



Academic Senate Meeting – Spring 2024

Agenda

THURSDAY, FEBRUARY 22, 2024

10:00 A.M. – 11:30 A.M.

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

Zoom Link: <https://csub.zoom.us/j/89839397226?pwd=NkxIZ241eC8vK3J5Z2R5ZXJBZDg1dz09>

Members: A. Hegde (Chair), M. Danforth (Vice Chair), Senator M. Ayuso (alt. for A. Rodriguez), Senator D. Alamillo, Senator J. Cornelison, Senator E. Correa, Senator J. Deal, Senator J. Dong, Senator H. He, Senator A. Jacobsen (alt for A. Lauer), Senator S. Marks (alt for A. Sawyer), Senator M. Rees, Senator M. Rush, Senator T. Salisbury, Senator S. Sarma, Senator D. Solano, Senator M. Taylor, Senator T. Tsantsoulas, Senator D. Wu, Senator Z. Zenko, Interim Provost J. Rodriguez, and K. Van Grinsven (Senate Analyst).

Guests: K. Watson, C. Catota, T. Anthony, M. Brown, and D. Riggins.

- A. Call to Order
- B. Approval of Minutes
 - a. December 7, 2023 (**handout**)
 - b. February 8, 2024 (**handout**)
- C. Announcements and Information
 - a. Interim President's Report – K. Watson on behalf of V. Harper (**Time Certain: 10:10 AM**).
 - b. Black Cultural/ Black Student Success Center – C. Catota, T. Anthony, M. Brown, D. Riggins (**Time Certain: 10:20 AM**). (**handout**)
 - c. Elections and Appointments- M. Danforth (**handout**)
- D. Approval of Agenda (**Time Certain: 10:05 AM**).
- E. Reports
 - a. Interim Provost's Report – J. Rodriguez
 - b. ASCSU Report (deferred)
 - c. Committee Reports: (*Minutes from AAC, AS&SS, BPC and FAC posted on the Academic Senate webpage; Senate Log attached*)

- i. ASI Report- D. Alamillo
- ii. Executive Committee- M. Danforth
- iii. Academic Affairs Committee (AAC) - D. Solano (**handout**)
- iv. Academic Support & Student Services Committee (AS&SS) – E. Correa (**handout**)
- v. Budget and Planning Committee (BPC) - D. Wu (**handout**)
- vi. Faculty Affairs Committee (FAC) - M. Rush (**handout**)
- vii. Staff Report- J. Cornelison

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

- a. Consent Agenda
- b. New Business
- c. Old Business
 - i. RES 232415 Graduate Policies and Curriculum Committee- Handbook Change– FAC (**handout**)
 - ii. RES 232417 HSIRB and IACUC Policy Updates– Handbook Change – FAC (**handout**)

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

H. Faculty Recognition (**Time Certain: 11:25 AM**)

I. Adjournment

CSUB Black Student Success Center

Tamar Anthony, Marcus Brown, Darius Riggins, & Claudia Catota
February 22, 2024



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Committee—THANK YOU

- Tamar Anthony, Philosophy Dept./BFSA Co-Chair
- Veronica Bethea, Univ. Outreach
- Dean Sandra Bozarth, WalterSteirn Library
- Annette Brasher, Student (*In Memory*)
- Rechima Dean, Kegley Institute (*In Memory*)
- EJ Callahan, Student Affairs
- Dr. Rhonda Dugan, Sociology
- Dr. BreAnna Evans-Santiago, Teacher Educatio.
- Fitzgerald Graves, Student
- Natasha Harris, Student Affairs

- Tiffany James, Project Rebound Program
- Dr. Juterh Nmah, Education. Counseling
- Chidinma Okey-Dike, Student
- Uchechi Okey-Dike, Student
- Darius Riggins, Univ. Outreach/BFSA Co-Chair
- Dr. Sarana Roberts, Special Education
- Dr. Tracey Salisbury, Ethnic Studies
- Marcus Brown, President's Office Liaison



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Advancing Black Student Success & Elevating Black Excellence in the CSU: A Call to Action

Recommendation 5:

Create Welcoming and Affirming Spaces

The ability for students to feel a sense of safety and belonging, which is foundational to student success, begins with creating intentional spaces where they are welcomed and affirmed. The CSU will invest in creating Black-designed and inspired campus spaces, living and learning residences in CSU housing, and Black Resource Centers on every CSU campus. It is also essential that each university creates a greater community ethos centered on providing a culture of care for students—especially those in crisis.

As such, the CSU will invest in identifying culturally competent mental health professionals and hire campus police who understand the value and importance of community policing on a college campus. These efforts are essential parts of a larger cultural safety net for Black students.



3

Student Success Center Proposal

4




Mission

The Mission of the Black Cultural & Student Resource Center is to offer a welcoming environment that provides comprehensive programming for students who connect with the African diaspora. The Black Cultural & Student Resource Center will provide programs and services towards the intentional recruitment, retention, and graduation initiatives of its students. Programs, services, and resources will be offered in support of CSU Bakersfield and the greater community.




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Vision

The Proposal Committee envisions the Black Cultural & Student Resource Center as essential to the mission of cultivating an equitable and thriving campus environment that recognizes and appreciates Black heritage and history in the Central Valley and beyond. As a campus community, we will share collective resources for the benefit of our students, with the intent upon strengthening educational achievement objectives, fostering personal and professional development efforts, and broadening community engagement initiatives. By optimizing our culturally relevant programs and services, the Black Cultural & Student Resource Center will be committed to providing space for our students to seek and find self, as well as community.



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Outcomes

- Connecting and effectively navigating through campus, establishing relationships with peers and campus community.
- Participating in campus life and inclusive campus activities benefiting from campus and external resources.
- Achieving exemplary academic performance and persisting to the next classification without delay or discouragement.
- Exhibiting a competitive workforce advantage based on completing internships, and/or leadership/professional development opportunities.
- Securing two or more community-based mentors to guide them through their career pathways.
- Earning their perspective degree according to the CSU Graduation Initiative 2025.
- Obtaining an occupation in their desired career field and/or advancing in post-graduate higher education opportunities.



