ACADEMIC SENATE EXECUTIVE COMMITTEE

Agenda
Tuesday, October 1, 2019
10:00 a.m. – 11:30 a.m.
SCI III Rm 100

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INFORMATION
   Faculty Forum with President Zelezny regarding Provost Search, October 1,
   Student Union MPR 9:00 – 10:00
   Budget Forum October 21, Student Union MPR 11:00 am – Noon
   Program Review - Danielle Solano, Senate UPRC liaison (10:05 Time Certain)

3. APPROVAL OF MINUTES
   September 17, 2019 Minutes

4. APPROVAL OF AGENDA

5. CONTINUED ITEMS
   a. AS Log (handout)
      i. AAC (M. Danforth)
         ▪ Referral 01 Distributed Learning
         ▪ Referral 04 Proposal for a Masters in Kinesiology
         ▪ Referral 10– Ethnic Studies as a GE Requirement – Response to the Task
           Force Report
         ▪ Referral 13 Response to Student Misconduct Task Force Report
         ▪ Referral 14 New Course Forms and Process
         ▪ Referral 15 Interdisciplinary Studies New Course Proposals
      ii. AS&SS (J. Millar)
         ▪ Referral 05 Canvas Pilot
         ▪ Referral 03 ASI Executive Director as Ex-Officio Non-Voting Member of
           Academic Support and Student Services Committee (AS&SS) - Bylaws
           Change
         ▪ Referral 12– Graduate Student Grievance and Appeals Policy – Reporting
           Chain
         ▪ Referral 13 Response to Student Misconduct Task Force Report
      iii. FAC (M. Rees)
• Referral 02 Faculty Workload – One WTU Defined
• Referral 05 SOClS for Summer Courses
• Referral 08 Honorary Doctorate-Handbook Change
• Referral 09 Faculty Membership on Search Committee for the Provost & VP of AA – Handbook Change
• Referral 11- New Regulations on Consensual Relationship - Handbook Change

iv. BPC (B. Street)
• Referral 04 Proposal for a Masters in Kinesiology
• Referral 07 Academic Calendar – Spring and Fall Semester Breaks

b. Interim Provost Update
c. Searches - Update
   i. AVP Academic Programs
   ii. Dean SS&E
   iii. Associate Dean SS&E
   iv. Faculty Director of Interdisciplinary Studies
   v. Faculty Director of the Teaching and Learning Center
   vi. Faculty Ombudsperson
   vii. Faculty Coordinator for Sustainability
d. UPRC Recommendations (handout)
e. Financial and strategic planning transparency and faculty participation
f. ATI Faculty Coordinator – roles and responsibilities
g. CSUB AV Course Policy

6. NEW DISCUSSION ITEMS
   a. Policy – Winter Term: appropriate courses and units
   b. Summer Service
   c. GRaSP post-award – BAS
   d. Financial Aid
   e. Senate rep for Alumni Association (Isabel Sumaya)
f. Committee list in Handbook

7. AGENDA ITEMS FOR SENATE MEETING October 10, 2019 (Time Certain 11:00 a.m.)
   Announcements
   Budget Forum – October 21, 2019 11:00 a.m. – Noon SU MPR
   Consent Agenda
   New Business
   8. COMMENTS FROM THE FLOOR
Minutes
Tuesday, September 17, 2019
10:00 a.m. – 11:30 a.m.
SCI III Rm 100


Absent: D. Boschini, J. Tarjan
Visitor: D. Schecter

1. **CALL TO ORDER**
   A. Hegde called the meeting to order.
2. **ANNOUNCEMENTS AND INFORMATION**
   - D. Boschini is on medical leave, and will be returning at the end of the month.
   - Faculty Forum with President Zelezny regarding Provost Search, October 1, Student Union MPR 9:00 – 10:00. The call is using the current language (FT faculty) in the Handbook. FAC has a referral to look at making criteria (TT) match that of search for Deans.
   - Results of Call for Nominations for Academic Senate (AS) representative for SS&E to finish E. Correa’s term will be available in two days. The most important position to fill is the AS&SS Chair, and then Executive Committee membership participation. A. Lauer declined to chair the committee. J. Millar volunteered to chair AS&SS. Those in attendance agreed that J. Millar is the solution to the vacancy. J. Millar thanked E. Correa for her contribution to student success. The decision is pending input from D. Boschini and the full Academic Senate.
3. **APPROVAL OF MINUTES**
   E. Correa moved to approve September 10, 2019 Minutes with corrections. B. Street seconded. Approved.
4. **APPROVAL OF AGENDA**
   M. Danforth requested that the Interdisciplinary (INST) Course Proposal discussion be the first of NEW DISCUSSION ITEMS. E. Correa moved to approve the agenda, as amended. B. Street seconded. Approved.
5. **CONTINUED ITEMS**
   a. AS Log (handout)
i. AAC (M. Danforth) D. Jackson has been invited to attend the September 19 meeting to discuss the WSCUC Visiting Team appointment with AAC. The committee will also discuss these items on the log:

- Referral 01 Distributed Learning
- Referral 04 Proposal for a Masters in Kinesiology – develop questions to bring to the joint meeting with BPC

ii. AS&SS (E. Correa)

- Referral 05 Canvas Pilot – no update
- Referral 03 ASI Executive Director as Ex-Officio Non-Voting Member of Academic Support and Student Services Committee (AS&SS) - Bylaws Change – she drafted a resolution for the committee to process. The intention is to close the gap in communication between the student and faculty leadership on campus issues. The ASI Executive Director enables ongoing oversight of the student leadership participation and subsequent communication to the student body.
- Referral 12– Graduate Student Grievance and Appeals Policy – Reporting Chain – no update

A. Hegde suggested that the first order of business at their September 19 meeting is to elect A. Lauer as vice-chair. J. Millar is tentatively the interim chair. The desire of the EC is that A. Lauer will agree to be the chair, if elected by the Senate. A. Hegde thanked E. Correa for working through the transition of AS&SS’s leadership as she is taking on her new position as Interim Associate Dean of SS&E.

iii. FAC (M. Rees) Nothing new to report since September 5 meeting. The next FAC meeting is September 19 to discuss items on the log:

- Referral 02 Faculty Workload – One WTU Defined
- Referral 05 SOClS for Summer Courses
- Referral 06 Faculty Award for Scholarship – Handbook Change
- Referral 08 Honorary Doctorate-Handbook Change
- Referral 09 Faculty Membership on Search Committee for the Provost & VP of AA – Handbook Change
iv. BPC (B. Street) Nothing new to report since September 5 meeting. The next BPC meeting is September 19 to discuss items on the log:
   - Referral 04 Proposal for a Masters in Kinesiology - develop questions
   - Referral 07 Academic Calendar – Spring and Fall Semester Breaks
b. Interim Provost Update – No report.
   J. Millar informed the EC that she attended the BC/CSUB Partnership planning meeting at BC. CSUB faculty members D. Gove, K. Flachmann, J. Kegley, were seen in attendance, and Police Chief M. Williamson. President S. Christian addressed the group. Interim Provost, V. Harper, asked for a FAQ which would include the benefits of the partnership. J. Millar suggested that the FAQ address workload for faculty. CSUB’s issue with BC’s Nursing program development was not addressed. The BC/CSUB Partnership is looking at 1) where each are, now and 2) what it could be. The FAQ needs to reiterate the purpose and function of the community college, and the purpose and function of the university and they cannot be subsumed under each other, either way. FAQs need to set the tone and be accessible to both BC and CSUB. There is going to be a shuttle service between BC SW campus and BC Panorama campus. There is concern for the accommodation of disabled students on the shuttle. A CSUB faculty meeting on the BC/CSUB Partnership is scheduled for Tuesday, September 24 in ADM 101.
   BC faculty and staff are concerned whether they will be working at both locations, use of food pantries, etc. There will be BC/CSUB coordinator at our campus to help with ADTs. Some of the hard questions have not yet been addressed. For example, it’s cheaper to attend BC and the EEGO enrollment for CSUB summer classes wasn’t sufficient so they were cancelled, and parking, etc. A. Hegde summarized that the anxiety underscores that CSUB hasn’t had the opportunity to discuss these issues on our own. BC has known, and has moved forward without working through important CSUB concerns to demonstrate equanimity of benefits to CSUB.
c. Searches – No update
   i. Provost and VP AA – Election for Search Committee members, by school.
   ii. AVP Academic Programs
   iii. Dean SS&E
   iv. Associate Dean SS&E
   v. Faculty Director of Interdisciplinary Studies
   vi. Faculty Director of the Teaching and Learning Center
   vii. Faculty Ombudsperson
   viii. Faculty Coordinator for Sustainability
d. AS&SS Chair – A. Hegde will convey the EC’s thoughts to the Academic Senate Chair and then request her input.

e. UPRC Recommendations – tabled until next EC when V. Harper can join the discussion on MOUAPs.

