

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE  
AGENDA  
Thursday, March 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
  - New President
  - Election Status: Senators At-Large, School positions on various committees
  - Campus Conversation on Advising
  - Fairness in Evaluation –referred to FAC
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) (First Reading)
    - RES 171821 - Academic Master Plan (AMP) Form and Process Improvement (First Reading)
    - RES 171822 – At-Large Membership on University Committees (First Reading)
    - RES 171823 – Range Elevation Handbook Change (First Reading)
    - RES 171824 – Faculty Awards –Handbook Changes for Consistency and Process Clarity (First Reading)

c. Old Business

RES 171815 Maximum Units per Term (Second Reading)

RES 171818 Instructor Initiated Drop Policy (Second Reading hold for 4/12/18) \*

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, March 8, 2018  
Health Center Conference Room  
10:00 a.m. – 11:30 a.m.

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

Absent: Steve Bacon, M. Gomez, J. Kegley, C. MacQuarrie, H. McCown, J. Millar, L. Sakomoto

Visitors: P. Newberry, M. Danforth, F. Gorham, V. Harper, S. Betty, V. Kohli, A. Taggart, D. Schecter, A. Lechman, J. Dirkse

1. Call to Order

D. Boschini called the meeting to order.

2. Approval of Minutes

A. Hegde moved to approve minutes from February 22, 2018. C. Lam seconded. Approved.

3. Announcements and Information

- Nominations for Faculty Emeritus due March 9, 2018. Nominees for Faculty Hall of Fame are being accepted until March 16, 2018. Nominations for new awards Promising New Faculty, and Outstanding Lecturer due on March 30, 2018. Teaching, Scholarship, and Service Award nominations due on March 30, 2018.
- Campus Evacuation scheduled for April 4, 10:30 a.m.
- Presidential Search results expected to be announced on Tuesday, March 20
- Elections update: Academic Senate At-Large election in progress.

4. Approval of Agenda

M. Rush moved to address Old Business before New Business. B. Hartsell seconded, and moved to give the Chair discretion in the order of all business. J. Tarjan seconded giving the Chair discretion moving items on Agenda. All in favor of approaching agenda in that manner. B. Hartsell moved to order Committee Reports after New Business. Approved. All in favor of approving Agenda as ordered. Approved.

5. ASCSU Report – J. Tarjan reported that there is a plenary meeting next week. There is interest in broadening Student Success on how many units students take, and how fast.

6. Provost Report – J. Zorn (ALT) no report. She is attending the American Association of Hispanics in Higher Education Conference.

7. Resolutions

a. Old Business

RES 171807 Amendment of Classroom Observation Policy (Second Reading) \* M. Rush introduced on behalf of FAC. The committee reordered different types of temporary faculty within paragraphs to show how classroom observation is addressed. One short statement, under Probationary Faculty, "Evaluation of teaching of probationary faculty members shall include at least one evaluation of classroom teaching during each academic year". Keep that for probationary, and distinguish observation requirements of temporary faculty with 3-year contracts and temporary faculty without 3-year contracts. Drop the requirement of one observation once the faculty is under contract. All voted in favor of Resolution as amended. Approved.

RES 171814 Administrator Review – University Handbook (Second Reading)\* M. Rush refreshed the discussion from First Reading. The proposed changes were made to the Handbook 311.3, Review Committee Membership. The term "conflict of interest" was struck because it's too general. The FAC focused on grievances, and what to do if that occurs, while also protecting confidentiality. The new language reads, "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." The resolution adds to the Handbook, "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." Discussion ensued.

