

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE  
AGENDA  
Thursday, March 8, 2018  
Health Center Conference Room  
10:00 a.m. – 11:30 a.m.

1. Call to Order
2. Approval of Minutes
3. Announcements and Information
4. Approval of Agenda
5. ASCSU Report
6. Provost Report
7. Committee and Report Requests  
(Minutes from [AAC](#), [AS&SS](#), [BPC](#) and [FAC](#) are posted on the Academic Senate Webpage)
  - a. Executive Committee (B. Hartsell)
  - b. Academic Affairs Committee (M. Slaughter)
  - c. Academic Support & Student Services Committee (C. MacQuarrie)
  - d. Budget & Planning Committee (A. Hegde)
  - e. Faculty Affairs Committee (M. Rush)
  - f. Staff Report (K. Ziegler-Lopez)
  - g. ASI Report (M. Gomez)
8. Resolutions – (Time Certain 10:45 a.m.)
  - a. Consent Agenda
  - b. New Business  
RES 171819 – New Emphasis: Energy and Power Engineering (AAC, BPC) First Reading  
RES 171820 - Use of Small Unmanned Aircraft Systems (sUAS)  
RES 171821 - Academic Master Plan (AMP) Form and Process Improvement
  - c. Old Business  
RES 171807 Amendment of Classroom Observation Policy (Second Reading) \*65572  
RES 171814 Administrator Review – University Handbook (Second Reading) \*  
RES 171815 Maximum Unit per Term (Second Reading)  
RES 171816 Policy for Instructors Assigning Their Own Textbooks (Second Reading) \*  
RES 171817 Hiring of Tenure Track Counselor to Support Student Mental Health (Second Reading)  
RES 171818 Instructor Initiated Drop Policy (Second Reading) \*

9. Open Forum Items (Time Certain 11:15 a.m.)

10. Adjournment

\* Changes to be made to University Handbook

DRAFT

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE  
Minutes  
Thursday, February 22, 2018  
Health Center Conference Room  
10:00 a.m. – 11:30 a.m.

Members: S. Bacon, D. Boschini (Chair), E. Correa, S. Forester, M. Gomez (ALT), B. Hartsell (Vice-Chair), M. Gomez, A. Hegde, A. Jacobsen, J. Kegley, C. Lam, C. MacQuarrie, M. Martinez, J. Woods (ALT), J. Millar, Y. Ortiz-Bush (ALT), M. Rush, S. Schmidt, M. Slaughter, L. Sakomoto, K. Szick, B. Street, J. Tarjan, D. Zhou, K. Ziegler-Lopez, J. Zorn

Absent: B. Hartsell

Visitors: M. Burroughs, P. Newberry, J. Dirkse, V. Kohli, J. Deal, K. Krishnan, V. Harper, D. Schecter

1. Call to Order D. Boschini called the meeting to order.
2. Approval of Minutes  
J. Kegley moved to approve minutes. Approved.
3. Announcements and Information
  - Elections 2018-2019
    - Chair elected: D. Boschini/Nursing. Vice Chair elected: A. Hegde/Economics
    - A & H Senator elected: M. Dhada/History
    - BPA Senator: election in process. Results to be announced February 26, 2018
    - NSME Senator: election in process. Results to be announced February 26, 2018
    - SS&E Senator elected: E. Correa/CAFS
    - Call for nominations forthcoming for Antelope Valley Senator, At-large Senators, School representatives to University-wide committees, and At-large representatives to University-wide committees.

Find information about committees on Senate webpage, [Elections and Appointments](#). D. Boschini encouraged Senators to encourage their school faculty to consider being on committees because when school representative positions are not filled, they go to At-large representation, and a school's interests could then be underrepresented.

  - Michael Burroughs (Time Certain 10:15-10:25) (Handout) The slide presentation featured activities since Dr. Burroughs arrived on campus last semester. He highlighted those continuing activities and those he's initiated which help to create community and to support faculty and students around ethics related events: 1) Co-sponsorship and campus collaboration. 2) new faculty fellowship program. 3) Ethics Across Campus Initiative. Upcoming events can be found on the [Kegley Institute of Ethics](#) (KIE) website. He invited anyone to come to

his office with ideas. There is money set aside for ethics-relevant programs. The Runner Reader program will continue. This year's book is *Incarceration Nation*. This coalesces with KIE's initiative.

4. Approval of Agenda

J. Tarjan motioned to have the Time Certain Resolutions moved to 10:30. J. Millar seconded. D. Boschini moved to approve as amended. Approved.

5. ASCSU Report J. Tarjan reported that there are committee meetings 2/23/18. The concern is preparation for majors. J. Millar reported that mental health in CSU will be discussed in the March meeting. There are other campuses, in addition to CSUB, which have resolutions to request additional tenure-track counselors.

6. Provost Report J. Zorn referred to the handout from last meeting February 8, (topics contained in the Minutes). Everything is on track. J. Millar thanked J. Zorn and T. Wallace for their participation in Academic Affairs and Student Affairs on the Graduation Initiative 2025. The break-out sessions help to advance the mutual concerns of getting students graduated.

7. Committee and Report Requests

(Minutes from [AAC](#), [AS&SS](#), [BPC](#) and [FAC](#) are posted on the Academic Senate Webpage)

a. Executive Committee - D. Boschini provided update since B. Hartsell is at a conference today. President Mitchell joined the EC meeting last week for their regularly scheduled meeting. The topics discussed were

- 1) Capital Campaign –EC communicated their concern that the activity so far is not enough, soon enough.
- 2) Financial Transparency – EC stressed that strategic planning transparency is just as important as financial transparency. The University Strategic Planning and Budget Advisory Committee (USP/BAC) has been separated into two committees. The February Budget Forum is tentatively scheduled for March 6. A. Hegde encouraged Senators to encourage other faculty to attend. It's an opportunity to change the perception that there are only a few who are disgruntled and others don't care. It's important that the new president knows that financial transparency matters. D. Boschini stated that showing up does make a difference. There won't be a lot of budget information because it's still evolving. There is no certainty what the campus budget will be. The goal is to have a campus conversation on how we handle financial decision-making.

8. Resolutions – (Time Certain 10:30 a.m.)

a. New Business

i. RES 171815 A Maximum Units per Term (First Reading) D. Boschini announced that there are two versions of the resolution. The EC reviewed them. There will be a summary presentation from each committee chair. To move the discussion as a committee as a whole requires a motion.

J. Tarjan moved to meet as a committee as a whole. J. Kegley seconded. Approved. D. Boschini instructed the body that they are now functioning as a committee as a whole.

M. Rush went through the pros and cons on FAC's Brief. (Hand out, FAC Brief, version A) The committee's recommendation of maximum units 17 enables student to meet with an advisor regarding the impact of the petition for overload. The curricula have changed under the semester system. It is important for students to meet with faculty and advising because the meeting provides feedback to faculty. The committee doesn't have enough data under the semester system to show whether students who take overloads do better or worse.

