

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Formation of the Child, Adolescent, and Family Studies Department**

RES 161707

AAC, AS&SS, BPC, FAC

**RESOLVED:** That the Academic Senate recommends to the President the approval of the Formation of Child, Adolescent, and Family Studies Department.

**RATIONALE:** The Senate Committees have reviewed the proposal and find it to be both academically and fiscally sound.

Approved by the Academic Senate on November 10, 2016  
Sent to the President for approval on November 17, 2016  
Approved by the President on December 20, 2016



# CSU Bakersfield

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## Memorandum

DATE: September 13, 2016

TO: Deborah Boschini, Chair, Academic Senate  
c: Horace Mitchell, President  
Vernon Harper, Associate Vice President, Academic Programs  
Steve Bacon, Interim Dean, School of Social Sciences and Education

FROM: Jenny J. Zorn, Provost and Vice President for Academic Affairs 

RE: Creation of Child, Adolescent, and Family Studies Department

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Please find attached the Creation of Child, Adolescent, and Family Studies Department Proposal for review and consideration by the Academic Senate. This request is a for a new department which has been approved by the School Dean for the School of Social Sciences and Education. I also support this request and appreciate the Academic Senate's consideration. Please feel free to contact Interim Dean Steve Bacon for questions or clarification.



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## Memorandum

**Date:** April 20, 2016

**To:** Jenny Zorn, Provost and VP for Academic Affairs

**From:** Kathleen Knutzen, Dean, School of Social Sciences and Education

**Subject:** Creation of Child, Adolescent, and Family Studies Department

The Child, Adolescent, and Family Studies Program (CAFS) has submitted a request for the formation of a new department in the School of Social Sciences and Education. I support their proposal and believe it is important for this program to become a department for three reasons:

- 1) The CAFS Program is currently housed in the Department of Teacher Education (TED) and the curriculum, procedures, and advising structures are very different between CAFS and TED. TED meetings focus primarily on accreditation and teacher preparation issues and CAFS has to coordinate their program activities separately, like another department.
- 2) The CAFS Program is one of the larger majors on campus and it is approaching 300 majors and has over 150 minors. It is the 10<sup>th</sup> largest major out of the 42 majors on the CSUB campus (2014-15 data). It is time to provide it with its own identity and structure.
- 3) This department formation can occur with minimal resource commitment and with minimal system adjustments. CAFS is already tracked separately in PeopleSoft and there is already an identifying department/program code in the system. We are currently searching for a Director/Chair position through funding approval of a previous FERP position. The only additional resource is staff support and the PEAK secretary has agreed to manage both CAFS and PEAK for a reclassification consideration.

I have attached the proposal submitted to me from the current faculty in the CAFS Program and their proposal has the support of the Teacher Education Chair. This proposal has been sent to all faculty in the School of Social Sciences and Education for their input. There were no objections noted.

**Proposal**  
**For the Formation of a New Department:**  
**Child, Adolescent and Family Studies Department**  
**At California State University, Bakersfield**

**Submitted to Dean Knutzen**  
**March, 2016**

The faculty within the Child, Adolescent, and Family Studies Program (CAFS) which is within the Teacher Education Department, have met and voted unanimously to request the formation of a new and separate Department of Child, Adolescent and Family Studies. The CAFS program is an undergraduate program and would stay within the SSE, but as a department.

The planning and discussion for this transition has been a topic of discussion for several years. The faculty in the Program has met Dean of the School of Social Sciences and Education. In the last two 5 year reviews the CAFS program has been recommended to move to become a separate department. We began formal discussions in 2007 and followed the guidelines as defined in the *Academic Planning Manual, Procedures and Timelines, 2000-2002* Appendix 11 and submitted a proposal to be a department in 2008. We were denied that request due to budget constraints. We have decided to resubmit our request this year and those discussions have led to the following proposal.

We are not making this request due to any dissatisfaction with the Teacher Education faculty, in fact we have their support, particularly that of our Dept. Chair, Dr. Kristina LaGue. We are doing this to further enhance our own programs and to emphasize the differences in our programs from the department in which we currently reside. Our undergraduate program continues to grow in size; we have increased to 260 students. This is especially important to note because many other programs have been losing students during this time while we now have more majors than ever. As you know, we are a diverse program with students entering many different careers and we feel it is important to respect and honor those differences. The best way we think we can do that is to create a department and expand in new directions. We would like to create the department of Child, Adolescent and Family Studies. Within this department there would be an undergraduate program with the same name.