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Thank You



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Academic Senate

Elections and Appointments

February 22, 2024



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Results of Urgent Calls

❖ General Education Curriculum Committee (GECCo):

Call: One (1) Full-time SSE Faculty Member to complete Nathan Li's term, May 2022-2024

Elected: Dana Stewart - Social Work

❖ Graduation Writing Assessment Requirement (GWAR) Committee:

Call: One (1) Full-time SSE Faculty Member to serve for a one-year term, May 2023-2024

Appointed: Alice Hays - Teacher Education

Results of Urgent Calls

❖ Exceptional Service Award Committee

Call: Three (3) Faculty Members to serve in Spring 2024; Two (2) from Executive Committee

Appointed:

- Erin Rodriguez - English
- Matthew Hanne - Music Education
- Ji Li - Accounting
- Danielle Solano - Chemistry and Biochemistry; Executive Committee
- Elaine Correa - HD-CAFS; Executive Committee

REMINDER: Application Deadline is Friday, February 23, 2024, 5:00 pm

Results of Urgent Calls

❖ Associate Dean Search Committee for the School of Business and Public Administration

Call: Three (3) Full-time, tenured BPA Faculty Members.

Elected:

- Richard Gearhart - Economics
- Mike Way - Management and Marketing
- Ji Li - Accounting and Finance

Spring 2024 Call Cycle

1. Senate chair (*complete*) and Vice-Chair (*complete*)
2. Senators for Schools (*run by SEC chairs; in progress*)
3. Senators At-Large
4. School elected positions on committees (*run by SEC chairs*)
5. At-Large and unfilled elected positions
6. School appointed positions on committees (*run by SEC chairs*)
7. At-Large and unfilled school appointed positions (*including any elected positions that had no nominations after second calls*)

Senate Chair and Vice-Chair: *Complete*

- ❖ ONE (1) Full-time faculty member to serve a two-year term to serve as Academic Senate Chair, May 2024- 2026.

Elected:

Melissa Danforth - Computer and Electrical Engineering and Computer Science

- ❖ ONE (1) Full-time faculty member to serve a two-year term as Academic Senate Vice-Chair and Elections Committee Chair, May 2024-2026.

Elected:

Danielle Solano - Chemistry and Biochemistry

Congratulations!

School Senators: *A&H, BPA and Antelope Valley are Complete*

- ❖ ONE (1) A&H faculty member to replace Mandy Rees to serve a two-year term, May 2024-2026.

Elected: Md Abu Naser - Communications. Congratulations!

- ❖ ONE (1) BPA faculty member to replace or re-elect Di Wu to serve a two-year term, May 2024- 2026.

Elected: Di Wu - Accounting and Finance. Congratulations!

- ❖ ONE (1) Antelope Valley faculty member to replace or re-elect Melanie Taylor to serve a two-year term, May 2024- 2026.

Elected: Kristine Holloway - Librarian. Congratulations!

School Senators: *In progress*

- ❖ ONE (1) NSME faculty member to replace or re-elect Maureen Rush to serve a two-year term, May 2024-2026.
- ❖ ONE (1) NSME faculty member to complete Danielle Solano's two-year term, ending May 2025.
 - Nominations Received: (Working with NSME SEC chair)
- ❖ ONE (1) SSE faculty member to replace or re-elect Adam Sawyer to serve a two-year term, May 2024- 2026.
 - Nominations Received: (Election Pending)
 - Craig Harnetiaux - Kinesiology
 - Patrick O'Neill - Anthropology
 - Sarana Roberts - Special Education

At-Large Senators: *upcoming*

- ❖ One (1) At-Large Faculty Member to replace or re-elect Heidi He to serve a two-year term, May 2024- 2026.
- ❖ One (1) At-Large Faculty Member to replace or re-elect Tracey Salisbury to serve a two-year term, May 2024- 2026.
- ❖ One (1) At-Large Faculty Member to replace Antje Lauer to serve a two-year term, May 2024- 2026.

Elected School Positions: *upcoming*

❖ Committee on Professional Responsibility (CPR)

One (1) Full-time tenured AH Faculty Member to serve May 2024-2026.

One (1) Full-time tenured SSE Faculty Member to serve May 2024-2026.

❖ Distributed Learning Committee (DLC)

One (1) AH Faculty Member to serve 2024-2026.

One (1) BPA Faculty Member to Serve 2024-2026.

One (1) NSME Faculty Member to Serve 2024-2026

One (1) SSE Faculty Member to Serve 2024-2026.

❖ Faculty Honors and Awards Committee (FHAC)

One (1) Full-time tenured NSME Faculty member to serve May 2024-2026.

One (1) Full-time tenured NSME Faculty member to serve as alternate May 2024-2026.

One (1) Full-time tenured SSE Faculty member to serve May 2024-2026.

One (1) Full-time tenured SSE Faculty member to serve as alternate May 2024-2026.

Elected School Positions: *upcoming continued...*

❖ Faculty Teaching and Learning Center Advisory Board (FTLC)

One (1) Full-time AH Faculty member to serve May 2024-2026.

One (1) Full-time BPA Faculty member to serve May 2024-2026.

One (1) Full-time NSME Faculty member to serve May 2024-2026.

❖ General Education Curriculum Committee (GECCo)

One (1) Full-time AH Faculty member to serve May 2024-2026.

One (1) Full-time BPA Faculty member to serve May 2024-2026.

One (1) Full-time NSME Faculty member to serve May 2024-2026.

One (1) Full-time SSE Faculty member to serve May 2024-2026.