RES 171815 B Maximum Units per Term - M. Slaughter went through points on AAC's Brief (Handout). She acknowledged that advising – and who does what – is very much in process. She advocates that faculty be the advisor of record to students. AAC looked at J. Dirkse's data (Handout) differently. The relationship between overload and GPA suggests that there is small number of people who want to overload and the implication that people who take overload know they can handle it. Yet, the data doesn't account for co-curricular or enrichment courses, which would be a big problem across the university. 19 max units removes one hurdle for people who know they can do it. AAC eliminated the clause on the FAC draft resolution, 'for first-term freshman who have not completed 15 units'. There are students who have just 13 units after their first year and thus would still be considered first year. C. MacQuarrie presented AS&SS's Brief (Handout) pros and cons. The special charge of the committee was to look at student and faculty perspectives. It's difficult to see how keeping the lower max units (17) would help the Graduation Initiative. There are roadmaps that already include more than 17 units.

A. Hegde presented BPC's Brief (Handout) A larger sample of student data on number of units, their GPAs over time, and a thorough analysis could reveal the impact of overload of maximum units cap. There is a self-selection bias where students who choose to have more units are motivated to finish and GPA isn't important. BPA member M. Gomez stated that ASI took up Max Units per Semester Term and made a resolution to support 19 units as a cap, even though most campuses have a 17-unit cap. Their rationale is that some majors require more units. A. Hegde said, perhaps it's 10% of population that petition to overload. It would be efficient to process petitions programmatically instead of through paperwork. The core issue is who advises the students to help them make the decision. Some students take longer than others. Taking 19 units doesn't hurt certain students because of students' self-selection and with proper advising, they would know that their GPA may suffer.

D. Boschini offered options for the Senate to act. Members could go back to look at some of the data. There is potential to have the First Reading. A. Hegde expressed interest in a straw poll. D. Boschini stated, if you had to vote now, 17 or 19 units – how many in favor of 17-unit cap? The result of the straw poll: Two in favor of 17, and nineteen in favor of 19 units. Discussion ensued. D. Boschini posed the question, if there was data on 50 students who took 19 units and if in a prior term they took 16 units, could we compare student performances with those who didn't? K. Krishnan replied that technically it can be done.

D. Boschini summarized that there was an opportunity to hear from all four committee chairs, ask questions, hear statements, and a straw poll was taken. J. Tarjan moved to regular order to hear First Reading of A, and B. M. Rush seconded. Approved.

D. Boschini called the meeting back to regular order. She stated that the options are to 1) move to First Reading, and then have folks to go back to their constituents, 2) make a decision, or 3) ask for more information to come back prepared for next step. J. Tarjan recommended to dispose of one version as an option. S. Forrester requested seeing the ASI report before disposing one. M. Rush asked for more information from AAC on why first-term element was removed from original draft. M. Rush referred to RES 171815 A discussion as First Reading. D. Boschini advised the Senate they could provide feedback to FAC or move to table (remove from agenda) RES 171815 A. A. Hegde moved to waive First Reading on both resolutions and vote on each version. K. Szick seconded. D. Boschini stated a discussion is needed. She offered that this is one of those issues that folks will learn about and be surprised if we moved too quickly when they had something to say about it. J. Tarjan moved to waive the First Reading. J. Kegley seconded. D. Boschini asked, by a show of hands, whether to waive both resolutions A and B. Nine for. Eleven against. The motion failed. RES 171815 is in First Reading. Feedback to committees include: look at version B's rationale because it relies heavily on J. Dirkse's analysis and the arguments that the information was not persuasive; consider how the decision will be presented in the catalog relative to the expectation of 2-3 hrs. of study outside the classroom for every unit, (57 hours if you take 19 units) and state how many units are *normal*.

J. Tarjan moved to extend the meeting ten minutes. B. Street seconded. All in favor.

A. Hegde presented RES 171815 B, First Reading. For the reasons presented in the committee briefs and discussion, a hard-cap of 19 prevents a lot of administrative paperwork and helps the students graduate. Feedback to committees include the following: a place in the resolution to request collecting future data; the President to commission a study on impact of units on GPA year-over-year to identify

- a policy that delineates action to solve the self-selection problem; identify the number and percent of students who apply for petitions; collect the data on how many petitions are denied; refer to the memo from the Chancellor's office on how many units can be taken close to graduation; clarify version B, 2. whether any faculty advisor can sign-off or does it have to be chair; improve the petition form.
- ii. RES 171816 Policy for Instructors Assigning Their Own Textbooks (First Reading) C. MacQuarrie introduced on behalf of AS&SS and FAC. The purpose was to protect students and not penalize faculty members. FAC suggested two-tiered process: 1) go through department, and 2) Curriculum Committee. Even if the textbook is accepted, encourage faculty/author not to make a profit from their own students and donate to CSUB student organizations. Publishers expect faculty to sell to their own student before they accept a contract to purchase. The intent is to avoid both the perception and the reality of a conflict of interest. J. Tarjan suggested replacing the term "textbook" with "instructional material". Include "departments" in the resolution. D. Boschini said we could suggest that the committee identify a place to put the policy in the Handbook. Return resolutions with a line through changed language and amend 203.3 *Purchase of Instructional Materials*.
  - iii. RES 171817 Hiring of Tenure Track Counselor to Support Student Mental Health (First Reading) C. MacQuarrie introduced on behalf of AS&SS. There is a manifest need. There haven't been hires in a number of years. Recommendations to the committee include adding the national standard of student-to-counselor ratio. The ASCSU has a resolution that can be used as supporting material. D. Boschini sent CSU Stanislaus's resolution about hiring TT counselors to the committee.
  - iv. RES 171818 Instructor Initiated Drop Policy (First Reading) \* C. MacQuarrie introduced on behalf of AS&SS and AAC. There is a six-day mark, which is meant to protect students, to allow students to have time to make it right, if they miss their first class. Also, it empowers instructors, making it clear to students who are not serious about classes to act so students who are serious can get into the class. Further, students need to attend class to be added to a waitlist. D. Boschini stated that the current policy in the catalog is not in the University Handbook. What's in bold would be an addition. Read it in the context of what already exists. The suggestion to the committee is to encourages outreach whereby this information is widely communicated, especially in first time freshman orientation.

