

RES 171819 - New Emphasis: Energy and Power Engineering (AAC, BPC) (Second Reading)

RES 171820 - Use of Small Unmanned Aircraft Systems (sUAS) (BPC) (Second Reading)

RES 171822 - At-Large Membership on University Committees (FAC) (Second Reading) *

RES 171823 - Range Elevation Handbook Change (FAC) (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, March 22, 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, J. Kegley, C. Lam (ALT), C. MacQuarrie, 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 (ALT), K. Ziegler-Lopez, J. Zorn

Absent: D. Boschini, S. Schmidt

Visitors: D. Wu, J. Deal, B. Zeng, F. Gorham, V. Harper, M. Danforth D. Schecter, J. Dirkse, S. Lemus

1. Call to Order

B. Hartsell called the meeting to order.

2. Approval of Minutes

Minutes from March 8, 2018 unanimously approved.

3. Announcements and Information

- Antelope Valley Senator, S. Schmidt, is in Sacramento representing CSUB as a Lead Assessor for the new state-required teacher assessment. She is one of eight Lead Assessors selected for the entire state.
- The New Campus President is Dr. Lynnette Zelezny –A majority of members indicated a desire to invite Dr. Zelezny to address the Senate.
- Election Status: Senators At-Large for 2018-2020 will be M. Danforth, A. Lauer, and M. Martinez.
- Campus Conversation on Advising – J. Zorn summarized the meeting. The [Campus Conversation on Advising website](#) contains information on what took place and upcoming events. M. Gomez spoke on behalf of ASI: The student organization is grateful for the work that the Academic Senate, Provost Zorn, and Associate Vice President V. Harper have done to support students' academic success.
- Fairness in Evaluation – The Executive Committee made a referral regarding fairness in evaluation to the Faculty Affairs Committee.

4. Approval of Agenda

J. Kegley moved to address Old Business before New Business, and to move the Committee Reports to the end of the Agenda. All in favor. Approved.

5. ASCSU Report

Dominating the Board and state Senate was the *Call for Advocacy for Adequate Funding of the California State University in Lieu of a Tuition Increase*. Tuition has increased 5% recently. The call is for joint advocacy for adequate state funding. There is a need for a strategy to meet with many people and Members of the Assembly and Senate to make our case to go hand-in-hand with the students. M. Gomez will be proposing a resolution to ASI in response to the funding that Governor Brown proposed. The CSU Board of Trustees proposed an addition of \$ 263 million and Governor Brown is proposing only \$ 92 million. ASI is trying to form a coalition with the CSU Academic Senate and CFA for joint advocacy..

The Chancellor handed over the Tenure Density Task Force Report to the ASCSU Academic Affairs Committee chair. CSUB is within 1% of the system average on tenure density and far below the goal set by the legislature. There is a high degree of correlation between SFR and tenure density and student graduation rates. There are a number of resolutions listed in the [ASCSU Report](#).

6. Provost Report

J. Zorn reported that she has worked with the new CSUB President for more than ten years, and she asked that everyone please consider that what's best for the campus is for her to be successful.

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

a. Old Business

RES 171815 Maximum Units per Term (Second Reading) M. Rush spoke on behalf of FAC. They met after the last reading and are willing to table the resolution, version A. C. MacQuarrie spoke on behalf of version B. AAC, AS&SS, and BPC are in favor of keeping 19 units. The straw poll at last Senate meeting indicated that the majority of Senators are also in favor of a maximum of 19 units per term. Acting Chari Hartsell stated that the motion was on the floor as a motion from the committee and was open for discussion. Following discussion, he called the vote. The motion carried.

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

b. New Business

RES 171819 – New Emphasis: Energy and Power Engineering (AAC, BPC) (First Reading) M. Danforth spoke on behalf of AAC. This new emphasis in energy sciences was developed in consultation with the Industrial Advisory Board. It's part of their US Department of Education grant for a collaboration program with the Engineering Science and Electrical Engineering departments. The students will take a couple of classes in Electrical Engineering in addition to their Engineering Sciences class to get them better suited for a broader range of energy topics. B. Street spoke on behalf of BPC. The equipment and other resources will be re-allocated from a current position on campus. A suggestion was made to address fiscal and academic soundness in the Rationale.

RES 171820 - Use of Small Unmanned Aircraft Systems (sUAS) (First Reading) B. Hartsell stated that the request for approval came from GRASP. B. Street spoke on behalf of BPC. The proposal is tied in with other specific policy that sUASs already govern sUAS. The committee added that individuals from GRASP, Police Services, and the Foundation are involved.

RES 171821 - Academic Master Plan (AMP) Form and Process Improvement (First Reading) B. Hartsell announced the resolution on behalf of BPC. V. Harper recapped for the group that the AMP is a projection of future degree programs that then is developed into full proposals to be considered by the Board of Trustees (BOT). M. Rush moved to waive First Reading. The motion carried. . The motion to approve RES 171821 carried.

RES 171822 – At-Large Membership on University Committees * (First Reading) M. Rush spoke on behalf of the FAC addressing the issue of how to handle unfilled school seats. The structure of the university committees should be fully formed. If a call for nominees from the school fails, there should be an At-Large member to attend the committee. What is new is when the Second Call goes out, the Dean of that school will also be notified to help assure school representation on the committee. Failing that, there is a need for a member, and that member does not have the responsibility of representing that specific school. J. Tarjan suggested that the Whereas clause should be incorporated into the Rationale. Discussion ensued about processes for changing the Handbook, Constitution, and Bylaws that should be reflected in the resolution.