Elected School Positions: *upcoming continued...*

❖ Research Council of the University (RCU)

One (1) Tenured or Tenured-track AH Faculty Member to serve May 2024-2026.

One (1) Tenured or Tenured-track BPA Faculty Member to serve May 2024-2026.

One (1) Tenured or Tenured-track Librarian to serve May 2024-2026.

❖ University Program Review Committee (UPRC)

One (1) Tenured BPA Faculty member to serve May 2022-2024.

❖ University Review Committee (URC)

One (1) Tenured BPA Faculty member to serve May 2022-2024.

One (1) Tenured SSE Faculty member to serve May 2022-2024.

School Election Committees 2023-2024

Arts and Humanities

Joseph Florez (Chair)

Joel Haney

Douglas Dodd

Business and Public Administration

Di Wu (Chair)

Atieh Poushneh

Margaret Malixi-Leong

Natural Sciences, Mathematics and Engineering

Prosper Torsu (Chair)

Sophia Raczkowski

Alberto Cruz

Social Sciences and Education

Dirk Horn (Chair)

Yvonne Ortiz- Bush

Patrick O'Neill

Exercise Your Influence

2023-24

56 Committees with Faculty Representation

282 Faculty positions

Strengthen and Expand Ideas

Elected and Appointed positions

Info available

- Your School Election Committee
- Election Committee Chair - Melissa Danforth
- Academic Senate webpage
- Academic Senate office

Thank You !



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2023-2024 Academic Senate Log

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws / Approved by Sr	Sent to President	Approved by P
12/7/2023	2023-2024 #00	Complete	EC	RES 232455 Commendation of President Lynnette Zelezny; retirement.	RES 232455 Commendation of President Lynnette Zelezny	n/a	12/7/2023	2/19/2024
2/7/2024	2023-2024 #00	Complete	EC	RES 232418 Commendation of CFA Bakersfield Executive Board	RES 232418 Commendation of CFA Bakersfield Executive Board		2/8/2024	2/19/2024
11/7/2023	2023-2024 #00	Complete	BPC	Adoption of Academic Calender: 2024-25, Summer 2025, 2025-26	RES 232413 Academic Calendar	n/a	12/7/2023	12/15/2023 12/21/2023
11/30/2023	2023-2024 #00	Complete	EC	Commencement- Fall 2023; conferring of degrees	RES 232414 Commencement- Fall 2023	n/a	12/7/2023	12/15/2023 12/21/2023
9/6/2023	2023-2024 #00	RES 232401; on hold	EC	Carry over from 2022-2023	RES 232401 Statement on Campus Modality (1st Reading 09/06/2023; hold for second reading)	n/a		
10/19/2021 09/6/2023	2023-2024 #01 Academic Testing Center Exploratory Sub-Committee		AS&SS	Reference RES 202123. Form sub-committee & include AVP EM, Director Testing Center, ASI & provide path; Carry over referral 2021-2022 #28 Academic Testing Center Exploratory Sub-Committee Update: Senate Chair and EC to draft memo to Testing Center taskforce 2/20/24				
3/1/2022 9/6/2023	2023-2024 #02 Digitizing the Performance Review Process	RES 232407; on hold	FAC	Access, process, CFA & HR perspective, training of chairs & deans. FAC recommends that discussion be postponed until new software is selected. Carry over referral 2021-2022 #40 Digitizing the Performance Review Process	RES 232407 Pilot of Interfolio (1st reading 10/12/2023; hold for second reading)	n/a		
3/1/2022 9/6/2023	2023-2024 #03 Sixth-year Lecturer Review – Handbook Change		FAC	Purpose and outcome(s) of the Sixth-year Lecturer Review, etc. Notes drafted; Carry over referral 2021-2022 #41 Sixth-year Lecturer Review – Handbook Change				
6/1/2022 9/6/2023	2023-2024 #04 Time Blocks and Space Utilization		BPC	The need to reconsider Time Blocks for classes. Memo received 05/03/2023; carry over referral 2022-2023 #01 Time Blocks and Space Utilization				
1/9/2023 9/6/2023	2023-2024 #06 ATI Instructional Materials - Handbook Change Appendix K	Complete	AS&SS	New goals and metrics from the CO Carry over referral 2022-2023 #19 ATI Instructional Materials - Handbook Appendix K	RES 232408 ATI Instructional Materials- Handbook Change Appendix K	Handbook; Appendix K	11/9/2023	11/27/2023 11/28/2023
2/21/2023 9/6/2023	2023-2024 #07 Concentration vs. Emphasis to Describe Size of Program	Complete	AAC	Use of the terms "Concentration" and "Emphasis" and whether CSUB is using appropriate term(s) in reporting. Carry over referral 2022-2023 #21 Concentration vs. Emphasis to Describe Size of Program	RES 232403 Definitions of Undergraduate Concentrations and Emphases	n/a	9/28/2023	10/6/2023 10/9/2023
2/21/2023 9/6/2023	2023-2024 #08 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. Carry over referral 2022-2023 #22 GECCo Review and Appointment				
3/1/2023 9/6/2023	2023-2024 #09 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. FAC recommends consulting with URC and UPRC to see if a policy is preferred. Carry over referral 2022-2023 #23 Effect of Sabbatical on Assigned Time and Release Time				
3/7/2023 9/6/2023	2023-2024 #10 Standing Committee- Bylaws Change Section IV	Complete	AAC, AS&SS, BPC, FAC	Whether statements of interest in Chair required, two-year experience required, term limits, and qualifications. Recommendations drafted; carry over referral 2022-2023 #27 Standing Committee Bylaws Change Section IV	RES 232405 Standing Committee	Bylaws change- Section IV	10/26/2023	11/13/2023 11/17/2023
3/7/2023 9/6/2023	2023-2024 #11 Academic Administrators Search & Screening - Handbook Change		FAC and BPC	Whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat. Carry over referral 2022-2023 #31 Academic Administrators Search & Screening -Handbook Change		Handbook; 311.1, 311.2, 311.3		