9. Open Forum Items (Time Certain 11:15 a.m.)

K. Ziegler provided follow-up on Advising survey. The staff advisors will be submitting supplemental questions.

10. Adjournment

\* Changes to be made to University Handbook

ACADEMIC SENATE LOG – MARCH 8, 2018

**Academic Affairs Committee: Mary Slaughter/Chair, meets 10:00am in BDC 134**

**Dates:** Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
09/07/17	Maximum Units per Term Referral #20 Maximum Units Per Term (discarded), whereby issues contained in Referral #23 Maximum Load Semester Units became RES 161719 Maximum Units per Term.	Returned to EC 2/08/18	AAC, AS&SS, BPC, FAC RES 171815 B submitted by AAC, AS&SS, BPC RES 171815 A submitted by FAC Second Reading 03/08/18			
09/07/17	RES 161720 Instructor Initiated Drop Policy		AAC, AS&SS RES 171818 Instructor Initiated Drop Policy Second Reading 03/08/18			
09/07/17	Referral 2017-2018 #01 Proposal for New BPA Academic Certificate	In CCC	AAC, BPC Review Proposal's three new one-unit classes awaits possible revised proposal.			
12/05/17	Referral 2017-2018 #15 University-wide Impact of EO 1110 Implementation		AAC Assure that implementation of EO 1110 is appropriately coordinated.			
12/05/17	Referral 2017-2018 #17 Proposal for Energy and Power Engineering within BS Engineering Sciences		AAC, BPC Program rationale, Existing support resources, Additional resources required. First Reading 03/08/18			
03/08/18	Referral 2017-2018 # 22 Interdisciplinary Studies Department Formation Proposal		AAC, BPC Integration of non-teaching track majors and development of new programs, their governance, and the resource required for baccalaureate and master's degree programs.			

ACADEMIC SENATE LOG – MARCH 8, 2018

**Academic Support and Student Services: Charles MacQuarrie/Chair, meets 10:00am in DDH A108**

**Dates:** Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
09/07/17	Maximum Units per Term Referral #20 Maximum Units Per Term (discarded), whereby issues contained in Referral #23 Maximum Load Semester Units became RES 161719 Maximum Units per Term.	Returned to EC 2/08/18	AAC, AS&SS, BPC, FAC RES 171815 B submitted by AAC, AS&SS, BPC RES 171815 A submitted by FAC Second Reading 03/08/18			
09/07/17	RES 161720 Instructor Initiated Drop Policy		AAC, AS&SS RES 171818 Instructor Initiated Drop Policy Second Reading 03/08/18			
10/31/17	Referral 2017-2018 # 11 Conflicts of Interest: Textbook Adoption Policy and Enforcement		AS&SS, FAC RES 171816 Policy for Instructors Assigning Their Own Textbooks. Consider resolution to introduce a policy which is in the best interest of students, and how policy is enforced. Second Reading 03/08/18			
11/14/17	Referral 2017-2018 # 12 Referral on Advising		AS&SS, FAC Identify a list of questions that members of the campus community need to consider when developing policies about advising. Sent to Provost 11-29-17			
01/24/17	2017-2018 #18 - Counselor Tenure Track and Impact on Student Health Services		AS&SS RES 171817 Hiring of Tenure Track Counselor to Support Student Mental Health Look at the impact of Counseling Departments ability to deliver student mental health services where there is a high turn-over of PT faculty members and an increasing need for specially trained counselors and a lack of TT faculty/counselors. Second Reading 03/08/18			

**Budget and Planning Committee: Aaron Hegde/Chair, meets 10:00am in SCI III Room 100**

**Dates:** Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
09/07/17	Maximum Units per Term Referral #20 Maximum Units Per Term (discarded), whereby issues contained in Referral #23 Maximum Load Semester Units became RES 161719 Maximum Units per Term.	Returned to EC 2/08/18	AAC, AS&SS, BPC, FAC RES 171815 B submitted by AAC, AS&SS, BPC RES 171815 A submitted by FAC Second Reading 03/08/18			
09/07/17	Policy & Procedures for the Use of Univ. Facilities 2015-2016 004 combined with Referral 2016-2017 #25	Tabled 3/06/18	BPC Recovery of Facilities and Administrative Costs			
09/07/17	Referral 2017-2018 #01 Proposal for New BPA Academic Certificate	In CCC	AAC, BPC Review Proposal's three new one-unit classes awaits possible revised proposal.			
09/07/17	Referral 2017-2018 #02 BAS-CFO as Ex-Officio Non-Voting Member of BPC		BPC Improve BAS understanding of faculty concern & needs, and amend AS By-laws (Section IV B 3 a.) to expand membership. RES 171810 Addition of Chief Financial Officer as Ex-Officio Member on Budget and Planning Committee. Majority of faculty voted in favor to amend.	2017-11-09	2018-01-29	2018-02-02
09/05/17	Referral 2017-2018 #03 Adding Faculty Participation in Budgetary Matters to Constitution of Academic Senate Article 2, Section 1 A		BPC RES 171813 Faculty Participation in Budgetary Matters. A majority of faculty voted in favor to change Constitution.	2017-11-30	2018-01-29	
09/19/17	Referral 2017-2018 #04 - CSU Bakersfield Antelope Valley Center Name Change		BPC First reading waived and friendly amendment to utilize proposed names: California State University, Bakersfield Antelope Valley. Additional versions CSU Bakersfield Antelope Valley, and CSUB AV. RES 171802	2017-09-28	2017-10-06	2017-10-16
09/19/17	Referral 2017-2018 #05 – Integrated Teacher Education Program (ITEP)	Senate action not required	BPC RES 171803 Integrated Teacher Education Program Review and recommendation to Senate.			
09/19/17	Referral 2017-2018 #08 – Continuation of Faculty Hiring Initiative to Promote Tenure Density		BPC RES 171809 Continuation of Faculty Hiring Initiative President responded 2018-01-03; new President to be informed that this is #1 priority, contingent on funding.	2017-11-30	2017-12-07	
10/3/17	REF 2017-2018 #09 Use of Small Unmanned Aircraft Systems at CSUB		BPC RES 171820 Determine whether GRASP document needs action. First Reading 03/08/18			
10/26/17	Dissolution of Campus Environmental Committee The resolution came directly from the Executive Committee.		BPC RES 171805 Dissolution of Campus Environmental Committee (First Reading waived at Senate 10/26/17)	2017-10-26	2017-11-02	2017-11-29
			<b>BPC - Continue Next page</b>			

ACADEMIC SENATE LOG – MARCH 8, 2018

<b>Budget and Planning Committee: Aaron Hegde/Chair, meets 10:00am in SCI III Room 100</b>						
<b>Dates: Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3</b>						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
10/31/17	Referral 2017-2018 #10 Office Allocation		BPC Resources have been redistributed whereby instructors don't have offices. Faculty needs privacy to work effectively with students.			
11/07/17	Referral 2017-2018 #13 Academic Master Plan Form and Process Improvement		BPC RES 171821 Form: line for Department Chair sign-off. Process: clear actions which Faculty, Department Chairs, School Deans, and the Academic Senate perform and when. First Reading 03/08/18			
12/05/17	Referral 2017-2018 #17 Proposal for Energy and Power Engineering within BS Engineering Sciences		AAC, BPC RES 171819 New Emphasis – Energy and Power Engineering. First Reading 03/08/18			
03/08/18	Referral 2017-2018 # 22 Interdisciplinary Studies Department Formation Proposal		AAC, BPC Integration of non-teaching track majors and development of new programs, their governance, and the resource required for baccalaureate and master's degree programs.			

