

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
AGENDA
Thursday, February 22, 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
 - Michael Burroughs (Time Certain 10:15-10:25)
 - 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 171815 A Maximum Units per Term (First Reading) (FAC Hand out)
RES 171815 B Maximum Units per Term (First Reading) (AAC, AS&SS, and BPC Hand outs)
 - ii. RES 171816 Policy for Instructors Assigning Their Own Textbooks (First Reading)
 - iii. RES 171817 Hiring of Tenure Track Counselor to Support Student Mental Health (First Reading)
 - iv. RES 171818 Instructor Initiated Drop Policy (First Reading) *
 - c. Old Business
 - i. RES 171807 Amendment of Classroom Observation Policy (Second Reading) *
 - ii. RES 171814 Administrator Review – University Handbook (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 8, 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, M. Martinez, H. McCown, J. Millar, Y. Ortiz-Bush (ALT), M. Rush, S. Schmidt, M. Slaughter, L. Sakomoto, B. Street, K. Szick, J. Tarjan, D. Zhou, K. Ziegler-Lopez, J. Zorn

Absent: C. MacQuarrie

Visitors: H. Mitchell (President), Y. Ortiz-Bush, K. Krishnan, P. Newberry, F. Gorham, J. Dirkse, V. Kohli, M. Cook

1. Call to Order D. Boschini called the meeting to order.
2. Approval of Minutes B. Hartsell moved to approve minutes from 11/30/17. E. Correa seconded. Approved.
3. Announcements and Information
 - All Faculty Meeting, Monday February 12, 11:30 a.m. – 1:00 p.m.
 - Education Advisory Board (EAB) scheduled an open forum with faculty regarding Advising:
 - February 12: 2:30-3:30 p.m. Main Campus WSL Studio A, and AV Campus 121 Studio E
 - February 13: 9:00-10:00 a.m. BDC 402D
 - Elections 2018-2019 – Elections Committee Chair (B. Hartsell) announced that there will be five separate calls scheduled in a logical order so that faculty reps have opportunity to choose committee involvement: 1) Senate Chair and Vice-Chair, 2) Senators representing each school, 3) Senators for at-large positions, 4) Committee members representing each school on university-wide committees, 5) Committee members for at-large positions on university-wide committees. D. Boschini recommended that Lecturers be considered. In some cases, faculty on tenure-track should serve. The Senate website lists committees, description, terms and roster.
 - President Mitchell (Time Certain 10:15-10:30)
 - 1) President Mitchel thanked the faculty for their work as instructors, research supervisors, advisors, - having the most impact on students. The university received a certificate that recognized CSUB as an education champion facilitating transfer students from community colleges.

2) The budget is a real problem. The Governor backed off on his previous commitment of support for the CSU system. BOT decided not to increase tuition. There isn't enough money to fund the negotiated salary increases. Absent a very aggressive advocacy program, CSUB is faced with the possibility of campus reduction to cover mandatory costs. We need advocacy from our community to write to the governor on the impact on the university and its ability to enroll and graduate students. The advocacy has to be directed toward the Governor from people who are influential to the Governor.

3) The recent meetings with Senate Chair D. Boschini and the Executive Committee have focused on financial transparency. The Senate has not gotten what's desired. He is committed to making financial details available.

4) The new president is to be announced at the March BOT meeting.

D. Boschini opened the floor to questions for President Mitchell.

- When we can expect the financial data? President Mitchell responded that he wants T. Davis to get on it immediately and to get the resources to make it available.
- Will that information be available by the February 28 Budget Forum? President Mitchell responded that that's the intention.

D. Boschini stated that the requests for engagement in the process are satisfied. However, the requests for financial transparency have not been satisfied. It must be easy for anyone on campus to see what is available and how CSUB compares to other campuses. Financial information is to be thorough, accurate, and of high quality. These specific items have been discussed directly with President Mitchell in conjunction with what actions would be taken if we didn't see that level of information. President Mitchell responded that it's true, and yes we will get the information.

- Can we come up with a methodology so conversations regarding contingency plans in light of budget uncertainty start taking place now? President Mitchell responded, 'Absolutely'.