3/7/2023 9/6/2023	2023-2024 #12 Three-Year Lecturers and PTR Committee – Handbook Change	Complete	FAC	Language regarding 3rd-Yr Lecturers and post-tenure faculty, PTR Committee Structure, and outside department procedures. <i>Carry over referral 2022-2023 #32 Three-Year Lecturers and PTR Committee – Handbook Change</i> Note: RES 232406 - Addresses part 1 of the referral	RES 232406 RTP and PTR Committees	Handbook; 305.6.1, 305.6.3	11/9/2023	11/27/2023	11/28/2023
3/14/2023 9/6/2023	2023-2024 #13 Advisor and Student Initiated Course Add/Drops in Adobe Sign	Complete	AS&SS	Whether there is a need for guidance or policy when student initiates form, when there is compound input from faculty, etc. <i>Carry over referral 2022-2023 #34 Advisor and Student Initiated Course Add/Drops in Adobe Sign</i> <i>Recommendations emailed 11/27/2023; included in Senate Agenda 12/7/23. No further action.</i>	-	-	-	-	-
3/14/2023 9/6/2023	2023-2024 #14 Skipping Course Waitlist	Complete	AS&SS	Whether it's possible to skip queue, roll students off waitlist, policy change, etc. <i>Carry over referral 2022-2023 #35 Skipping Course Waitlist</i> <i>Recommendations emailed 11/27/2023; included in Senate Agenda 12/7/23. No further action.</i>	-	-	-	-	-
3/14/2023 9/6/2023	2023-2024 #15 Academic Integrity Pledge	Complete	AS&SS	Creating an Academic Integrity Pledge to be included in matriculation, place in student file, etc. <i>Carry over referral 2022-2023 #37 Academic Integrity Pledge</i> <i>Recommendations emailed 11/27/2023; included in Senate Agenda 12/7/2023. No further action.</i>	-	-	-	-	-
3/21/2023 9/6/2023	2023-2024 #16 Statement on Open Educational Resources (OER)	Complete	AS&SS	Support and obligation to reduce costs for students, ways to incorporate OER, Bookstore terminology change. <i>Carry over referral 2022-2023 #41 Statement on Open Educational Resources (OER).</i>	RES 232402 Statement on Reducing Educational Material Costs at CSUB	n/a	11/9/2023	11/27/2023	11/28/2023
9/6/2023	2023-2024 #17 Option to Retreat Policy - Handbook Change	Complete	FAC	Review the proposed CSUB policy regarding administrator's options to retreat.	RES 232409 Option to Retreat Policy- Handbook Change	Handbook	11/9/2023	11/27/2023	11/28/2023
9/6/2023	2023-2024 #18 Posthumous Degree Policy	Complete	AAC	Review the proposed policy regarding the considering and granting an Posthumous Degree.	RES 232404 Posthumous Degree Policy	n/a	10/26/2023	11/13/2023	11/17/2023
10/3/2023	2023-2024 #19 HSI RB and IACUC Policy Updates- Handbook Change	RES 232417 IP; 2nd reading scheduled 2/22/24	FAC	Review the proposed policy and procedure updates for HSI RB and IACUC for proposed handbook changes.	RES 232417 HSI RB and IACUC Policy Updates- Handbook Change	Handbook; 303.9.2			
10/2/2023	2023-2024 #20 Proposal for emphasis in Biochemistry B.S.	Hold	AAC	Whether to approve the proposal for an emphasis in Biochemistry B.S. Update: Per D. Solano, department will be sending revised proposal reflecting RES232403 pending review and approval from NSME curriculum committee- 10/03/2023.					
10/17/2023	2023-2024 #21 Graduate Policies and Curriculum Committee- Handbook Change	RES 232415 IP; 2nd reading scheduled 2/22/24	FAC	Proposed changes to the handbook regarding Graduate Policies and Curriculum and requests for description of graduate faculty criteria to be added with language for an appeal process.	RES 232415 Graduate Policies and Curriculum Committee- Handbook Change	Handbook; 308			
10/17/2023	2023-2024 #22 Evaluation of Academic Administrators- Handbook Change	Complete	FAC	Review of 311 Evaluation of Academic Administrators; consideration of proposed edits to 311.1, inclusion of AVP IRPA and AVP EM to 311.2 and review of 311.3 committee membership. Update of AVP of GRASP.	RES 232412 Evaluation of Academic Administrators- Handbook Change	Handbook; 311	12/7/2023	12/15/2023	12/21/2023
10/31/2023	2023-2024 #23 New Degree Program Proposal- Bachelor of Music in Music Education	IP; RES 232416 drafted	BPC and AAC	Review the new degree program proposal – Bachelor of Music in Music Education <i>AAC proposed RES 232416 to BPC; BPC still discussing 2/6/24.</i>	RES 232416 New Degree Program Proposal- Bachelor of Music in Music Education				
10/31/2023	2023-2024 #24 New Degree Program Proposal- Doctor of Nursing Practice	Complete	BPC and AAC	Review the new degree program proposal – Doctor of Nursing Practice	RES 232410 Doctor of Nursing Practice	n/a	2/8/2024	2/19/2024	
10/31/2023	2023-2024 #25 Academic Master Plan (AMP) 2024-25 through 2033-34	Complete	BPC and AAC	Review and approval of the Academic Master Plan (AMP) for 2024-2025 through 2033-2034.	RES 232411 Academic Master Plan	n/a	12/7/2023	12/15/2023	12/21/2023
1/31/2024	2023-2024 #26 Proposal for the Creation of a Department of Public Health		AAC, BPC, and FAC	To review and address the proposal for the creation of a new department, the Department of Public Health.					
1/31/2024	2023-2024 #27 Faculty Director Performance Reviews - Handbook Change		FAC	Review and address the Faculty Director performance review process; including which centers and positions need to be reviewed, review committee formation and composition, consideration of Faculty Board Committees to develop their own criteria		Handbook;			
2/7/2024	2023-2024 #28 Proposal of New Minor - Human Resource Management		AAC	Whether to approve the proposal for a new minor in Human Resource Management.					
2/7/2024	2023-2024 #29 Proposal of New Minors- Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies		AAC	Whether to approve the proposal for new minors in Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies Update: Per D. Solano email to Senate Chair, AAC is requesting BPC to look at referral from a resource perspective: specifically faculty resources. 2/20/2024					