ACADEMIC SENATE LOG – MARCH 8, 2018

**Faculty Affairs Committee: Maureen Rush/Chair, meets 10:00am in EDUC 123**

**Dates:** Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
09/07/17	Referral 2016-2017 #11 Position of Ombudsman	Returned to FAC 2/16/17	FAC On Senate Agenda 2/02/17 RES 161711			
09/07/17	Referral 2016-2017 #20 Maximum Units Per Term (discarded), whereby issues contained in Referral 2016-2017 #23 Maximum Load Semester Units became RES 161719 Maximum Units per Term.	Returned to EC 2/08/18	AAC, AS&SS, BPC, FAC RES 171815 B submitted by AAC, AS&SS, BPC RES 171815 A submitted by FAC Second Reading 03/08/18			
09/07/17	Referral 2016-2017 #22 Recusal from Discussion and Voting on RTP Committee		FAC RES 171808 University Review Committee Membership Nomination Exemption	2017-11-30	2017-12-07	2017-12-19
9/19/17	Referral 2017-2018 #06 Classroom Observation of Probationary and Temporary Faculty Who Have Not Earned Rights Under Collective Bargaining Agreement		FAC Address workload and rank of observer/recommender RES 171807 Amendment of Classroom Observation Policy Second Reading 03/08/18			
9/20/17	Referral 2017-2018 # 07 UPRC Task Force Recommendations to Change University Handbook		FAC Add UPRC Charge and address UPRC recommendations to process and involvement of specific authorities. RES 171806 University Program Review Committee Charge	2017-11-30	2017-12-07	2018-01-04
10/31/17	Referral 2017-2018 # 11 Conflicts of Interest: Textbook Adoption Policy and Enforcement		AS&SS, FAC Consider resolution to introduce a policy which is in the best interest of students, and how policy is enforced. RES 171814 Second Reading 03/08/18			
11/14/17	Referral 2017-2018 # 12 Referral on Advising		AS&SS, FAC Identify a list of questions that members of the campus community need to consider when developing policies about advising. Sent to Provost 11-29-17			
11/14/17	Referral 2017-2018 #14 Unfilled School Seats Filled by At-Large Faculty		FAC Is an elected person from another school obligated to represent the school whose vacant seat became At-Large? Is it true for URC, UPRC, and/or Senate seats?			
12/05/17	Referral 2017-2018 #16 Possible Conflict of Interest in Administrator Review		FAC RES 171814 Administrator Review – University Handbook Policy permitting right to challenge membership, require signature of confidentiality, and consequences. Second Reading 03/08/18			
			<b>FAC - Continue Next page</b>			

ACADEMIC SENATE LOG – MARCH 8, 2018

<b>Faculty Affairs Committee: Maureen Rush/Chair, meets 10:00am in EDUC 123</b> <b>Dates:</b> Sept 7, Sept 21, Oct 5, Oct 19, Nov 2, Nov 16, Dec 7, Feb 1, Feb 15, Mar 1, Mar 15, Apr 5, Apr 19, May 3						
Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
1/24/18	Referral 2017-2018 #19 Faculty Awards – Consistent Criteria and Process Improvement		FAC The Handbook needs to be consistent to eliminate self-nominations. Clarify procedures. How do Faculty, Exceptional Service, and Wang Awards criteria line-up differently than before? Are women faculty represented consistently in the awards and on the Honors and Awards Committees? Does the amount of monetary reward continue to be relevant? Should there be consideration for a Special Award for Outstanding Contributions not addressed by the current categories?			
2/13/18	Referral 2017-2018 #20 Range Elevation for Temporary Faculty – Handbook Changes		FAC Handbook changes regarding Article 11.9 of CBA, Working Personnel Action File, term name change to spring term, existing committee reviewers, and peer review panel appointments.			

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**NEW EMPHASIS: Energy and Power Engineering**

RES 171819

AAC, BPC

**RESOLVED:** that the Academic Senate recommend that the President approve the BS in Engineering Sciences with an emphasis in Energy and Power Engineering.

**RATIONALE:** Both the Academic Affairs and the Budget and Planning Committees have reviewed the proposal and find it to be both academically and fiscally sound.

**Distribution List:**

President

Provost

AVP Academic Programs

NSME Dean

Physics and Engineering Chair

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Policy on the Use of Small Unmanned Aircraft Systems (sUAS)**

RES 171820

BPC

**RESOLVED:** that the Academic Senate recommend to the President that the attached “Policy on the Use of Small Unmanned Aircraft Systems (sUAS)” be approved, with an amendment to the UAS Review Board (UASRB) to include a representative from the Office of Public Affairs and Communications (PAC).

**RATIONALE:** Currently the campus does not have a policy on the use of sUAS, as required by the CSU Chancellor’s Office (CO) and federal regulations. The draft policy includes requirements from the CO and FAA. Given that the use of sUAS on the CSUB campus is not limited to research purposes, a representative from PAC is suggested. Other aspects of the draft policy seem to be consistent with requirements and campus policies and procedures.

**Distribution List:**  
President  
AVP GRaSP

# CALIFORNIA STATE UNIVERSITY BAKERSFIELD

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## Policy on the Use of Small Unmanned Aircraft Systems (sUAS)

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### I. Purpose

The purpose of this policy is to provide guidance on the appropriate use of Small Unmanned Aircraft Systems (sUAS) at the California State University Bakersfield (CSUB).

### II. Statement of Policy

It is the policy of the California State University, Bakersfield, that all activities involving the use of sUAS shall be conducted in compliance with applicable federal, state, and local laws, statutes, and regulations, and in compliance with other relevant university policies and procedures.

### III. Statement of Requirements

- A. This policy establishes guidelines for the appropriate use of sUAS (see Appendix 1 for aircraft definitions and use restrictions) at CSUB, and is applicable to all faculty, staff, university volunteers, visitors, and students.
- B. Authorized sUAS activities by CSUB fall into two broad categories: Public Use and Civil Use. Auxiliaries are not considered part of the State government and, therefore, any sUAS activity by an auxiliary organization would be categorized as a civil use.
- C. All sUAS owned by CSUB will be operated under the authorization of the FAA. This authorization will be as prescribed in Title 14 CFR Part 107 for civil aircrafts, or as prescribed by a Public Use **COA** for a public aircraft, and will be limited to a specific location and will outline the conditions, parameters, and limitations of flight operations.
- D. A UAS Review Board (UASRB) established by the President shall review and approve campus requests for authorization for the use sUAS at CSUB. The Board is composed of the following:
  - **RESEARCH ADMINISTRATION:** the Associate Vice President for Grants, Research & Sponsored Programs and Chief Research officer or designee (*chair, ex officio*),
  - **SECURITY:** the campus Police Chief or designee,
  - **SAFETY & RISK MANAGEMENT:** the Director of Safety & Risk Management, or designee,
  - **ACADEMIC AFFAIRS:** a School Dean,
  - **UAS RESEARCH EXPERTISE:** two faculty members (and an alternate if the faculty representative has to recuse themselves) who are familiar with the use of UAS's for research purposes.