The conflict of interest issue opened up to include both positive and negative biases with a suggestion for a referral to produce a better statement on the conflict of interest. Other suggestions included adding a staff member to certain review groups, and to fix the inconsistency in language. J. Tarjan moved to dispose of this resolution and make another referral with broader representation and a broader statement on conflict of interest. D. Boschini – the referral can be done through the EC, or it can be done through her (the Chair), today. B. Hartsell moved to replace "lawsuit" with "other legal proceeding". J. Tarjan seconded. Approved. D. Boschini moved to vote on approving changes. Approved. B. Hartsell moved to replace "faculty" with "prospective committee member". A. Hegde seconded. D. Boschini moved to vote on approving changes. Approved. D. Boschini asked if there was any other discussion about the resolution. K. Ziegler asked about the process for adding staff to these review committees. D. Boschini replied that that would require a larger referral back to FAC. D. Boschini announced RES 171814 with those two approved amendments. All but one voted in favor of the Resolution as amended. Approved.

- D. Boschini asked the group if there was a need for further discussion. Suggestions from the floor included
- Use of consistent language between administrative and faculty evaluations specifically toward grievances whereby the committee members should recuse themselves from the committee
  - Expand and clarify conflict of interest beyond policy that is currently in place to address larger issues
  - Consider replacing the term 'conflict of interest' with 'as unbiased as practical' because in the law 'conflict of interest' is defined in ways that keep us from addressing the larger issues
  - Conflict of interest can be positive or negative
  - Put the onus on the individual, and
  - A statement that if members feel something is wrong, they have some recourse to inform the people in charge.

D. Boschini acknowledged the time well spent to help make the referral complete. Fairness in Evaluation added to EC Agenda to generate a new referral. The staff representation may be a separate referral.

RES 171817 Hiring of Tenure Track Counselor to Support Student Mental Health (Second Reading) D. Boschini refreshed topic on behalf of AS&SS. Our students deserve a consistent and reliable counseling experience. Lecturers are temporary. They never achieve any assurance beyond a three-year contract. In the current structure, the only permanency is tenure-track. . All voted in favor of the Resolution. Approved.

RES 171816 Policy for Instructors Assigning Their Own Textbooks (Second Reading) \* M. Rush updated the Senate on behalf of AS&SS and FAC. Both committees agreed that more was needed on textbook evaluation, and that it would be through the school Curriculum Committee (CC). D. Boschini recommended putting CC Chairs on the document's distribution list. Discussion ensued. D. Boschini – When this issue came up, it was because there was a situation that made us look at our policies. The resolution before us adds the school curriculum committee. It has the potential of raising faculty awareness of professionalism. B. Hartsell proposed a friendly amendment to move words, 'the school curriculum committee and by" before 'the faculty of the department or program in which the course is taught'. S. Schmidt – It affects the faculty member if it does go through CC, because if you have a student who files a grievance against the faculty member for using their own textbook then at least the faculty member can say that this is what the department and CC decided to use. It's a monetary issue and also a disgruntled failed student issue. D. Boschini announced the option to dispose of the resolution or vote as amended. All voted in favor of Resolution as amended. Approved.

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

J. Tarjan – As a general statement, there are three ways to control behavior: 1) Bureaucracy. 2) The market system. 3) One's internal values. He strongly suggested that the Senate work on encouraging people to be ethical and to live up to professionalism expected, and not look at consequences. It can't be enforced. .

9. Adjournment

\* Changes to be made to University Handbook

DRAFT

ACADEMIC SENATE LOG – MARCH 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 Second Reading 03/22/18			
09/07/17	RES 161720 Instructor Initiated Drop Policy		AAC, AS&SS RES 171818 Instructor Initiated Drop Policy Second Reading 04/12/18			
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 03/22/18			
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 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 Second Reading 03/22/18			
09/07/17	RES 161720 Instructor Initiated Drop Policy		AAC, AS&SS RES 171818 Instructor Initiated Drop Policy Second Reading 04/12/18			
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.	03/08/18	03/16/18	
11/14/17	Referral 2017-2018 # 12 Referral on Advising	Complete	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			
01/24/18	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.	03/08/18	03/16/18	
3/13/18	2017-2018 #23 CSUB Student Debt Report		AS&SS The paper <a href="#">Where Debt Comes Due at CSU, Unequal Debt Burdens Among California State University Graduates</a> , raises concern that the CSUB data may be flawed and the reporting is off.			