Chair Boschini thanked Dr. Mitchell and T. Davis for being receptive by showing up and taking the input - yet, if we could get the actual work product we would then be where we need to be. Dr. Mitchell responded, 'I'll make sure that you get it'.

4. Approval of Agenda

C. Lam moved to approve. B. Hartsell seconded. Approved.

5. ASCSU Report

J. Tarjan thinks the climate of ASCSU has improved. Budget was the main topic. The Governor's proposal is to take \$10M out due to USC system fund indiscretions—a level of funding that cannot sustain the mission of the CSU. Graduation Initiative 2025 is another priority. There are many professional workshops about developing curriculum, supplemental instruction, etc. [ASCUSU reports](#) can be found on the Senate website.

6. Provost Report (Hand out)

CSUB #6 in the nation for Most Affordable Universities in America by Best Value Schools.

Advising conversation and survey: Remember to complete survey.

EdD update: There are regular meetings of graduate group, three new hires in EDAD for fall 2018 who will also teach in EdD-research experience, and reinforcement of a Doctoral culture through standards for admissions and qualifying exams, Institutional Review Board for presentation of research, publication, etc. and Library support.

Development team: Four school deans, AV Dean, two new development officers, VP of Advancement, and Provost attended a CSU two-day workshop on development and relationship building. Deans will have regular reporting to Provost on development activity. Deans have established letters to alumni, case statements, and priorities. Deans presented their priorities to the Foundation Board. VP Advancement and Provost have regular meetings focused on development and PR. They are working on outward facing messages on academics.

AV visit: Open forum to hear student comments.

WSCUC (WASC) essays are coming along.

Summer session will be run through Extended Education and Global Outreach (EEGO).

The focus is on offering a curriculum that will help students advance towards graduation and offering so-called bottleneck courses.

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

a. New Business

- i. RES 171814 Administrator Review – University Handbook (First Reading) * M. Rush introduced the resolution and rationale. The referral charged FAC with developing a policy to avoid a conflict of interest in administrator evaluation committees. They used University Handbook #311 as a point of reference. The University Handbook contains a list of relationships that are conflicted, and that list may need expansion. Recommendations were made for the committee's consideration.
- ii. RES 171815 Maximum Units per Term (First Reading) M. Rush introduced resolution from FAC. M. Slaughter raised a point of order that there is a version in development in AAC, AS&SS, and BPC with conflicting views. D. Boschini said that differences can be addressed via feedback to the committee. M. Rush described FAC's process: They approached the referral from a quarter-to-semester

perspective whereby taking more than 19 units required a petition for overload in the quarter system, and graduate programs are capped at 15 units. J. Tarjan moved to send the resolution back to EC. A. Hegde seconded. B. Hartsell clarified that the intent is to have both resolutions presented to the Senate at the same time. D. Boschini thanked Senator Rush for bringing this subject forward and stated that this conversation is helpful. The motion to refer back to EC passed without opposition.

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

Dr. Boschini passed along a list of concerns gleaned from the All Faculty Spring 2018 registration form. The possible agenda topics are 1) Financial transparency. What was heard today on where we are and the President's commitment needs to be shared with faculty, 2) report on resolutions, 3) Presidential search and 4) to hear from faculty (and for faculty to hear from each other) what they are experiencing so Senate can take action. D. Boschini summarized that the issues expressed relate to finances and resources. Workload, hiring, office space, etc. Workload is listed a few times. The Provost said she'd look at the 4-4 issue. M. Martinez suggested if we're not going to get 4-4 reduced to 4-3, maybe we should go back to the GE committee to talk about doubling up on some of the intro classes. D. Boschini invited Senators to think more about issues and then email their thoughts to her.

K. Ziegler-Lopez asked about the vetting of the questions and the status of the Advising surveys. The Provost said that the questions came from two standing committees, then URPA pulled them together. K. Ziegler-Lopez stated that several advisors are concerned about the way the questions were worded. They seemed biased. Examples: 1) What are your highest priority? The survey doesn't cover a lot of what advisors do for the students. 2) Who should be your primary advisor? The response doesn't allow selection of 'Both' Staff Advisor and Faculty Advisor, which would capture collaboration. 3) Is it the responsibility of Advisors to approve course substitutions? Advisors would not answer that question because it's a faculty purview. Discussion ensued. The provost assured staff and faculty of opportunities for input and that the surveys are just one source of data.