f. Update from Student Misconduct Task Force (handout) A. Hegde provided background: The concern is that students who violated Academic Integrity are sent to the Office of Student Rights and Responsibilities (OSRR) which is under the purview of Student Affairs. Faculty is not made aware of the outcome of the investigation, or the number of violations a student has amongst the schools. There doesn’t appear to be any penalty for recurring offenders. A Task Force was assigned in 2018. Their report (handout) suggests policy changes. While there is a flow chart and steps in place, it is not always followed. The flow does not include faculty in the feedback loop. M. Rees said it’s useful for faculty to know what happens when students go to OSRR and what faculty’s responsibility is. It should be part of University Day orientation. M. Danforth said the lack of communication implies that there is a lack of results to violations of academic integrity. Therefore, what use of it is there to faculty to fill out the form? There is a need for aggregate data to go out to the entire faculty. The issue was referred to AAC and AS&SS.

g. Financial and strategic planning transparency and faculty participation – ongoing. Budget Forum is October 21.

h. ATI Faculty Coordinator – roles and responsibilities (deferred)

i. University Handbook APPENDIX K: Instructional Materials Accessibility Plan (IMAP) (tabled until ATI Coordinator appointed)

6. NEW DISCUSSION ITEMS

a. INST Course Proposal – Interdisciplinary Studies has three new course proposals. AAC has typically been the body to review course proposals when there isn’t a curriculum committee to perform that function. The item was referred to AAC.

b. Calendar referendum – M. Rees emphasized that there are pedagogical and financial concerns that cannot be properly weighed when a campus-wide survey is used to decide the Academic Calendar. People will vote on their lifestyle, not what is best for the university. The survey can list issues and leave space to add something that has not been addressed. The EC was reminded that the campus quarter to semester conversion issue produced a referendum, and it was not binding. D. Schecter suggested that survey offer ranking of issues. E. Correa said that if participants don’t see how the information will be used, they won’t participate. If they are asked, yet the decision has already been made, what’s
the point of setting people up for disappointment and distrust? The problem is how we can make a decision with as much input from people as possible. The EC is not in favor of doing a referendum. Instead, allow for a deeper conversation, then have a campus-wide survey that shows what the outcome would be to the institutional interest if they voted one way or another.

c. Course Forms for Catalog and Curriculum Review — referred to AAC. A. Hegde will communicate with L. Zuzarte on the technical issues surrounding the data and the process of going through the Senate.

d. Summer Service (deferred)

e. GRaSP post-award – BAS (deferred)

f. Financial Aid - (deferred)

g. Faculty parking – there is a request for a forum. BPC’s dealt with it last year. Because half are for, and half are against, no change. Students pay more for parking. J. Millar said it’s about those students, faculty, and staff who want/need to park closer to their classes. It’s not about faculty, per se. A. Hegde suggests issuing parking permits according to the market system: the prime lots cost more. He will communicate the recurring issues and then request that solutions be brought forward. EC agrees that a forum with the President and Chief M. Williamson is not the best use of campus’ time. Chief Williamson can address quantity and demand of parking spaces when he meets with the Senate.

h. Senate rep for Alumni Association – Isabel Sumaya is the current Senate representative. A. Hegde will ask her if she is available and willing to be the representative next term.

7. AGENDA ITEMS FOR SENATE MEETING  September 26, 2019 (Time Certain 11:00 a.m.)

Announcements
Campus Safety – Chief M. Williamson (Time Certain 10:05)
President and Faculty Forum regarding Provost Search, October 1, SU MPR 9:00 – 10:00
Budget Forum – October 21, 2019 11:00 a.m. – Noon SU MPR
Election and Appointments
Consent Agenda
New Business
Old Business

8. COMMENTS FROM THE FLOOR
## Academic Affairs Committee: Melissa Danforth/Chair, meets 10:00am in SCI III Room 100

**Dates:** Sept 5, Sept 19, Oct 3, Oct 17, Oct 31, Nov 14, Dec 12, Jan 30, Feb 13, Feb 27, Mar 12, Mar 26, Apr 9, April 30