ACADEMIC SENATE LOG – MARCH 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 Second Reading 03/22/18			
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.	11/09/17	01/29/18	02/02/18
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.	11/30/17	01/29/18	
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	09/28/17	10/06/17	10/16/17
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.	11/30/17	12/07/17	
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 03/22/18			
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)	10/26/17	11/02/17	11/29/17
			<b>BPC - Continue Next page</b>			

ACADEMIC SENATE LOG – MARCH 22, 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 03/22/18			
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 03/22/18			
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 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 Second Reading 03/22/18			
09/07/17	Referral 2016-2017 #22 Recusal from Discussion and Voting on RTP Committee		FAC RES 171808 University Review Committee Membership Nomination Exemption	11/30/17	12/07/17	12/19/17
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	3/08/18	03/16/18	
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	11/30/17	12/07/17	12/19/17
10/31/17	Referral 2017-2018 # 11 Conflicts of Interest: Textbook Adoption Policy and Enforcement		AS&SS, FAC Consider resolution to introduce a policy that is in the best interest of students, and how policy is enforced. RES 171816	3/08/18	03/16/18	
11/14/17	Referral 2017-2018 # 12 Referral on Advising	Complete	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? RES 171822 At-Large Membership on University Committees (First Reading) 03-22-18			
12/05/17	Referral 2017-2018 #16 Possible Conflict of Interest in Administrator Review		FAC RES 171814 Administrator Review University Handbook Policy	3/08/18	03/16/18	
			<b>FAC - Continue Next page</b>			

ACADEMIC SENATE LOG – MARCH 22, 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? RES 171824 Faculty Awards – Consistent Criteria and Process Clarity (First Reading) 03-22-18			
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. RES 171823 Range Elevation Handbook Changes (First Reading) 03-22-18			
3/13/18	Referral 2017-2018 # 21 Fairness in Evaluation		FAC Staff participation in Academic Administrator Review Committees, fairness in evaluation in general, and placement of an Ethics and Professionalism Policy in the front of the Handbook.			

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

---

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

---

### 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

**At-Large Membership on University Committees**

RES 171822

FAC

**Whereas:** It is important that each school is represented on university-wide committees and that these seats are set aside for each school; and

**Whereas:** It is important to have a full committee to contribute to the working of the committee; and

**Whereas:** The Senate policy for elections is that if a second call fails to produce a nomination from a particular school, then that seat becomes an At-large seat;

**Whereas:** The At-Large member is not expected to represent a school other than one's own; be it;

**RESOLVED:** That the Academic Senate of CSU Bakersfield notify each School Dean prior to the second call for nominations that a school's seat may convert to At-Large, and that the school's interest may not be met on that Committee during the next term.

**Rationale:** It is important that each school is represented on University-wide Committees, such as UPRC, URC and GECCo, and that these committees work best with full membership. The Senate is asked to include the Deans in the notification of failed election solicitations in an effort to help the nomination process.

**Distribution List:**

President  
Provost  
General Faculty  
School Deans



CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

**Range Elevation Handbook Changes**

RES 171823

FAC

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

**313 RANGE ELEVATION FOR TEMPORARY FACULTY**

Under the current Collective Bargaining Agreement (CBA), temporary faculty have the right in specified circumstances to apply for range elevation, which if granted, shall result in a minimum 2-step salary increase.

**313.1 Eligibility**

Temporary faculty (excluding coaches) are eligible for range elevation if they (a) are not eligible for more SSIs in their current range and (b) have been employed in their current range for at least five years.

**313.2 Criteria for Range Elevation**

For elevation to the range of Lecturer B or above, the individual must hold a degree appropriate for teaching assignment(s). For teaching faculty, teaching success is the principal requirement for range elevation; service and scholarly work are not required. For Lecturers whose assignments include non-teaching tasks, successful performance on those tasks is required.

**313.3 Application**

Application shall consist of 1) a written statement explaining and justifying the applicant's request, and 2) a complete vita.