10. Adjournment Meeting adjourned at 11:30.

* Changes to be made to University Handbook

ACADEMIC SENATE LOG – FEBRUARY 22, 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 First Reading 02/22/18			
09/07/17	RES 161720 Instructor Initiated Drop Policy		AAC, AS&SS RES 171818 Instructor Initiated Drop Policy First Reading 02/22/18			
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			

ACADEMIC SENATE LOG – FEBRUARY 22, 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 First Reading 02/22/18			
09/07/17	RES 161720 Instructor Initiated Drop Policy		AAC, AS&SS RES 171818 Instructor Initiated Drop Policy (First Reading 02/22/18)			
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. (First Reading 02-22-18)			
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. First Reading 02/22/18			

ACADEMIC SENATE LOG – FEBRUARY 22, 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.	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 First Reading 02/22/18			
09/07/17	Policy & Procedures for the Use of Univ. Facilities 2015-2016 004 combined with Referral 2016-2017 #25		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 Determine whether GRASP document needs action.			
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
			<i>BPC - Continue Next page</i>			

ACADEMIC SENATE LOG – FEBRUARY 22, 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
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 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 22, 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 First Reading 02/22/18			
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) Senate 02/22/18			
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 02/22/18			
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 02/22/18			
			FAC - Continue Next page			

ACADEMIC SENATE LOG – FEBRUARY 22, 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
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?			

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

FACULTY AFFAIRS COMMITTEE

BRIEF: RES 171815 MAXIMUM UNITS PER TERM

MAX UNITS OF 17

PROS

- 15 units is full time. With the expectation of 3 hours/unit of student work, 45 hours is full time. 18 units would overload students in terms of hours to be spent on class work.
- A petition for 18 units or more initiates a conversation with a faculty advisor on the reasons for the overload- allows mentoring about plans, career and future.
- Feedback on program curriculum – problems may be identified- overloads put demands on curriculum and may lead to even more unavailability of courses to take.
- Maintain a campus culture where options for students are discussed with faculty - faculty mentoring is an important task.
- Counter-pressure to the rush to graduate is good for a check and balance on a student's educational goals.

CONS

- Faculty workload in signing petitions (fixed: workload dispersed – Chair need not sign all petitions for over 17 unit terms in NSME)
- Student requiring petition has mind made up when coming for a signature
- Students with GPA below 2.5 cannot enroll in more than 17 units (unless a hardship case, as currently practiced)

The data provided each committee do not show whether or not student GPAs go up or down with overload. The EOT GPAs simply reflect the category of students eligible for the overload. The data do indicate that the number of students enrolling in 18 or more units is increasing, as the cap is now 19.

-Respectfully submitted on behalf of FAC,

Maureen Rush

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

ACADEMIC AFFAIRS COMMITTEE

BRIEF: RES 171815 MAXIMUM UNITS PER TERM

MAX UNITS OF 19

PROS

- The number of students overloading is small, yet they tend to have the highest GPAs, per John Dirkse's report on AY 2016-17 students.
- There also is not evidence to support the concern that students will load up on courses, only to drop them a few weeks later (see Dirkse's comments).
- The 17-unit cap is a problem campus-wide, not just for NSM&E; as Dirkse's report indicates, the largest number of overloads in 2016/17 were in BPA and A&H. If we are supporting the "15 to Finish," but have an enrollment cap that is only two units more, this will create a problem for both students and faculty/staff.
- Many departments across the university offer 1- and 2-unit courses, many of which are co-curricular, which would easily send students into overload territory. Not all student may understand that they can overload, and this will create roadblocks for them.
- The 17-unit cap will also create additional work for faculty and staff.

CONS

None

-Respectfully submitted on behalf of AAC,

Mary Slaughter

ACADEMIC SUPPORT AND STUDENT SERVICES COMMITTEE

BRIEF: RES 171815 MAXIMUM UNITS PER TERM

MAX UNITS OF 19

AS&SS deliberates on the basis of staff and student concerns as well as faculty concerns. All groups as represented on the committee prefer the 19-unit count.

