

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE  
AGENDA  
Thursday, February 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

President Mitchell (Time Certain 10:15-10:30)

All Faculty Meeting, Monday February 12, 11:30 a.m. – 1:00 p.m.

Elections 2018-2019

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

i. RES 171814 Administrator Review – University Handbook (First Reading)

ii. RES 171815 Maximum Units per Term (First Reading)

c. Old Business

i. RES 171807 Amendment of Classroom Observation Policy (Second Reading) \*

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

10. Adjournment

\* Changes to be made to University Handbook

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
**ACADEMIC SENATE**  
**Minutes**  
**Thursday, November 30, 2017**  
**Health Center Conference Room**  
**10:00 a.m. – 11:30 a.m.**

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

**Absent: M. Gomez**

**Visitors: V. Harper, D. Schecter, J. Deal, P. Newberry, K. Krishnan, M. Attaran, M. Hur, A. Gunasekaran, V. Kohli**

1. Call to Order
2. Approval of Minutes – Approval moved and seconded. Approved
3. Announcements and Information – Nothing from the floor.
4. Approval of Agenda – B. Hartsell moved to defer Committee Reports to after Resolutions. J. Kegley seconded. Approved.
5. ASCSU Report – J. Tarjan reported that the Interim Standing Committee meetings are on Dec 1. All campuses have responded to implementation of EO 1100 and 1110. Concerns over shared governance continue. J. Millar added that recently the ASCSU received thank you from EDC (What is EDC??) for work on resolutions regarding EOs 1100 and 1110. Work to begin on how to pilot programs in summer 2018. CSAA (What is CSAA?) put a report out on tuition increase.
6. Provost Report – D. Schecter - Nothing to 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) Thank you to the Chair for getting the Senate through all the resolutions this semester. D. Boschini thanked the committee members for bringing well-crafted resolutions forward. The floor was opened to questions. None.
  - b. Academic Affairs Committee (M. Slaughter) Max Unit per Term is in process with other committees. Referrals on the Instructor Initiated Drop Policy, and the Proposal for new BPA Academic Certificate also await joint resolutions.
  - c. Academic Support & Student Services Committee (C. MacQuarrie) RES 161719 Max Units per Term is still being discussed in preparation for a joint resolution. Referral 2017-2018 11 Conflict of Interest addresses whether departments must authorize textbook selection whether instructors can receive royalties in a class or in

a program that uses an instructor-authored textbook. The topic is still under discussion and will result in a joint resolution with FAC. Last, AS&SS provided a list of questions on the Advising issue for the Provost. The Provost is going to meet with groups of stakeholders campus-wide to learn what everyone needs for advising. There will be surveys going out after the holiday break, informed by the hard work performed by AS&SS and FAC.

- d. Budget & Planning Committee (A. Hegde) The budget process has taken the committee's focus. The next item is the Proposal for New BPA Certificate, and then Max Units per Term followed by a joint committee meeting to draft a resolution. Next semester, the BPC will work on Referral 2017-2018 #10 Office Allocation and Referral 2017-2018 #09 Unmanned Aircraft. D. Boschini thanked A. Hegde for getting transparency and budgetary issues through the Senate in time for the University Strategic Planning and Budget Advisory Committee (USP/BAC) annual meeting next week.
- e. Faculty Affairs Committee (M. Rush) The committee paused referrals in order to provide questions on Advising for the Provost. The committee is scheduled to address Max Units per Term next. Then, referrals 2017-2018 #14 Unfilled School Seats by At-Large Faculty, and Referral 2017-2018 #11 Textbook Adoption Policy and Enforcement. Members continue to craft a resolution around the Position of Ombudsman.
- f. Staff Report (K. Ziegler-Lopez) Nothing to report.

8. Resolutions – (Time Certain 10:45 a.m.)

a. Old Business

- i. RES 171813 Faculty Participation in Budgetary Matters (Second Reading) \* A. Hegde presented on behalf of BPC. Because RES 171813 has language modifications for the Constitution, today's action will require that the Constitution amendments be put to a vote by faculty. All in favor. No opposition. Passed.
- ii. RES 171809 Continuation of Faculty Hiring Initiative to Promote Tenure Density (Second Reading) A. Hegde introduced the resolution on behalf of BPC. The changes applied to resolution since First Reading include
  - A second Resolve to include effort to increase Tenure Density (TD) and lower Student Faculty Ratio (SFR) to system-wide average.
  - The Rationale had editorial changes to be consistent with the second Resolve. The amount to apply to the initiative is \$2 million until such time as CSUB reaches the system average for TD and SFR.

All were in favor of the amendments. Passed. Discussion ensued on how the amount was calculated and the process of getting the request considered by USP/BAC. D. Boschini called for a vote to accept the amendment insertions of "these" and amount of initiative increased to "dedicate \$2 million". All were in favor of the amendment. Approved. D. Boschini asked for all in favor of RES 171809. All were in favor. Approved.