- E. The Board's duties are to (1) develop internal policies, processes, and procedures needed to obtain authorization for the use of sUAS by CSUB faculty, staff, students, volunteers, and visitors; (2) review and approve internal requests for authorization; and (3) monitor the use of sUAS by CSUB personnel to ensure that CSUB complies with all applicable local, state, and federal rules, regulations, statutes, and laws.
- F. Any CSUB personnel (CSUB faculty, staff, students, volunteers, or visitors) seeking authorization to operate a **civil** sUAS, as a remote pilot in command (PIC) under part 107, must first obtain a remote pilot certificate with an sUAS rating issued by the FAA.
- G. Prior to the deployment of a **public** sUAS by CSUB faculty, staff, students, volunteers, or visitors, operators must have a CSUB approved Flight Operations Plan and a Certificate of Authorization from the FAA (see Appendix II). In order to obtain a Flight Operations Plan, operators submit a Flight Operations Proposal to the Board. The approved Flight Operations Proposal serves as the Flight Operations Plan.
- H. UAS liability insurance is mandatory for all sUAS activity by CSUB personnel and all operations of UAS on CSUB owned property. The Office of Safety and Risk Management will certify that each operation has the appropriate insurance coverage.
- I. Every authorized aircraft in an sUAS operated on CSUB campus, or used for a CSUB supported activity, must be registered with the FAA Aircraft Registration Branch and with the Office of Grants, Research, and Sponsored Programs (GRaSP). Registration with the FAA is a statutory requirement for all sUA: Title 49 §§ 44101 – 44104, and 14 CFR part 47 or part 48.
- J. Individuals that intend to use an sUAS for university activities and/or on university property, shall submit a written application to GRaSP at least thirty (30) days prior to the date of the first intended use. Any substantial change to the proposed activities (e.g., change in type of aircraft, location, or activities conducted) require additional notification. GRaSP will provide the University Police Department (UPD) and the Office of Safety and Risk Management with a copy of each registration application processed.
- K. In addition to Requirements F to J, persons wishing to operate sUAS on CSUB property must contact the University Police Department at least three days in advance of the desired flight time and provide the following: proof of any required FAA permit, proof of any required Caltrans requirements, proof of required insurance, and a detailed flight plan to include specific time and specific location. All approved requests for sUAS flights will be for a specific time and a specific location to ensure that multiple sUAS are not sharing airspace.
- L. Flights approved on University property are restricted to uses that (1) meet the University's educational and research mission, and (2) serve the University's community engagement needs, as determined by University officials, including University Police. Media outlets wishing to use sUAS on campus may wish to

contact the University Office of Public Affairs and Communications for assistance in obtaining approval.

- M. Operating an sUAS on CSUB campus, or as part of a CSUB supported activity, without appropriate authorization violates this policy and may result in administrative action, including disciplinary actions in accordance with the collective bargaining agreement applicable to the violator. Users of sUAS may be asked to stop the sUAS flight or leave University property if they do not comply with this policy or are otherwise engaging in conduct that is considered harmful or dangerous to the University or persons on University property. Such conduct may include but is not limited to violations of the regulations established by the Caltrans Division of Aeronautics (<http://www.dot.ca.gov/aeronaut/uas.html>) and the FAA, and provided in this policy.
- N. This policy prohibits the unlawful photography and surveillance on property owned by CSUB. An sUAS or Model Aircraft may not be used to monitor or record activities where there is a *reasonable expectation of privacy*, unless approved by the Board in advance.
- O. Under FAA guidelines, Temporary Flight Restrictions (TFR) may be implemented on university property or at any university sponsored event, which prohibit any type of sUAS operations from taking place (e.g., university sporting events). As needed, the President may issue additional No Drone Zones on university property or at any university sponsored event, which prohibit any type of sUAS operations from taking place.
- P. Any individual or organization found to be operating an sUAS on university property or at a university sponsored event in violation of their FAA-approved status, or any federal, state, and local laws or regulations, or in violation of applicable university policies, may be directed by an Officer of the University Police Department, or other authorized university representatives, to cease operation of the sUAS immediately unless or until an approval is obtained. Violations by university personnel or groups will be treated as appropriate (Section M). Violations by non-CSUB persons or groups will be treated as appropriate by the University Police Department.
- Q. The operation of sUAS by the University Police Department may be exempted from this policy based on the determination of emergency needs. The UPD will follow internal Department protocols during such operations.

#### IV. **Statement of Procedures**

CSUB personnel planning to use sUAS for teaching, research, or any other valid purpose will first submit an application for authorization to the Board. Authorization for research purposes should be sought prior to the submission of any proposal or the acceptance of any award for each project that necessitates the use of an sUAS. Deliberations and recommendations by the Review Board will consider and conform with all other applicable University policies and review procedures

including, but not necessarily limited to, the Institutional Review Board (e.g., for human subjects protection), the Institutional Animal Care and Use Committee (e.g. for the protection of research animal subjects), the Office of Grants, Research, and Sponsored Programs (for export controls and trade sanctions), and the Extended University (i.e., for overseeing activity abroad). The Review Board shall meet at least once in a semester and will consider all requests for authorization to ensure full compliance with applicable state and federal laws and regulations, and prior to requesting public declaration letters from the CSU Office of the General Counsel (OGC) for Public Use COA. Each Public Use COA application to the FAA will be accompanied by a public declaration. Deployment of a public use sUAS by CSUB personnel will only take place subsequent to FAA approval of a COA. All civil sUAS deployment will comply with Title 14 CFR part 107. Detailed information on processes and procedures for the appropriate use of sUAS at CSUB are provided in the *Procedures for the Use of Small Unmanned Aircraft Systems (sUAS) at the California State University Bakersfield (CSUB)*.

## References

FAA *Modernization and Reform Act of 2012 (Public Law 112-95)*; Title 49 §§ 44101 – 44104  
FAA *Operation and Certification of Small Unmanned Aircraft Systems; Final Rule*. 14 CFR Parts 21, 43, 61, et al., Federal Register Vol. 81, #124, June 28, 2016.

Office of the Chancellor - *Campus Guidelines for Applying for a Certificate of Authorization (COA) from the FAA*.

The Ohio State University, *Unmanned Aircraft Systems*.