**313.4 Procedures for Consideration of Range Elevation Requests**

A. Eligible individuals must apply prior February 1 for range elevation to be effective at the beginning of fall semester. (Revised 06-06-17)

B. Applications are submitted to the Provost, department or program chair, and ~~with a copy~~ to the appropriate school dean. In addition to the application, all levels of review shall ~~have access to review~~ the applicant's ~~periodic review~~ personnel action file. The unit committee provides its evaluation to the department chair, who may add his/her own evaluation. The chair forwards the application and all recommendations to the appropriate dean on March 1. All levels of review shall provide copies of evaluations to the applicant.

C. The appropriate school dean shall make a decision and notify the applicant no later than March 15.

### **313.5 Appeals of Range Elevation Denials**

Faculty who are denied range elevation may appeal the decision to a Peer Review Panel within fourteen (14) calendar days of notice of denial. The Peer Review Panel shall convene and review each case within thirty (30) days of the appeal. The panel shall allow appellants to make presentations to the Panel and to be represented by CFA, at each appellant's discretion. The Panel shall render a decision within thirty (30) days of hearing an appeal. The decision of the Peer Review Panel shall be final and binding on the parties.

#### **313.5.1 Formation of Peer Review Panel**

In the ~~winter~~-**spring** term of each year, **if one or more individuals is denied range elevation**, the faculty shall elect members to a Peer Review Panel, which shall hear appeals of denials of range elevations as described in section 313.5. Membership in the Peer Review Panel shall include one representative from each school within the University and one at-large member. Faculty members serving on a department range elevation committee in that academic year are not eligible to serve. All other members of the faculty who consent to serve shall be eligible for election.

**RATIONALE:** The Provost's office would like to monitor the process so that all eligible faculty are included in the application process. Also, the PAF is a more appropriate file to review for range elevation than the RTP file. Lastly, elections are run for a review panel only if needed.

#### **Distribution:**

President  
Provost  
School Deans  
Department Chairs

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

**Faculty Awards – Handbook Changes for Consistency & Process Clarity**

RES 171824

FAC

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

**308.3 Annual Faculty Awards for Excellence**

The following honors are annually bestowed upon faculty members who have distinguished themselves in areas of teaching, faculty leadership and service, or in research. In addition, the campus nominates faculty for the system-wide Wang Family Excellence Award. In each instance the Provost/Vice President for Academic Affairs (P&VPAA) shall initiate the selection process by notifying the Faculty Honors and Awards Committee and Academic Senate of the timeline for proceeding. Members of the Faculty Honors and Awards Committee shall neither be eligible to nominate a candidate for any of these awards nor be a candidate for any of the awards. Further, it is expected that committee members shall enter the process free of bias for or against any nominee.

The following is suggested as a timetable for awards of the Millie Ablin Excellence in Teaching, Faculty Leadership and Service, and Faculty Scholarship and Creative Activity:

Third Week of Spring semester	P&VPAA and the Academic Senate Chair jointly issue a call for nominations
45 Days	Closing date for nominations
<del>Following Application Period</del>	
<u>21 Days after close of nominations</u>	Awards committee may choose one candidate per award and submit name to Academic Senate approval
<del>End of Spring semester</del>	
<u>Last Spring Senate meeting</u>	Senate approval
University Day	Nominee receives award and University recognition

from Academic Senate Chair (Revised 06-06-17)

**308.3.1 The Millie Ablin Excellence in Teaching Award**

The Millie Ablin Excellence in Teaching Award is intended to recognize and encourage excellence in teaching.

**308.3.1.1 Selection**

A nominee may be chosen annually by the Academic Senate on recommendation of

the Faculty Honors and Awards Committee augmented by a student member appointed by the President of the Associated Students.