The Academic Planning Manual requires answers to the following questions:

**1) How and why the change will better serve the institutional needs.**

The CAFS program has been under the umbrella of Teacher Education for many years. This was the only place to put this program within the School of Education and it made sense to do so because we were such a small program (under 100 majors for many years). Our program is growing. We have had over 200 students the past few years and we

anticipate that our growth will continue. With our growth we have a more diverse population of students. More and more of our students are not going to be elementary school teachers; many students are planning to work in child care centers as teachers, site supervisors, and directors. We also have groups of students who are interested in becoming social workers, counselors, school readiness coordinators, and we have a small group of folks who want to work with children and families, but are not sure how they want to do that yet. These students, who do not want to be teachers, need to be reassured that they are in the correct major and that not everyone has to be a teacher. We believe that this program will run more smoothly if we are separated from Teacher Education.

Dividing this program from Teacher Education will make us more visible to the outside community and to students who are considering their options when coming to this university. Currently it is difficult for students to find us, especially if they do not want to be teachers, because we are listed under teacher education on the websites and in programs. Our community members have trouble locating us on the website and often ask why we are in Teacher Education. We are all active in the community through different non-profit agencies and want to make sure that distinction is recognized and not lost when we are grouped with Teacher Education.

We also anticipate that this split will assist us as we continue to seek outside funding and resources. In our small program we have written and received a significant amount of outside funding in recent years. In several of those grants we have to spend time explaining that we are located in the department of teacher education but that we also educate and train students in several other areas. We feel it would strengthen our grant writing if we could simply discuss our students, and not complicate the application with a discussion of teacher education.

Finally, it will assist our program to further separating us from the credentialing program. Our program has different needs and requirements due to the fact that CAFS consists of undergraduate students while the Teacher Education Department consists primarily of post baccalaureate students. As you know, these two student populations have different needs and requirements.

**2) How the change will affect the governance and delivery of curriculum and degree programs.**

The curriculum will remain the same.

No major changes in governance within the program will come as a result of this separation. We will have a department chair who will be responsible for oversight of the undergraduate program. The department chair will report to the Dean of Social Sciences & Education.

**3) How the change will affect recruitment, appointment, review, promotion, and tenure of faculty, as well as faculty assignments and workload.**

The recruitment and appointment of faculty will be able to be much more specialized to our needs and not confused with the needs of the Teacher Education department. For

review, promotion, and tenure our faculty will utilize the current Teacher Education criteria until we are able to review the documents and determine if there are changes that need to be made. For the review committees we will start with our program faculty who are eligible to review, then will recruit faculty to serve on the committee from the School of Social Sciences and Education, just as the PEAK department does at this time.

The major change that is expected is that the Child and Family Department Chair will receive release time for work that is currently required and completed in addition to regular work load. Right now the Program Coordinator is responsible for hiring and recruiting part-time lecturers, this will be done by the Dept. Chair. All reports and student concerns will go to the Dept. Chair. This change will also enable the new Department Chair to receive more release time to oversee the operations of the program. Currently the program is treated somewhat like a department within the school of education, but does not receive equivalent release time. This has become a major problem as the student numbers increase and the workload increases. Also, it will eliminate one more signature on many forms that must be signed by the Program Coordinator and Dept. Chair, one less step for the students and faculty.

**4) How the change will affect the need for financial support, including operating expenses, equipment, facilities, and staffing.**

We anticipate two major needs for the Department's financial support. The first one involves identifying and supporting a Chair. There is currently a search underway for a new TT position in CAFS who would assume the Chair position. The Chair of the new department will be provided the same reassigned time that other SSE departments receive and will be held accountable for all of the same chair duties. Staff support will be provided by the current PEAK secretary who will manage the activities of CAFS similar to the services provided to all SSE departments. This is the only additional cost to forming the new department, as the PEAK secretary will be compensated at a higher rate through a reclassification to ASC II. At this time we do have a space designated for our programs in which we could keep student files, advising forms, etc. Our operating expenses and equipment needs would not change at this time. We expect to be able to maintain our same office space.

**5) What impact the plan will have on Information Resources (Library books and subscriptions, computing equipment and support) and what is the source for additional funding; and**

There is no need for additional resources from the library at this time.

**6) A plan for effecting the change.**

The changes we are asking for do not require large amounts of money or resources and we strongly believe it will benefit everyone involved for us to be a department. The department proposal has been approved in the Winter 2016 quarter by the program faculty and we expect support from our School Dean. We are hopeful that the Dean and the Provost will approve our proposal in the Spring 2016 quarter. We would like to see

our proposal be approved by the Academic Senate and the President in the Spring 2016 quarter. It is anticipated that we will begin operating as a department in August, for the Fall 2016 semester.