<http://oaa.osu.edu/assets/files/Service%20Center/Forms/Fiscal/UAS/Unmanned-Aircraft-Systems-Policy.pdf>

## **APPENDIX I: Terms and Definitions**

- A. ***Aircraft***: 49 U.S.C. § 40102(a)(6) defines an “aircraft” as “any contrivance invented, used, or designed to navigate or fly in the air.” The Federal Aviation Administration’s (FAA’s) regulations (14 C.F.R. § 1.1) similarly define an “aircraft” as “a device that is used or intended to be used for flight in the air.”
- B. ***Certificate of Waiver; Certificate of Authorization (COA)***: The terms “certificate of waiver” and “certificate of authorization” mean a Federal Aviation Administration grant of approval for a specific flight operation. A Public Use COA is granted to a public agency or organization to operate a specific aircraft for a specific purpose in a specific location. A Public Use COA is only issued after the process of determining public status, government use, and an operational and technical review.
- C. ***Model Aircraft***: A *small unmanned aircraft* that is flown for hobby or recreation purposes, per section 336(c) of the FAA Modernization and Reform Act of 2012, capable of sustained flight in the atmosphere, and flown within visual line of sight of the aircraft operator. FAA approval is not required for the operation of a model aircraft.

- D. **Public and Civil Aircrafts:** The Federal Aviation Administration (FAA) classifies all aircraft as belonging to one of two categories: public or civil. A **public aircraft** is one owned and operated by the United States government or the government of a state, the District of Columbia, or a territory or possession of the U. S. or a political subdivision. Any aircraft that does not meet the definition of a public aircraft is considered a **civil aircraft**. Any UAS use requires FAA approval.
- E. **Public Declaration.** A public declaration letter is a document issued by the OGC certifying that: (1) an applicant for a COA is a part of the State government; (2) the UAS is a "public aircraft"; (3) the UAS will be used for a "governmental function"; and, (4) the UAS will not be used for "commercial purposes."
- F. **Reasonable Expectation of Privacy.** Locations where there is an objective expectation of privacy. Examples include but are not limited to restrooms, locker rooms, residence halls, health treatment and medical facilities, and camps or campus settings where minors are cared for or taught.
- G. **Section 333 Exemption.** An FAA exemption under Section 333 of The Modernization and Reform Act of 2012 (Public Law 112-95) which grants an individual or entity the ability to operate a UAS for civil and non-governmental purposes and activities, other than recreational or hobbyist activity.
- H. **Small Unmanned Aircraft (sUA).** – The term “small unmanned aircraft” means an unmanned aircraft weighing less than 55 pounds.
- I. **Unmanned Aircraft (UA):** Unmanned aircraft is an aircraft operated without the possibility of direct human intervention from within or on the aircraft. This proposed definition is consistent with the definition of “unmanned aircraft” specified in Public Law 112–95.
- J. **Unmanned Aircraft System (UAS):** The term “unmanned aircraft system” means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the pilot in command to operate safely and efficiently in the national airspace system. A UAS is the unmanned aircraft (UA) and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft.

**APPENDIX II:            FAA Requirements**

The FAA requires public entities, such as the CSU, that wish to submit a public use COA application to provide a **public declaration letter** certifying that the entity and its proposed UAS operation are eligible to apply for a COA. In the public declaration letter, the CSU Office of General Counsel (OGC) is required to certify that: (1) the applicant is a part of the State government; (2) the UAS is a "public aircraft"; (3) the UAS will be used for a "governmental function"; and, (4) the UAS will not be used for "commercial purposes."

**Acronyms:**

AMA: Academy of Model Aeronautics  
COA: Certificate of Authorization  
EAR: Export Administration Regulations  
FAA: Federal Aviation Administration  
ITAR: International Traffic in Arms Regulations  
OGC: Office of General Counsel  
UAS: Unmanned Aircraft System  
sUAS: Small Unmanned Aerial System  
UA: Unmanned Aircraft  
UAV: Unmanned Aerial Vehicle

## REFERENCES:

- FAA Unmanned Aircraft Systems Home Page, (<http://www.faa.gov/uas/>) May 6, 2015
- Advisory Circular 00-1.1A, Public Aircraft Operations, ([http://www.faa.gov/regulations\\_policies/advisory\\_circulars/index.cfm/go/document.information/documentID/1023366](http://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.information/documentID/1023366)) February 12, 2014
- Clarification of June 13, 2014 Interpretation on Research Using UAS (PDF), ([http://www.faa.gov/about/office\\_org/headquarters\\_offices/agc/pol\\_adjudication/agc200/interpretations/data/interps/2014/williams-afs-80%20clarification%20-%20%282014%29%20legal%20interpretation.pdf](http://www.faa.gov/about/office_org/headquarters_offices/agc/pol_adjudication/agc200/interpretations/data/interps/2014/williams-afs-80%20clarification%20-%20%282014%29%20legal%20interpretation.pdf)) July 3, 2014
- UAS Operations by Public Universities for Aeronautical Research (PDF), ([http://www.faa.gov/about/office\\_org/headquarters\\_offices/agc/pol\\_adjudication/agc200/interpretations/data/interps/2014/williams-afs-80%20-%20%282014%29%20legal%20interpretation.pdf](http://www.faa.gov/about/office_org/headquarters_offices/agc/pol_adjudication/agc200/interpretations/data/interps/2014/williams-afs-80%20-%20%282014%29%20legal%20interpretation.pdf)) June 13, 2014
- Letter to COA Holders – Statutory Requirement to Register UAS (PDF), ([http://www.faa.gov/uas/regulations\\_policies/media/Registration\\_letter.pdf](http://www.faa.gov/uas/regulations_policies/media/Registration_letter.pdf)) November 5, 2014
- Certificate of Authorization or Waiver (COA), ATO UAS description of the COA process, ([http://www.faa.gov/about/office\\_org/headquarters\\_offices/ato/service\\_units/systemops/aaim/organizations/uas/coa/](http://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/systemops/aaim/organizations/uas/coa/)) November 14, 2014
- Publicly Released COAs, ([http://www.faa.gov/uas/public\\_operations/foia\\_responses/](http://www.faa.gov/uas/public_operations/foia_responses/)) February 25, 2015
- Federal Aviation Administration Unmanned Aircraft Systems fact page, ([http://www.faa.gov/news/fact\\_sheets/news\\_story.cfm?newsId=14153](http://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=14153)) January 6, 2014
- National Oceanic and Atmospheric Administration, Unmanned Aircraft Program (<http://uas.noaa.gov/>)
- FAA Model Aircraft rules, [http://www.faa.gov/uas/media/model\\_aircraft\\_spec\\_rule.pdf](http://www.faa.gov/uas/media/model_aircraft_spec_rule.pdf)

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Academic Master Plan (AMP) Form and Process Improvement**

RES 171821

BPC

**RESOLVED:** that the Academic Senate recommend to the President that the attached “Projected AMP Degree Form” be approved.

**RATIONALE:** The existing form only requires a signature from the dean of the school proposing a degree program to be placed on the Academic Master Plan (AMP). In the spirit of shared governance, the attached form amends the existing form to include signatures of faculty proposing such programs, as well as the chair of the department proposing said program.

