		AS&SS Whether it's possible to skip queue, roll students off waitlist, policy change, etc.			
3/14/2023	2022-2023 #37 Academic Integrity Pledge		AS&SS Creating an Academic Integrity Pledge to be included in matriculation, place in student file, etc.			
3/14/2023	2022-2023 #38 Disability Accommodations Statement in Syllabus		AS&SS Whether the current statement for all faculty use contains the correct info, and include links			
3/21/2023	2022-2023 #41 Statement on Open Educational Resources OER		AS&SS Support and obligation to reduce costs for students, ways to incorporate OER, Bookstore terminology change			

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. <i>IP; still in discussion.</i>			
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 3/21/23	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. Resent 3/21/23 with updated job description – proposed Handbook change Section 104			
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 <i>IP; New information received, pending resolution</i>			
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 <u>or designee</u> 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.			
3/21/23	2022-2023 #40 Search Committee Composition AVP GRaSP 309.5, 310		BPC Clarify Handbook sections 309.5 and 310 regarding composition of Search Committee. Memo from BPC stating use of Section 309.5 applies.			

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. <i>IP; discussions started.</i>			
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. <i>IP; discussion started. Semi-hold in lieu of more pressing discussions.</i>			
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. <i>IP;</i>			

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 2 nd Year Review Materials		FAC Whether the URC and other higher levels should consider entire 1 st 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 3 rd -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			

Attachments: Evaluation of Academic Administrators- Handbook 311.1

Background:

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

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

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

311.1 General Guidelines

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

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

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

(Revised 12-01-16)

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



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