### **308.3.1.2 Procedures**

**a.** In the third week of Spring semester each year the P&VPAA shall initiate the process and ask the President of Associated Students to appoint a student to the committee. The P&VPAA and the Chair of the Academic Senate shall, at the same time, send out a call for nominations. This announcement shall include a deadline for submissions and a description of what is required for nomination. (Revised 06-06-17)

**b.** Any full-time member of the CSUB faculty is eligible for nomination, which may be submitted by administrators, faculty, students, or alumni. No self-nominations shall be accepted. A completed nomination form, the nominee's current abbreviated vita, and a signed, written statement, not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee shall be submitted. The statement should be concise and factual. The criteria for the award call primarily for excellence in teaching. Scholarship, creative activity, and service to campus and community are important but may not substitute for a candidate's teaching accomplishments. (Revised 06-06-17)

**c.** Materials submitted for consideration and all committee deliberations concerning them must be held in strict confidence.

**d.** The Faculty Honors and Awards Committee may choose the Millie Ablin Excellence in Teaching nominee from among the finalists and submit this candidate's name to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

**e.** In order to maintain confidentiality, all materials collected by the committee shall be promptly destroyed.

### **308.3.2 Faculty Leadership and Service Award**

The Faculty Leadership and Service Award has been established by the Academic Senate of CSUB in order to recognize and encourage outstanding contributions by faculty to the principle and practice of shared governance on this campus as well as service to the community and the University service region.

#### **308.3.2.1 Selection**

The Faculty Leadership and Service Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee.

#### **308.3.2.2 Procedures**

**a.** In the third week of Spring semester each year the P&VPAA shall notify the Faculty Honors and Awards Committee of the timeline for proceeding. The P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. This announcement shall include a deadline for submission and a description of the requirements for nomination. (Revised 06-06-17)

**b.** Any full-time faculty member of the CSUB faculty is eligible for nomination by administrators, faculty, students, or alumni. No self-nominations shall be accepted. A completed nomination form, the nominee's current abbreviated vita, and a signed, written statement not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee shall be submitted. The statement should be concise and factual and confined to issues related directly to

matters of shared governance and community service. The criteria for the award, as set forth by the Academic Senate of the California State University, Bakersfield, call for outstanding efforts and service toward collegial governance and service to the community and the university service region. Scholarship, creative activity, and teaching are important but may not substitute for a candidate's service and leadership. (Revised 06-06-17)

c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidate that it deems relevant and necessary to make an informed judgment on a worthy nominee for the award. Materials submitted for consideration and those solicited, as well as all committee deliberations concerning them, shall be held in strict confidence.

d. The Faculty Honors and Awards Committee may submit the name of its nominee for the Faculty Leadership and Service Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

### **308.3.3 Faculty Scholarship and Creative Activity Award**

The Faculty Scholarship and Creative Activity Award has been established to recognize and encourage outstanding contributions to the principle and practice of research in academia.

#### **308.3.3.1 Selection**

The Faculty Scholarship and Creative Activity Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards committee.

#### **308.3.3.2 Procedures**

a. In the third week of Spring semester each year, the P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. This announcement shall include a deadline for submission and a description of the requirements for nomination.

(Revised 06-06-17)

b. Any full-time faculty member of the CSUB faculty is eligible for nomination by administrators, faculty, students, or alumni. No self-nominations shall be accepted. A nomination must include the nominee's most current abbreviated vita accompanied by a signed, written statement not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee. The statement should be concise and factual. The ONLY criteria for the award shall be outstanding research or creative achievement.

c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidates that it deems relevant and necessary to make an informed judgment on the worthiness of the nominee for the award. Material solicited and submitted for consideration, as well as all committee deliberations, shall be held in strict confidence.

d. The Faculty Honors and Awards Committee may submit the name of its nominee for the Faculty Scholarship and Creative Activity Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

### **308.3.4 Promising New Faculty Award**

The Promising New Faculty Award has been established to recognize exemplary achievements in teaching, research, scholarship, creative activities, and/or service among all full-time, tenure-track faculty (or Assistant Professors). (Added 06-06-17)

#### **308.3.4.1 Selection**

The Promising New Faculty Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee. (Added 06-06-17)

#### **308.3.4.2 Procedures**

a. In the third week of Spring semester each year, the P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. This announcement shall include a deadline for submission and a description of the requirements for nomination.