**Distribution List:**

President  
Provost  
AVP Academic Programs

New Degree Programs-  
**Traditional Proposal Projections**

**PROJECTED DEGREE PROPOSAL FORM**

Date:

Degree Designation and Title:

Projected Implementation Date:

Purpose and Characteristics of Proposed Degree Program:

Dates Associated with Campus Approval:

Delivery Mode: Fully Face-to-Face  Hybrid  Fully Online Program

Support Mode: State-Support  Self-Support/Extended Education

Anticipated Student Demand:

## New Degree Programs- Traditional Proposal Projections

Workforce Demands:

Employment Opportunities for Graduates:

Other Relevant Societal Needs:

Additional Requirements:

- Has the School committed to providing the required resources? (Faculty lines; Physical Space; Operating Budget)
- Proposing Faculty Signature (TYPED)
- Department Chair Signature (TYPED)
- DEAN's Signature (TYPED)

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

AMENDMENT OF CLASSROOM OBSERVATION POLICY  
RES 171807

FAC

**RESOLVED:** That the Academic Senate of CSU Bakersfield recommend to the President that the University Handbook be amended to include the following changes, whereby deletions are indicated with strike-through and additions are underlined:

**305.2.4.7 Classroom Observation**

**Probationary Faculty**

Evaluation of teaching of probationary ~~and temporary~~ faculty members shall include at least one observation of classroom teaching during each academic year.

**Temporary Faculty with 3-Year Appointments (Article 12.12)**

Evaluation of teaching of temporary faculty members with three-year appointments shall include one observation of classroom teaching during the first or second academic years of the appointment.

For temporary faculty members on a third consecutive three-year appointment and beyond, classroom observation is not required.

**Temporary Faculty without 3-Year Contract Appointments**

Evaluation of teaching of temporary faculty members teaching across consecutive years shall include at least one observation of classroom teaching during each academic year.

Evaluation of teaching of temporary faculty members teaching in their second consecutive semester shall include at least one observation of classroom teaching during that academic year.

All Employees may request that a classroom observation of themselves be performed during any term. Units may require additional observations.

Each ~~department~~ unit shall develop procedures for the observation.

The faculty member shall include the observation report in the RTP file.

**RATIONALE:** These changes create classroom observation minimum requirements that align with the cycles for periodic evaluation for different faculty units. The proposed changes reduce classroom observation workload for department units.

**Distribution:**

President  
Provost and VPAA  
School Deans

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Administrator Review University Handbook**

RES 171814

FAC

**RESOLVED:** That the Academic Senate of CSU Bakersfield recommend to the President that the University Handbook be revised as follows:

**311 EVALUATION OF ACADEMIC ADMINISTRATORS**

It is the policy of the CSU that academic administrators are evaluated at regular intervals. The faculty play a cooperative role with the administration in the review of administrative officers. A committee that examines and assesses the performance of the administrator and the office under review conducts the reviews. The review committee's evaluation and recommendations are undertaken with the purpose of improving management performance. Each review committee has the responsibility to protect the integrity of the review process. All committee deliberations shall remain confidential. Violations of this confidentiality shall be considered a breach of professional ethics. Trustee policy requires that the evaluation procedures include "the systematic acquisition of information and comments from appropriate administrators, faculty, staff, and students, on the work of administrators to be evaluated." Particular attention is given to the manner in which the administrator has met the needs and the goals of the University and its various constituencies.

**311.1 General Guidelines**

Each academic administrator shall be evaluated according to these procedures at three year intervals. The first review should be initiated early in fall semester after their initial hire. 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)

**311.3 Review Committee Membership**

For review of the P&VPAA, the Associate Vice President for Academic Programs/Dean of Undergraduate Studies, the Dean of the Division of Extended Education and Global Outreach (revised 07-10-17), and the Assistant Vice President for Grants, Research, and Sponsored Programs (GRASP), the review committee shall be as follows:

- A. The faculty of each school shall elect one tenured faculty;
- B. The President or the President's designee shall select a member of the Academic Affairs Council; and (Revised 12-01-16)
- C. The President or the President's designee shall choose a sixth member of the committee.

For review of the Dean of Arts and Humanities, Dean of Natural Sciences, Mathematics & Engineering, Dean of Business and Public Administration, Dean of Social Sciences and Education and Dean of University Library, the Dean of the Antelope Valley campus, the review committee shall consist of five eligible members.  
(Revised 12-01-16)

- A. The faculty of the school dean being reviewed, or the librarians in the case of the Dean of University Library, shall elect three (3) tenured faculty members or librarians. In the case of the Antelope Valley Campus Dean, an election shall be held to select three (3) representatives from the faculty, staff, and librarians who are at the Antelope Valley Campus. (Revised 12-01-16)
- B. The P&VPAA shall select a school dean; and
- C. The P&VPAA shall choose the fifth member of the committee.

Any faculty member with an active **grievance (or lawsuit) against the specific Administrator under review at the time of review is not eligible for election or selection, and cannot serve on the review committee. It is incumbent upon the committee leadership to ensure the eligibility of all elected members.**

The administrator under review may request that the supervisor of the review dissolve the review committee if one of its members is ineligible due to an active grievance (or lawsuit) against them, and the Senate will initiate a new election.

The administrator under review may challenge the membership eligibility of the review committee to avoid conflict of interest.

**RATIONALE:** A grievance is a confidential matter, and it is up to the faculty member involved to recuse himself or herself from a committee that reviews an Administrator ~~to avoid conflict of interest~~. It ought not be incumbent upon the Administrator under review to challenge the membership of the committee, although that option may be necessary. In that case, and in order to maintain confidentiality in the grievance, the entire committee is dissolved, and a new committee is formed.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE  
**Maximum Units Per Term**

RES 171815 A

FAC

**RESOLVED:** That the Academic Senate recommend to the President that the maximum units per term be set as follows:

- A. For undergraduate programs:
  - 1. For first-term freshman (who have not completed 15 units): a hard cap of 17 units; no petitions for more units allowed.
  - 2. For continuing students (who have successfully completed 15 units), a cap of 17 units, with a two-tier petition structure:
    - a. For students with a GPA between 2.5 and 3.3, a petition is required, accompanied by signatures from the Faculty Advisor, Department Chair, and school Dean.
    - b. For students with a GPA over 3.3, no approval is required.
  - 3. As of 2017-2018, the following programs are exempt from this policy and follow their individual program-specific maximum units: liberal studies, CE, EE, Post-baccalaureate (credential-seeking only), Extended University, and students who have applied to graduate within the current academic year. For students in these programs, the two-tier petition structure based on GPA that is described above also applies, with students with a GPA between 2.5 and 3.3 required to submit an overload petition.

- B. For graduate degree programs:

The maximum units will be capped at 15 for graduate students, as approved by the Graduate Coordinator Council.