Academic Affairs Committee (AAC)

Report to the Academic Senate

Thursday, February 15th, 2024

AAC addressed the following resolutions and referrals:

- **2023-2024 #23 New Department Proposal – Public Health:** The committee approved the proposal from an academic perspective and drafted/approved a resolution in support of the new department formation. As this item was also referred to BPC and FAC, it will need be reviewed/approved by those committees before coming to full senate.
- **2023-2024 #28 Proposal for a New Minor – Human Resource Management:** We discussed the new minor proposal extensively. One question/issue that arose was the pre/co-requisites for MGMT 3000, which is a required course for the minor. Several courses are required as pre/co-requisites for MGMT 3000 and the committee thought this would pose a barrier for students. The program will be contacted to see how they intend to handle the issue.
- **2023-2024 #29 Proposal to add New Minors – Ethnic Studies, Feminist Ethnic Studies, Queer Ethnic Studies:** There was some confusion about how to properly review these minor proposals since the department does not currently have an existing degree program. Specifically, questions arose regarding faculty resources to teach the courses in the proposed minors if they are not part of a degree; this issue is outside of the committee’s purview and the proposals may need to be referred to another committee as well as AAC. Additionally, some coursework in the proposed minors may potentially have overlap with existing curriculum in Interdisciplinary Studies, WGSS (Women, Gender, and Sexuality Studies), and/or Sociology. There were also concerns that the proposed minors may impact enrollment in these programs. AAC would like to see evidence that Interdisciplinary Studies, WGSS (Women, Gender, and Sexuality Studies), and/or Sociology have been consulted and support the new minor proposals. The department will be contacted for additional discussion.

AAC also briefly discussed some items that will likely be coming to the committee soon: (1) the pending CSU Board of Trustees decision regarding Cal-GETC and impact on GE; and (2) development of metrics for reviewing low degree conferring programs.

Report to Academic Senate for AS&SS

February 15, 2024

AS&SS committee members discussed the Testing Center Referral after Mr. Lou Montano provided a presentation of CSUB's current testing center services and available options that are offered to faculty and students as well as the local community. The committee has decided to survey the faculty to determine if a larger testing center is needed, or whether there is more of a need for an Academic Center for proctoring of exams. The committee will review the draft of the survey created by Prof. Matt McCoy and move forward with requesting feedback from faculty to determine interest and need. The faculty survey will be sent to DCLC with a request to distribute the survey to the Chairs as well as to faculty across campus for feedback. AS&SS did not have any new referrals this week as the committee has responded to all of our other referrals.



AY2023-2024 Budget and Planning Committee Report

Thursday, February 15, 2024

10:00-11:30 AM

BDC 134A-Conference Room

BPC committee met on February 15 and focused on the following issues:

- BPC planned to have a joint meeting with FAC to complete Referral 11 – Academic Administrators Search & Screening on March 15;
- BPC reviewed 2023-2024 Referral 26 New Department Proposal_Public Health_AAC BPC FAC and requested the Public Health team’s assistance with the following areas:
 - Would it be possible to get a letter from the library about sufficient library resources for future department operations as well as the accreditation?
 - As for the accreditation which seems dependent on the creation of this department (please correct me if I misunderstood), would it be possible to elaborate more on the existing and future resources needed for accreditation, in addition to 1).
 - Which part of the current and future operating expenses (lab, library, IT, staffing, future accreditation, etc) are funded by current grants ? If none, please state it in your proposal and you can skip this issue. Otherwise, after these grants expire and are not renewable, how will the department deal with these expenses?

Faculty Affairs Committee

Thursday, February 15, 2024
10:00 –11:30 AM

FAC worked on the following referrals, mostly on #21 where we considered all comments from the first reading and from emails/comments from affected program faculty. Those edits are available today, in the Senate's second reading. There were no comments on #19 in first reading. The remainder of our meeting was dedicated to referral #2. We reviewed our Fall discussions on the possible use of Canvas for performance review, and are giving careful weight to solving electronic issues that arose with BOX as an alternative to purchasing a new electronic package, Interfolio.

1. 2023-2024 #19 HSIRB and IACUC Policy Updates – Handbook change – second reading.
2. 2023-2024 #21 Graduate Policies and Curriculum Committee – Handbook change – second reading.
3. 2023-24 Referral #02 Digitizing the Performance Review Process. We reviewed information from our Fall experiment with Canvas – and Alex Slabey referred us to Don David for technical help with a second Canvas experiment. The Chair met with Denver Fowler to glean information from his prior university that utilized Canvas for faculty review. This referral will be tabled temporarily so that FAC can take up referral #26 New Department Formation – Public Health.



Graduate Policies and Curriculum Committee

RES 232421

FAC

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

308.7 Graduate Faculty

308.7.1 Graduate Faculty ~~definition, criteria, and evaluation~~

The title of Graduate Faculty is a formal designation defining the faculty responsible for maintaining the program curricula, quality and standards of teaching, and mentoring within a graduate program.