- iii. RES 171808 University Review Committee Membership Nomination Exemption (Second Reading) \*

- M. Rush introduced on behalf of FAC. No change from First Reading. D. Boschini asked for all in favor of RES 171808 which changes Handbook 305.8.1 Membership on the URC. All were in favor. Approved.
- iv. RES 171812 Academic Master Plan 2018-2019 to 2028-2029 (Second Reading) A. Hegde identified updates to Academic Master Plan (AMP) since First Reading: editorial changes to plan where a few programs were not previously included, a Masters program was removed, dates when the programs are up for review were revised, and Liberal Studies was moved from Interdisciplinary Studies to Social Sciences. M. Attaran affirmed that faculty are in support of the Masters in Logistics and Supply Chain Management. D. Boschini thanked Dr. Harper for updating the AMP. All voted in favor of the Resolution. Approved.
  - v. RES 171806 University Program Review Committee Charge (Second Reading) \* No changes since First Reading. FAC charge was to find a place for the UPRC description and purpose in the Handbook. All voted in favor of adding UPRC language to the in Handbook. Approved.
  - vi. RES 171807 Amendment of Classroom Observation Policy (Second Reading) \* FAC chair M. Rush re-introduced the resolution explaining the intent to reduce workload. J. Tarjan moved to refer back to committee. J. Kegley seconded. The motion carried.

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

S. Forester inquired whether there will be an opportunity for faculty from departments other than Math and English to give input on curriculum changes before they go to Curriculum Committee (CC). P. Newberry informed the Senate that the charge of the small group is to come up with a plan that will work directly for the programs involved. English has already put a class through their CC. That's just the first part of the process. It will come back to the full faculty at some point. Discussion ensued about the process by which all affected faculty will have the opportunity to give input on the implementation of EO1110.

B. Hartsell moved to extend meeting five minutes. M. Martinez seconded. The motion carried.

D. Boschini said that the process of assuring wide input will be addressed in next EC meeting.

10. Adjournment D. Boschini adjourned the meeting at 11:35.

\* Changes to be made to University Handbook

ACADEMIC SENATE LOG – FEBRUARY 08, 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.		AAC, AS&SS, BPC, FAC RES 171815 First Reading 02/08/18			
09/07/17	Referral 2016-2017 #24 Instructor Initiated Drop Policy		AAC, AS&SS RES 161720			
09/07/17	Referral 2017-2018 #01 Proposal for New BPA Academic Certificate		AAC, BPC Review Proposal's three new one-unit classes			
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			

ACADEMIC SENATE LOG – FEBRUARY 08, 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.		AAC, AS&SS, BPC, FAC RES 171815 First Reading 02/08/18			
09/07/17	Instructor Initiated Drop Policy Referral #24 Instructor Initiated Drop Policy		AAC, AS&SS RES 161720			
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 First Reading 02/08/18			
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 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.			

ACADEMIC SENATE LOG – FEBRUARY 08, 2018

**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.		AAC, AS&SS, BPC, FAC RES 171815 First Reading 02/08/18			
09/07/17	Policy & Procedures for the Use of Univ. Facilities (2015-2016 004)		BPC Combine with Referral 2016-2017 #25 Recovery of Facilities and Administrative Costs			
09/07/17	Referral 2017-2018 #01 Proposal for New BPA Academic Certificate		AAC, BPC Review Proposal's three new one-unit classes			
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
9/19/17	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
9/19/17	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 Determine whether GRASP document needs action.			
10/26/17	Dissolution of Campus Environmental 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
10/31/17	Office Allocation		BPC Referral 2017-2018 10			
11/07/17	Faculty Participation in Budgetary Matters		BPC RES 171813 Faculty Participation in Budgetary Matters. Majority of faculty voted in favor to change Constitution	2017-11-30	2018-01-29	
			<b><i>BPC - Continue Next page</i></b>			

ACADEMIC SENATE LOG – FEBRUARY 08, 2018

**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
11/07/17	Referral 2017-2018 #13 Academic Master Plan Form and Process Improvement		BPC Form: line for Department Chair sign-off. Process: clear actions which Faculty, Department Chairs, School Deans, and the Academic Senate perform and when			
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			



ACADEMIC SENATE LOG – FEBRUARY 08, 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	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.		AAC, AS&SS, BPC, FAC RES 171815 First Reading 02/08/18			
09/07/17	Recusal from Discussion and Voting on RTP Committee Referral 2016-2017 #22		FAC RES 171808 University Review Committee Membership Nomination Exemption	2017-11-30	2017-12-07	2017-12-19
09/07/17	Position of Ombudsman (2016-2017 11)	Returned 2/16/17 to Committee	FAC On Senate Agenda 2/02/17 RES 161711			
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) Senate 02/08/18			
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 First Reading 02/08/18			
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 Policy permitting right to challenge membership, require signature of confidentiality, and consequences.			
			<b>FAC - Continue Next page</b>			

ACADEMIC SENATE LOG – FEBUARY 08, 2018

1/24/18	Referral 2017-2018 #19 Faculty Awards – Consistent Criteria and Process Improvement		<p>FAC</p> <p>The Handbook needs to be consistent to eliminate self-nominations. Clarify procedures.</p> <p>How do Faculty, Exceptional Service, and Wang Awards criteria line-up differently than before?</p> <p>Are women faculty represented consistently in the awards and on the Honors and Awards Committees?</p> <p>Does the amount of monetary reward continue to be relevant?</p> <p>Should there be consideration for a Special Award for Outstanding Contributions not addressed by the current categories?</p>			

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 with an Administrator at the time of review is not eligible for election or selection, and cannot serve on the review committee.

An 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.

**Distribution List:**

President  
Provost

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE  
**Maximum Units Per Term**  
RES 171815

**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 & V.P. for Academic Affairs  
School Deans  
Department Chairs  
General Faculty

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