Hardship petitions will be considered for anyone with a G.P.A. under 2.5.

**RATIONALE:** A full load is 15 semester units. A cap of 17 units will limit the number of courses that students can take to both help ensure the success of our students and to allow more equitable access to courses for all students across the University.

**Distribution List:**

President  
Provost and V.P. Academic Affairs  
School Deans  
Department Chairs  
General Faculty



**Associated Students Incorporated**  
**California State University, Bakersfield**  
43 SU  
9001 Stockdale Highway  
Bakersfield, CA 93301-1002  
[www.csub.edu/asi](http://www.csub.edu/asi)  
(661) 654-2418  
(661) 654-2414 Fax

### **SB 101**

#### **Maximum Units Taken per Semester**

WHEREAS: The Associated Students, Incorporated (ASI) of California State University, Bakersfield (CSUB) is the official representative body, and the voice of CSUB's more than 10,000 students and is entrusted to represent the best interests of their constituencies; AND

WHEREAS: There has been discussions among the Academic Senate standing committees, as to whether the maximum number of units a student can take with an overload petition, should be changed, from 19 to 16 units.

WHEREAS: The majority California State Universities have a maximum of at least 17 units requiring an overload petition; AND

WHEREAS: Currently, California State University, Bakersfield (CSUB) undergraduate students can take a maximum of 19 units with an overload petition. When a student petitions, they must get their courses approved by an advisor and department chair; AND

WHEREAS: After many discussions with students in each of the four schools, it's come to ASI's attention that reducing the maximum units taken per semester would unduly affect students, especially those who major in Music and the departments in the Natural Science, Mathematics, and Engineering; THEREFORE, LET IT BE

RESOLVED: The Associated Students, Incorporated (ASI) of California State University, Bakersfield (CSUB) believes that the university should leave the maximum amount of units a student can take with an overload petition at 19 units.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

MAXIMUM UNITS PER TERM

RES 171815 B

AAC, BPC, AS&SS

**RESOLVED:**

That the Academic Senate recommend to the President that the maximum units per term be set as follows:

1. For first-term CSUB students: a hard cap of 19 units; no petitions for more units allowed.
2. For continuing students, including transfer students, a cap of 19 units, with a two-tier petition structure for overloads:
  - a. For students with a GPA between 2.5 and 3.3, a petition is required, accompanied by signatures from the faculty advisor and school Dean.
  - b. For students with a GPA over 3.3, no approval is required.
3. For graduate students, the maximum units will be capped at 15.

**RATIONALE:**

Evidence supplied by John Dirkse, Director of Academic Operations and Support, indicates that the students who have “over-enrolled,” while small, tend to be successful, with higher GPAs than students with lower unit counts. This will also avoid the necessity of students petitioning to take a full load that could easily reach 19 units.

**Distribution List:**

President  
Provost and V.P. Academic Affairs  
School Deans  
Department Chairs  
General Faculty

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Policy for Instructors Assigning Their Own Textbooks**

RES 171816

AS & SS and FAC

**RESOLVED:** that the Academic Senate recommend to the President that the policy for instructors assigning their own textbooks be modified in the University Hand book as follows:

~~202.3~~ 233 Purchase of Instructional Material/Textbooks

Instructors are expected to notify the University bookstore in a timely manner of any materials required for a course, and all course reading packets shall be ~~sold~~ made available through the University bookstore. Students shall not be required to purchase materials from which the instructor of the class derives monetary profit, unless approved by the faculty of the department or program in which the course is taught and the school curriculum committee. Department and school curriculum committees are responsible for monitoring this policy.”

**RATIONALE:** In order to protect students from economic exploitation it is necessary to present a clear ethical statement that seeks to prevent any real or perceived economic conflict of interest in textbook assignments. This policy follows language of the American Association of American University Professors.

**Distribution List:**

President  
Provost  
School Deans  
Department Chairs

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

**Hiring of Tenure Track Counselor to Support Student Mental Health**

RES 171817

AS & SS

**RESOLVED:** that the Academic Senate of CSU Bakersfield recommend to the President, the Provost, and the Vice President of Student Affairs that the university support the hiring of a 12-month, full-time, tenure-track counselor.

**RATIONALE:** A great many of our students who seek the services from our counselors do not get the help they need in a timely way because counseling is short staffed.

Furthermore, the relationships between counselors and students often necessitates a long-term relationship with a counselor which is problematic when counselors are short-term contract employees.

The shortage of tenure track counselors necessitates referring students off campus. Referred students are less likely to follow through and meet with an outside counselor than they are to meet with a CSUB counselor. Furthermore, there is often no appropriate off-campus counselor to whom they may be appropriately referred.

Student insurance often does not adequately cover the costs of seeing private counselors.

The committee affirmed the urgency of this matter and recommends that CSUB hire new full-time, twelve-month, tenure-track counselor to meet needs of our students.

**Distribution List:**

President  
Provost  
V.P. Student Affairs

CALIFORNIA STATE UNIVERSITY, BAKAERSFIELD  
ACADEMIC SENATE

INSTRUCTOR-INITIATED DROP POLICY

RES 171818

AAC and AS&SS

**RESOLVED:** That the following amendment be made to the existing policy on page 63 of the CSUB Catalog, under “Academic Information:” (additions in **bold**):

**Instructor Initiated Drop Policy**

Students who do not attend the first day of class may be administratively dropped from the class. Students from the waiting list who attend the first day of class may be added. Students who are on the waiting list, but do not attend the first day of class, may be dropped from the waiting list.

**Students who do not complete work assigned for the first week of class may be dropped from the course by the instructor, on the sixth day of the semester. Students who are on the waiting list who complete work assigned the first week of class may be added, by waitlist order.** All students enrolled in online courses with waiting lists must log in to the course and complete any assignments or other activities that are required by the instructor during the first week.

Students who fail to complete the first-week assignments within the deadline may be dropped. Students who are administratively dropped under this policy will be sent an email informing them of the drop. Students should not presume that they will be dropped by their instructor for non-attendance. Students who have registered for a class, but never attended, should verify whether or not they are officially enrolled. It is the student’s responsibility to withdraw officially from the class.

**RATIONALE:** A single day for instructor-initiated drops avoids ambiguity, and allows instructors to open spaces, and for students to fill those spaces.

This resolution brings instructors into alignment with online instructors, in terms of giving them the ability to drop students who do not do work assigned for the first week, at their discretion, and to add waitlisted students who have completed this work the ability to enroll in the course, by waitlist order.

Furthermore, in order to allow students a reasonable window in which to attend and participate in class and also to allow student who hope to add a class but may not do so until a space is open for them, we have determined that allowing a single day, the 6<sup>th</sup> day of the semester for an instructor to drop students for non-attendance and/or non-participation is optimal.

**Distribution List:**

President

Provost

Assoc. VP Academic Programs