Programs offering graduate degrees shall develop qualification criteria and a policy for periodic evaluation for appointment of Graduate Faculty (~~Appendix L~~). Only designated Graduate Faculty may serve as the primary supervisor/advisor of a graduate student's culminating ~~experience (see Graduate Program Checklist)~~. Other qualified faculty may teach graduate courses if approved by the Graduate Faculty of the program., and these faculty are responsible for maintaining the quality and standards of teaching and mentoring within the graduate program. Criteria for appointment and renewal of appointment as Graduate Faculty is primarily dependent upon demonstrated current expertise and active practice in the discipline of the relevant graduate program. A term of Graduate Faculty appointment shall not exceed five years, **with review required for reappointment. There is no limit to the number of terms a Graduate Faculty may serve.**

Graduate Faculty qualification criteria and policy for periodic evaluation for appointment shall follow the areas included below. Without altering the scope of the areas listed below, programs/units shall interpret and elaborate these areas in order to assess the eligibility of a faculty member for appointment as Graduate Faculty within their unit/program. Qualification criteria and the evaluation process shall meet the following:

- a. Graduate Faculty are selected from among the tenured and tenure-track faculty from the program/unit in which the graduate degree is to be conferred. At the discretion of programs/units,**

emeritus faculty from the program/unit in which the degree is to be conferred may also be considered for appointment as Graduate Faculty. For interdisciplinary programs and/or for faculty holding a relevant terminal degree but within a different unit, Graduate Faculty from other units with relevant areas of expertise may also be selected.

b. Faculty must be evaluated based on activities and productivity from only the most recent 5-year period.

c. Graduate programs shall develop an evaluation process for the submission and review of Graduate Faculty appointment requests. Faculty may request review or re-review at any time, which may occur in less than a five-year cycle for faculty not currently part of the Graduate Faculty.

d. Criteria shall set minimum expectations for qualification to a faculty appointment to Graduate Faculty, including the following:

i. Maintaining/holding a discipline-specific Ph.D. or other appropriate terminal degree related to the graduate degree program in which the Graduate Faculty will serve.

ii. Relevant professional experience and activity within the last 5 years, including with professional societies and organizations, maintenance of professional practice and connections, and evidence of the ability to model appropriate professional and academic behaviors.

~~iii. Experience participating in graduate programs, including supervision of culminating experiences. This experience does not necessitate experience as primary advisor, and may include experience as a successful and effective graduate committee member or mentor.~~

iii. Relevant, and on-going research, scholarship, and creative activities, including the demonstration of significant recent professional peer-reviewed products and/or publications. Criteria related to this area shall be the most rigorous and extensive area of review.

iv. Demonstrated involvement of students in research, scholarship, and creative activities.

v. Programs may add additional areas of evaluation as may be required by disciplinary standards, accreditation requirements, or degree certification requirements.

e. In the event that a graduate program/unit does not have current approved Graduate Faculty evaluation criteria, evaluation shall be based upon the most current criteria required for promotion within the unit under their criteria for RTP evaluation. Evaluation for Graduate

Faculty standing shall be based on only the most recent 5-years of activity at the time of review. Rank is not an acceptable basis for Graduate Faculty appointment evaluation.

f. Graduate Program Directors shall maintain documentation of faculty evaluations, including the duration of current appointments for all Graduate Faculty. Graduate Program Directors are responsible for ensuring that Graduate Faculty serve for no more than 5-years before being evaluated for re-appointment.

g. At the beginning of each academic year, the relevant Graduate Program Director shall forward to the Associate Dean of Graduate and Undergraduate Studies (AD-GUS) an up-to-date list of all faculty within the relevant graduate program currently appointed as Graduate Faculty.

308.7.2 Graduate Faculty criteria approval and revision

Unit/program Graduate Faculty criteria shall be formally reviewed at least once every five (5) years. Any unit/program faculty may propose changes in unit/program evaluation criteria at any time. After approval by a majority vote of all Graduate Faculty of the relevant graduate program, changes in the Graduate Faculty criteria shall be forwarded to the AD Graduate and Undergraduate Studies (AD-GUS) and the AVP Academic Affairs (AVP AA) for review and approval. In the event that approval is not granted, the AD-GUS and AVP-AA shall state why approval was not granted, and this information shall be forwarded to the Graduate Studies Committee. In the event that the differences cannot be resolved, the AVP-AA shall request the Graduate Studies Committee to arbitrate and to determine a resolution.

308.7.3 Graduate Faculty appeal of decision

In the event that a faculty member is evaluated and declined appointment as Graduate Faculty they may request a re-evaluation by Graduate Faculty from outside their unit. They shall forward their request, including current unit/program Graduate Faculty criteria, a personal narrative outlining how they meet these criteria, and an up-to-date CV reflecting activity from the most recent 5-years to the AD Graduate and Undergraduate Studies (AD-GUS). An *ad hoc* committee consisting of a minimum of 5 Graduate Faculty selected from the members of the Graduate Studies Committee will be assembled by the AD-GUS to evaluate the faculty's qualifications and make an appointment decision. This committee shall not include any members from the unit/program of the faculty requesting re-evaluation.

APPENDIX L: Graduate Program Checklist

A checklist outlining State of California, CSU, EO, and CSUB regulations and policies regarding graduate program culminating experiences and associated requirements for the format, evaluation, and storage/recording for graduate program documentation related to culminating experiences. (4/28/2021)

Program policy requirements related to Culminating Experience development, oversight, and evaluation:

Graduate faculty:

- Criteria are developed for designation of graduate faculty and a policy for periodic review is in place;
- Graduate faculty are selected from among the tenured and tenure-track faculty from the department/program/unit in which the degree is to be conferred;
- At the discretion of departments/programs/units and based on their formal criteria and policy for periodic review, emeritus faculty from the department/program/unit in which the degree is to be conferred may also be considered for Graduate faculty standing;
- Criteria must set minimum expectations for scholarly activity and productivity and may be more rigorous than standard departmental criteria for tenured or tenure-track faculty;
- Graduate faculty may serve for a limited term (max 5-year) prior to re-evaluation; and
- Only Graduate faculty may serve as a student's Graduate Committee Chair.