<table>
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<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>08/27/19</td>
<td>2018-2019 Referral 20 Continuous Enrollment Course</td>
<td>Withdrawn 8/27/19</td>
<td>AAC There won’t be anything for the Senate to act on until the subcommittee issues their report.</td>
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<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 01_Distributed Learning</td>
<td></td>
<td>AAC Define committee charge and process of determining whether a class is taught on-line or hybrid.</td>
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<td>08/27/19</td>
<td>2019-2020 Referral 04 Proposal for a Masters in Kinesiology</td>
<td></td>
<td>AAC, BPC Address the Program rationale, Existing support resources for the proposed program, and additional support resources required</td>
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<td>09/17/19</td>
<td>2019-2020 Referral 13 Response to Student Misconduct Task Force Report</td>
<td></td>
<td>AAC, AS&amp;SS Proposed changes to policy and procedures, and implementation</td>
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<tr>
<td>09/17/19</td>
<td>2019-2020 Referral 14 New Course Forms and Process</td>
<td></td>
<td>AAC New forms’ integration with curriculum review, catalog, PeopleSoft, degree audit, etc.</td>
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<td>09/17/19</td>
<td>2019-2020 Referral 15 – Interdisciplinary Studies New Course Proposal</td>
<td></td>
<td>AAC Intro to Ethnic Studies, Intro to Latina/o Studies, and Latina/o – Chicanas/os and Popular Culture</td>
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<tr>
<td>08/27/19</td>
<td>2018-2019 Referral 05 Canvas Pilot</td>
<td>Carried over</td>
<td>AS&amp;SS Chair to request that Canvas Pilot Committee provide a report by Oct 1 referencing viability of adoption based on the result of compiling positive and negative factors and description their decision process.</td>
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<td>2019-2020 Referral 12– Graduate Student Grievance and Appeals Policy – Reporting Chain</td>
<td>AS&amp;SS</td>
<td>Policy alignment: University Handbook, and Catalog</td>
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# ACADEMIC SENATE LOG – OCTOBER 1, 2019

**Faculty Affairs Committee: Mandy Rees/Chair, meets 10:00am in SCI III Rm 235 Math Library**

**Dates:** Sept 5, Sept 19, Oct 3, Oct 17, Oct 31, Nov 14, Dec 12, Jan 30, Feb 13, Feb 27, Mar 12, Mar 26, Apr 9, April 30

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<td>08/27/19</td>
<td>2019-2020 Referral 02 Faculty Workload – One WTU Defined</td>
<td>FAC</td>
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<td>8/27/19</td>
<td>2019-2020 Referral 05 SOCIs for Summer Courses</td>
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<td>08/27/19</td>
<td>2019-2020 Referral 06 Faculty Award for Scholarship – Handbook Change</td>
<td>FAC</td>
<td>Resolve discrepancy in award process – RCU and FHAC RES 192001 Faculty Award for Scholarship-Handbook Change</td>
<td>9/26/19</td>
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<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 08 Honorary Doctorate-Handbook Change</td>
<td>FAC</td>
<td>Refer to RES 121329 Procedures for Honorary Doctorate Nominations and Selection REVISED</td>
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<td>09/10/19</td>
<td>2019-2020 Referral 09 Faculty Membership on Search Committee for the Provost &amp; VP of AA – Handbook Change</td>
<td>FAC</td>
<td>The qualification requirements of faculty members</td>
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<td>09/10/19</td>
<td>2019-2020 Referral 11– New Regulations on Consensual Relationship - Handbook Change</td>
<td>FAC</td>
<td>Changes to University Handbook 303.13 to address new regulation from Chancellor’s Office (CO)</td>
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<td>2019-2020 Referral 07 Academic Calendar – Spring and Fall Semester Breaks</td>
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DATE: May 13, 2019

TO: Dr. Deborah Boschini / Chair, Academic Senate

FROM: The University Program Review Committee
Dr. Jacquelyn Ann K. Kegley (Chair), Dr. Doreen Anderson-Facile, Dr. Matt Leon, Dr. Danielle Solano, Dr. Jorge Talamantes, Dr. Madhavappallil Thomas, Dr. Dan Zhou, Dr. Debra Jackson (ex-officio)

CC: Dr. Vernon Harper / Associate Vice President for Academic Affairs and Interim Provost & Vice President for Academic Affairs

SUBJECT: Annual Report of the University Program Review Committee, AY 2018-2019

This memorandum summarizes the activities of the University Program Review Committee for the academic year 2018-2019.