PROS

- No evidence that taking more units negatively effects student success – in fact, the data suggests that students to take overload tend to do better.
- 19 units allows students to take one extra course which may include a unit for a lab (Foreign language, etc.)
- The 19-unit count may lead to greater success for students hoping to graduate in 4 years; it is difficult to imagine a lower cap being beneficial in this regard.
- Three of four Senate sub-Committees resolved to keep the cap at 19

CONS

There have been no problems with the current 19-unit cap reported to AS&SS.

The onus is on those who seek to lower the cap to prove, with compelling evidence, that the 17-unit count is preferable, and to use specific and manifold evidence to demonstrate that the 19-unit count has had significant negative impacts on students, staff, and faculty.

-Respectfully submitted on behalf of AS&SS,

Charles MacQuarrie

BUDGET AND PLANNING COMMITTEE

BRIEF: RES 171815 MAXIMUM UNITS PER TERM

MAX UNITS OF 19

PROS

- Avoids multiple disciplines needing to request exemption
- Evidence indicating that students maintain GPA with this load
- ASI discussed the issue and passed a resolution supporting 19, while acknowledging some other campuses have limit of 17

CONS

None

-Respectfully submitted on behalf of BPC,

Aaron Hegde

From: John Dirkse [mailto:jdirkse@csub.edu]

Subject: Max units policy--data; answers

Fall 2016	1st day	EOT count	EOT gpa
20 or more units	20	40 (0.5%)	3.31
19 units	120	88 (1.1%)	2.81
18 units	327	275 (3.3%)	2.77
17 units	311	311 (3.7%)	2.75
16 or less units		7595	2.56
Spring 2017	1st day	EOT count	EOT gpa
20 or more units	73	90 (1.1%)	3.10
19 units	157	162 (2.0%)	2.75
18 units	415	355 (4.4%)	2.87
17 units	422	396 (4.9%)	2.62
16 or less units		7122	2.57
Fall 2017	1st day	EOT count	EOT gpa
20 or more units	42		
19 units	194		
18 units	492		
17 units	502		
16 or less units			

1. About 1/3 of those with 20+ actually have 20 units.

2. Largest majors with 20+: BPA and Liberal Studies

Please see my brief answers to you other questions below—in red.

Do you see an enrollment pattern that suggests there is a “good” choice? **No--keep it at 19. The data shows that students taking 17-19 do better, on average, than those taking 16 or less. ...**

Do you see evidence that setting a low max (16) could be problematic for registration or progress towards graduation? ...**Absolutely Yes.** We have heard arguments that “many majors” would be affected, it could increase time to graduation, and that students need to have the opportunity to “catch up” with extra courses.

Do you see evidence that setting a high max (19) could create a “feast or famine” situation where some students would overenroll and then drop unwanted courses while other students cannot find enough courses? **Absolutely No.....** We have heard anecdotal reports of this possibility, and we have also heard that there are not enough courses to go around. ...**It’s true that most students cannot find enough courses. Ask any faculty member or advisor that has advised students lately, and you’ll find that even finding 6 courses that the student needs AND that are offered in different time blocks is almost an impossible task. That difficulty is compounded by the many courses that take up 2 time blocks: (i) 4-unit courses; (ii) 3 unit courses that meet 1 day per week.**

Do you see evidence that enrollment in a high number of units is a potential threat to student success? Perhaps this question can be answered by comparing GPAs of students with heavy unit loads with light loads. We have heard arguments that students should be prevented from overloading because their academic performance will suffer. Does this appear to be a valid concern from what you can see? **No--see data above.**

Are there other concerns that we should consider? ...**Well, we have this “15 to Finish” effort where students are encouraged to take at least 15 units per term. Won’t it look a bit foolish if we add a low max and the have to revise the motto to something like “You need to take at least 15 but we won’t let you go above 17”.**

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Policy for Instructors Assigning Their Own Textbooks

RES 171816

AS & SS

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

Professors may assign their own textbooks in their own classes only with the approval of their school curriculum committees for textbook quality AND that should be encouraged to make a good faith estimate of the profits accrued from CSUB students in their own classes or in classes housed within programs which they direct or coordinate and then donate those profits to CSUB student organizations. This policy follows language of the American Association of American University Professors.

RATIONALE: In order 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.

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 lass. 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.

Student 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 6th 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

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.