Graduate Committees:

- Each student has a Graduate Committee for the development and evaluation of their Culminating Experience.
- Graduate Committees must be comprised of a **minimum of three members**;
- Graduate Committee membership must include a **majority of Graduate faculty** from the department/program/unit in which the degree is to be earned;
- Policy is developed on Graduate Committee member selection:
 - In some programs requiring a culminating thesis or dissertation, students may select the members of their Graduate Committee in consultation with their advisor (provided that individuals meet committee membership requirements), and
 - In some programs requiring a culminating project or examination, Graduate Committee membership may be decided by the program; and
- Graduate Committee membership must be approved by both the graduate program director and the department chair.

Culminating experiences must be classified as one of the following products (California Code of Regulations, Title 5, Division 5, Chapter 1, Subchapter 2, Article 7, (b), (3)):

- (1) thesis/dissertation;
- (2) project, or
- (3) comprehensive examination.

Culminating experiences checklists:

See individual checklists below for each type of culminating experience. Graduate programs should have policies and procedures in place that meet these requirements.

● **Thesis/Dissertation**

Proposal development and project oversight:

- _____ Graduate Committee Chair (advisor) is assigned to assist the student with their thesis/dissertation proposal and project.
- _____ A Graduate Committee (**with a minimum of 3 members and a majority of Graduate faculty**) is formally assigned to the student and project, overseeing the development, progress, and completion of the student culminating experience.
- _____ The Graduate Committee is responsible for:
 - _____ determining the feasibility and merit of the proposal/plan;
 - _____ reviewing the proposal/plan;
 - _____ familiarizing the student with university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance;
 - _____ reviewing and approving the methodology and any instrument or questionnaire used in data collection; and
 - _____ ensuring that the student project/proposal is reviewed and approved by the appropriate campus-level committee (e.g., IRB or IACUC).
- _____ Students are only permitted to proceed with their proposed project after approval from their Graduate Committee.
- _____ Policies are in place to **document formal approval of a student's plan or proposal** from the Graduate Committee, signifying that the student has permission to proceed with the study as outlined in the proposal or plan.
- _____ **A copy of the student's approved proposal/plan should be retained by the program.**

Format and content:

- _____ The thesis/dissertation represents a written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation(s).
- _____ The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.
- _____ **The format of all theses/dissertations must meet the technical requirements established by the university as well as any specific program requirements.**

Evaluation and documentation:

- _____ An oral defense and/or public presentation of the thesis/dissertation is required;
- _____ The Graduate Committee shall determine the final approval of the thesis or dissertation;

- ~~_____ The Graduate Committee shall evaluate the adequacy of the bibliography/literature cited to ensure that theses/dissertations adequately represent the state of knowledge on a topic, represent student expertise in their chosen area of specialty, and fairly present the research of others;~~
- ~~_____ The Graduate Committee evaluates the culminating experience to determine if it meets university standards;~~
- ~~_____ Successful completion of the culminating experience and the conferral of a program degree are dependent on **majority approval** from the Graduate Committee and may only be conferred with their **documented approval**;~~
- ~~_____ **Certification for the completion** of the culminating experience must be provided prior to graduation and the awarding of the graduate degree through:

 - ~~(1) designation of culminating experience course credit, or~~
 - ~~(2) an alternative acceptable form of reporting to the Evaluations Office and the Office of Academic Programs;~~~~
- ~~_____ In consultation with the other members of the Graduate Committee, the chair shall determine the final grade and/or assigning of complete credit for the culminating experience. The Graduate Committee Chair is responsible for accurately reporting the grade/completion status agreed upon by the Graduate Committee; and~~
- ~~_____ **All final and approved theses/dissertations must be formally filed electronically with the CSUB Library.**~~

● **Project**

Project development and oversight:

- ~~_____ Graduate Committee Chair (advisor) is assigned to assist student with their culminating project/activity plan;~~
- ~~_____ A Graduate Committee (**with a minimum of 3 members and a majority of Graduate faculty**) is formally assigned to the student and project, overseeing the development, progress, and completion of the student culminating experience;~~
- ~~_____ The Graduate Committee, when appropriate and related to the project, is responsible for:

 - ~~_____ determining the feasibility and merit of the proposal/plan,~~
 - ~~_____ reviewing the proposal/plan,~~
 - ~~_____ familiarizing the student with university policies concerning the handling of dangerous materials, laboratory and fieldwork safety, and maintenance of standards of quality, ethics, and professional performance,~~
 - ~~_____ reviewing and approving the methodology and any instrument or questionnaire used in data collection, and~~
 - ~~_____ ensuring that the student project/proposal is reviewed and approved by the appropriate campus-level committee (e.g., IRB or IACUC).~~~~
- ~~_____ Students are only permitted to proceed with their proposed project after a favorable determination has been made by their Graduate Committee;~~

- ~~_____ Policies are in place to **document formal approval** of a student's plan or project proposal from the Graduate Committee, signifying that the student has permission to proceed with the project as outlined in the proposal or plan; and~~
- ~~_____ **A copy of the student's approved proposal/plan should be retained by the program.**~~

Format and content:

- ~~_____ The project demonstrates originality and independent thinking, appropriate form and organization, and an academic rationale; and~~
- ~~_____ **The finished project must be described and summarized in a written abstract that includes the project's significance, objectives, methodology, and conclusion or recommendation(s).**~~

Evaluation and documentation:

- ~~_____ An oral defense and/or public presentation of the project is required;~~
- ~~_____ The Graduate Committee shall determine the final approval of the project;~~
- ~~_____ The Graduate Committee evaluates the culminating experience to determine if it meets university standards;~~
- ~~_____ Successful completion of the culminating experience and the conferral of a program degree are dependent on **majority approval** from the Graduate Committee and may only be conferred with their **documented approval**;~~
- ~~_____ Certification for the completion of the culminating experience must be provided prior to graduation and the awarding of the graduate degree through:
 - ~~(1) designation of culminating experience course credit, or~~
 - ~~(2) an alternative acceptable form of reporting to the Evaluations Office and the Office of Academic Programs;~~~~
- ~~_____ In consultation with the other members of the Graduate Committee, the chair shall determine the final grade and/or assigning of complete credit for the culminating experience. The Graduate Committee Chair is responsible for accurately reporting the grade/completion status agreed upon by the Graduate Committee; and~~
- ~~_____ **Projects/project abstracts shall be submitted to the CSUB library or retained by the program.**~~

● **Comprehensive Examination**

Examination preparation:

- ~~_____ Graduate Committee Chair (advisor) is assigned to assist student with their culminating experience planning;~~
- ~~_____ A Graduate Committee (**with a minimum of 3 members and a majority of Graduate faculty**) is formally assigned to the student and oversees the completion of the student culminating experience;~~
- ~~_____ The Graduate Committee is responsible for:
 - ~~_____ developing and administering the comprehensive examination, and~~
 - ~~_____ assisting students in preparation for comprehensive examinations.~~~~

Format and content:

- ~~_____ The comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter; and~~
- ~~_____ The results of the examination evidence independent thinking, appropriate organization, critical analysis, and accuracy of documentation.~~

~~*Evaluation and documentation:*~~

- ~~_____ The Graduate Committee shall determine the final approval of the comprehensive examination;~~
- ~~_____ The Graduate Committee evaluates the culminating experience to determine if it meets university and professional standards;~~
- ~~_____ Successful completion of the culminating experience and the conferral of a program degree are dependent on **majority approval** from the Graduate Committee and may only be conferred with their **documented approval**;~~
- ~~_____ Certification for the completion of the culminating experience must be provided prior to graduation and the awarding of the graduate degree through:
 - ~~(1) designation of culminating experience course credit, or~~
 - ~~(2) an alternative acceptable form of reporting to the Evaluations Office and the Office of Academic Programs;~~~~
- ~~_____ In consultation with the other members of the Graduate Committee, the chair shall determine the final grade and/or assigning of complete credit for the culminating experience. The Graduate Committee Chair is responsible for accurately reporting the grade/completion status agreed upon by the Graduate Committee; and~~
- ~~_____ **A record of the examination questions and responses shall be retained by the respective graduate program.**~~

RATIONALE: Graduate Faculty criteria are already required for graduate programs, but the development and evaluation of these has been applied on a program-by-program basis. This has led to confusion, and uneven implementation and application. The current policy was requested by the Graduate Studies Committee, on which all graduate programs have a representative. Additional changes were made following input from the Academic Senate, Faculty Affairs Committee, and in consultation with the Graduate Policy & Curriculum Committee.

To date, there has been no university-wide policy that provides faculty an option for re-evaluation or appeal when they disagree with the Graduate Faculty standing evaluation decision of their unit/program. The proposed *University Handbook* change adds general language on Graduate Faculty criteria and evaluation for appointment that is consistent with existing university policy ~~and adds current graduate policies to the *University Handbook* through the~~

~~addition of Appendix L materials (as referenced in the Graduate Program Checklist graduate policy document).~~ The new handbook language creates an appeals process for faculty if they disagree with a unit decision on their evaluation. This appeal process will be independent and will occur outside of unit/program, offering faculty an important avenue to address or remedy potential conflicts within the unit/program.

The placement of this section within Section 308 of the University Handbook (i.e., “Review procedures for special awards and appointments”) is proposed, since appointment to Graduate Faculty status is a special title of which only faculty within graduate programs will be eligible.

~~The appendix includes information that was developed by a multi-year taskforce. The content of this document was reviewed and approved by the Graduate Policies and Curriculum subcommittee of the Graduate Studies Committee on 12/1/2020. The full Graduate Studies Committee, which includes members from each graduate program on campus, reviewed the Appendix document on 3/2/2021 and approved it on 4/28/2021.~~

Distribution List: (update as needed)

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- AVP Faculty Affairs
- AVP Academic Affairs and Dean of Academic Programs
- School Deans
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- Dean of Extended University and Global Outreach
- Department Chairs
- General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:



HSIRB and IACUC Policy Updates

RES 232417

FAC

RESOLVED: That the Academic Senate recommend revisions to the University Handbook language regarding HSIRB and IACUC (additions in **bold underline**) as specified below:

303.10.2 Membership of the IACUC

In compliance with federal regulations, the IACUC's membership consists of at least **five (5)** ~~nine(9)~~ persons. **At least one (1)** ~~Three (3)~~ shall be CSUB faculty experienced in the use of animals; at least one (1) shall be CSUB faculty whose primary concern is nonscientific; at least one (1) shall be a community member not affiliated with CSUB; one (1) shall be a Doctor of Veterinary Medicine; and one (1) shall be the CSUB Safety and Risk Management Officer.

In consultation with the ~~Executive Committee of the Academic Senate~~ **IACUC** and the ~~Assistant~~ **Associate** Vice-President for Grants, Research and Sponsored Programs (GRASP), the P&VPAA ~~selects and~~ appoints the chair and IACUC members **initially to a one-year term and** to three year terms **thereafter**. In consultation with the IACUC chair, the P&VPAA may also remove members who do not participate in IACUC activities.

The ~~Assistant~~ **Associate** Vice-President for Grants, Research and Sponsored Programs (GRASP) provides administrative support for the IACUC. Members of the IACUC may not participate in the review of any project in which the member has an interest.

RATIONALE: The recommended handbook changes are modified to reflect updated HSIRB and IACUC policies and procedures. The Senate Executive Committee is removed from the language, since it does not have purview over HSIRB or IACUC business, and the membership numbers are changed to align with federal regulations.

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