Program Reviews Completed

- B.S. in Natural Sciences – sent on 10/11/2018
- B. S. Kinesiology – sent on 10/24/2018
- B.S. in Computer Engineering – sent on 11/16/2018
- B.S. in Electrical Engineering – sent on 11/16/2018
- M.A. in Education - Curriculum and Instruction – sent on 02/09/2019
- B.A. in CAFS – sent on 05/02/2019
- B.S. in Engineering Sciences – sent on 05/10/2019
- B.A. in Theatre – sent on 05/10/2019
- B.S. in Agricultural Business – sent on 05/16/2019

Program Reviews That Could Not Be Completed – Moved Forward to 2019-2020
• B.S. in Computer Science – The external reviewer for the Computer Science program visited campus on May 8, 2019, and his report is due on May 22, 2019. Thus, the UPRC will not have time to complete the review by the end of the academic year.
• B.A. in Communications – This review has come forward from 2015 and has received numerous extensions with a new due date of 03/15/2020.
• B.S. in Physics – This review was due on 09/15/2018. The UPRC has yet to receive the self-study nor a request for further extension.
• B.A. in Political Science – This review was due on 09/15/2018 and received an extension to 03/01/2019. The UPRC has yet to receive the self-study nor a request for further extension.
• M.S. in Health Care Administration (HCA) – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 08/30/2019.
• B.A. and M.A. in Spanish – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 08/30/2019.
• B.A. and M.A. in Anthropology – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 09/15/2019.
• B.A. in Psychology – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 09/15/2019.
• M.S. in Counseling Psychology – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 09/15/19.

Program Reviews Scheduled for AY 2019-2020
• B.A. in Music – notified on 03/29/2019
• B.A. in Religious Studies – notified on 03/29/2019
• B.S. in Economics – notified on 03/29/2019
• B.S. in Environmental Resource Management – notified on 03/29/2019
• B.S. in Mathematics – notified on 03/29/2019
• B.S. and M.S. in Biology – notified on 03/29/2019
• B.A. Human Biological Sciences – notified on 05/13/2019

Mid-Cycle Reports Scheduled for AY 2019-2020
• B.A. and M.A. in English – notified on 03/01/2019
• B.A. in Criminal Justice – notified on 03/01/2019
• M.A. in Educational Administration – notified on 03/01/2019
• Honors Program – notified on 03/01/2019

Workshop
• The UPRC held a program review workshop on March 15, 2019. Each member of the UPRC presented on sections of the Program Review Template.
• In addition to UPRC members, representatives from Psychology, Philosophy & Religious Studies, Mathematics, Music, Modern Languages & Literatures, Geological Sciences, Communications, and Biology were present.
• An online evaluation of the workshop was distributed to participants. Responses indicate that participants found the workshop valuable. One respondent suggested emphasizing the program review as a mechanism for ongoing, honest self-reflection.
MOUAPs Completed

- B.A. and M.A. in English – signed on 10/09/2018
- B.A. in Art & Art History – signed on 10/25/2018
- B.S. in Natural Sciences – signed on 02/05/2019

Issues of Concern

- The UPRC continues to stress the importance of completing MOUAPs in a timely fashion.
  - B.A. and M.P.A. in Public Administration – Discussion held 5/22/18, not signed.
  - Honors Program – Discussion held 7/12/18, not signed.
  - B.S. and M.S. in Nursing – Discussion held 7/10/18, not signed.
  - B.S. in PEAK/Kinesiology – Discussion held 11/13/18, not signed.
  - B.S. in Environmental Resources Management – Discussion held 12/3/18, not signed.
  - B.S. in Electrical Engineering – Discussion held, not signed.
  - B.S. in Computer Engineering – Discussion held, not signed.
  - B.S. in Chemistry & Biochemistry – Discussion held 5/6/19, not signed.

- The UPRC is concerned that programs do not have sufficient notice for preparing their Self-Study and Program Plan. The UPRC recommends that programs be notified one year in advance of their Self-Study due date and that the UPRC workshop be scheduled in the Fall term. Additionally, the UPRC is now asking programs to submit a program review progress report the February prior to their Self-Study due date. The program review timeline on the Program Review Template has been revised and posted on the program review website.
  - The Program Review Template and MOUAP Template need to be reviewed by the Academic Senate and reaffirmed if appropriate.

- The UPRC would like the Senate to address the issue of programs not completing reviews (we recommend release time for programs to complete their self-studies and/or additional release time for the UPRC to assist programs that have problems).

- Student learning outcomes assessment is a crucial component of a program Self-Study. The UPRC recommends that assessment workshops and trainings be regularly offered to faculty, and that assessment coordinators provide extra support to those programs scheduled for review.

Jacquelyn Ann K. Kegley
CSU Outstanding Professor of Philosophy
Director, Helen Hawk Honors Program
CSU, Bakersfield
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Bakersfield, California 93311-1022
661-654-2249
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“Freedom has always been an expensive thing.” - Martin Luther King