(Added 06-06-17)

b. Any full-time, tenure-track assistant professor of the CSUB faculty is eligible for nomination by administrators, faculty, students, or alumni. No self-nominations shall be accepted. A completed nomination form, the nominee's current abbreviated vita, and a signed, written statement, not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee shall be submitted. The statement should be concise and factual and confined to issues related directly to the contributions, achievements, and currency as articulated in criteria for selection. The criteria for the award, as set forth by the Academic Senate of the California State University, Bakersfield, call for the following:

**Contribution:** The primary criterion is outstanding, demonstrated, significant contributions to teaching, research, scholarship, creative activities, and/or service.

**Achievement:** There must be evidence that the nominee has performed work of superb achievement as demonstrated by publication or artistic production and evaluation by peer review.

**Currency:** Nominees shall be scholars who are current with developments and findings in their field and in the use of effective pedagogy. (Added 06-06-17)

c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidates that it deems relevant and necessary to make an informed judgment on the worthiness of the nominee for the Promising New Faculty Award. Material solicited and submitted for consideration, as well as all committee deliberations, shall be held in strict confidence. (Added 06-06-17)

d. The Faculty Honors and Awards Committee may submit the name of its nominee for the Promising New Faculty Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

#### **308.3.5 Outstanding Lecturer Award**

CSUB is committed to providing encouragement and supporting outstanding teaching achievements by full-time lecturers. The Outstanding Lecturer Award has been established to honor a full-time lecturer for excellence in teaching effectiveness and service to the CSUB campus community. (Revised 06-06-17)

##### **308.3.5.1 Selection**

The Outstanding Lecturer Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee. (Added 06-06-17)

##### **308.3.5.2 Procedures**

a. In the third week of Spring semester each year, the P&VPAA and the Chair of the

Academic Senate shall send out a call for nominations. No self-nominations shall be accepted. This announcement shall include a deadline for submission and a description of the requirements for nomination. (Added 06-06-17)

b. All full-time lecturers (as defined by the CSU collective bargaining agreement) with one or more years of full-time teaching at CSUB are eligible to receive the Outstanding Lecturer Award provided they are teaching full time in the year of the award application. The following criteria shall be used:

Teaching Effectiveness: The principal criterion for receiving this award shall be a sustained record of outstanding teaching across multiple terms as evidenced by:

- Summaries of student evaluations and sample comments from students
- Active participation in curriculum development or improvement, assessment, pedagogical improvement, innovation, or integration of high impact practices into teaching
- Peer observations of teaching.

Service: Engaging in service to the campus and/or contributions beyond classroom teaching that benefits students. Examples may include involving students in research, scholarship or creative activities; conducting extra-curricular activities with students; leading field trips; advising student clubs or organizations; and mentoring/advising students.

Currency: Nominees should be current with developments and findings in their field and in the use of effective pedagogy. (Added 06-06-17)

c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidates that it deems relevant and necessary to make an informed judgment on the worthiness of the nominee for the award. Material solicited and submitted for consideration, as well as all committee deliberations, shall be held in strict confidence. (Added 06-06-17)

d. The Faculty Honors and Awards Committee may submit the name of its nominee for the Outstanding Lecturer Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

### **308 REVIEW PROCEDURES FOR SPECIAL AWARDS AND APPOINTMENTS**

The Faculty Honors and Awards Committee (FHAC) is the University-wide committee responsible for reviewing and making recommendations for the granting of honors, awards, and distinctions as specified in this section, except for the Faculty Research Award.

Recommendation for the latter is determined by the Research Council of the University. The FHAC consists of five (5) full-time tenured faculty elected by the faculty for two- year terms on a staggered basis. The faculty of the schools of Arts & Humanities, Business and Public Administration, Natural Sciences, Mathematics and Engineering, Social Sciences and Education. ~~Education, Humanities and Social Sciences, and Natural Sciences, and Mathematics~~ shall each elect one member and an alternate from their respective school, and one member and one alternate shall be elected at large by the faculty.

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, 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.

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 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