RES 171823 – Range Elevation Handbook Change * (First Reading) M. Rush spoke on behalf of FAC explaining that the proposed practice is for applications to be sent to the Provost in addition to the Chair and Dean because the Provost's office coordinates the range elevation process. The other proposed change is that the peer review panel be formed only when one or more individuals is denied their application.

RES 171824 – Faculty Awards –Handbook Changes for Consistency and Process Clarity * (First Reading) M. Rush explained that this issue came to FAC in prior years and they looked where there may be discrepancies. For example, the resolution proposes no self-nominations in any category, updates the names of schools, and clarifies timelines relative to the academic year, etc. J. Tarjan moved to waive the First Reading. J. Kegley seconded. The motion carried. . The motion to approve RES 171824 regarding Handbook Changes for Faculty Awards carried.

8. Committee and Report Requests

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

- a. Executive Committee (B. Hartsell) The most important things were already put to the Senate. The committee also discussed the selection process of the Faculty Director on GECCo. There is ongoing work on that.
- b. Academic Affairs Committee B. Hartsell stated that the business already done informs the Senate of AAC activities.

- c. Academic Support & Student Services Committee (C. MacQuarrie) The committee had guests J. Mimms, L. Zuzarte, and C. Morris to inform the discussion on two referrals: 1) Instructor Initiated Drop Policy contains issues connected to the electronic wait-list. AS&SS will meet again and then schedule a joint meeting with AAC. 2) CSUB Debt Report. The paper [Where Debt Comes Due at CSU, Unequal Debt Burdens Among California State University Graduates](#), taken from the Chancellor's Office (CO) webpage raised concern that the data may be flawed and the reporting is off. It states that 91% of CSUB graduates have debt. C. Morris, Director of Financial Aid, acknowledged that the number is closer to 51%. It also reports the typical debt (\$19,600) and the number of hours (48) per week required to pay off student debt. J. Mimms already contacted the CO to remove the report. AS&SS is going to ask the CO to take the report down and update the document to make it right. J. Zorn will follow up on it.
 - d. Budget & Planning Committee B. Street reported on behalf of BPC. The committee is examining Office Allocation and whether it is a policy issue or if it needs engagement from the Senate. . The committee is discussing whether faculty can be guaranteed an office for student privacy related to advising, etc.
 - e. Faculty Affairs Committee J. Kegley reported on behalf of the committee. The referrals that were presented today are the result of the committee's work. They are now working on Fairness in Evaluation.
 - f. Staff Report (K. Ziegler-Lopez) No report.
 - g. ASI Report (M. Gomez) The ASI resolution discussed earlier regarding a request for additional CSU funding will be put for a vote tomorrow. ASI will then request that the Academic Senate and CFA join the coalition.
9. Open Forum Items (Time Certain 11:15 a.m.)
- J. Tarjan suggested that the Executive Committee may be discuss financial transparency and faculty involvement in budgetary matters with the new President.
- K. Ziegler asked if the Senate is going to get the graduate rates from last year. The report includes the number of students who graduated in four years and in six years. The information isn't in Tableau. J. Zorn will follow-up.
- C. MacQuarrie has been unable to attend student meetings on Fridays to represent faculty because he has conflicting committee meetings. The Academic Support and Student Services (AS&SS) committee reported missing their student representative. B. Hartsell recalled a general agreement that we need people who are able to attend, and if someone consistently can't, we do what it takes to make sure we have representation both ways. M. Gomez will make sure that the student representative attends the AS&SS committee meetings.
10. Adjournment
- Meeting adjourned.

* Changes to be made to the University Handbook

ACADEMIC SENATE LOG – APRIL 12, 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 | 03/22/18 | 4/6/2018 | |
| 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 Proposal's three new one-unit classes proposal. RES 171825 New BPA Academic Certification First Reading 04/12/18 | | | |
| 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. Second Reading 04/12/18 | | | |
| 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. | | | |
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ACADEMIC SENATE LOG – APRIL 12, 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 |
|----------|--|------------------------|--|--------------------|-------------------|-----------------------|
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| 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. | 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 <i>Where Debt Comes Due at CSU, Unequal Debt Burdens Among California State University Graduates</i> , raises concern that the CSUB data may be flawed and the reporting is off. | | | |
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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 | 03/22/18 | 4/6/2018 | |
| 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 Proposal's three new one-unit classes proposal. RES 171825 New BPA Academic Certification First Reading 04/12/18 | | | |
| 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. 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. Second Reading 04/12/18 | | | |
| 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 |
| | | | BPC - Continue Next page | | | |

ACADEMIC SENATE LOG – APRIL 12, 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 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 waived 03/22/18 | 03/22/18 | 4/6/2018 | |
| 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. Second Reading 04/12/18 | | | |
| 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. | | | |
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ACADEMIC SENATE LOG – APRIL 12, 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 then withdrawn 03/22/18 Second Reading 03/22/18 | 3/22/18 | 4/6/2018 | |
| 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 (Second Reading) 04-12-18 | | | |
| 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 | |
| | | | FAC - Continue Next page | | | |

ACADEMIC SENATE LOG – APRIL 12, 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? RES 171824 Faculty Awards – Consistent Criteria and Process Clarity. First Reading waived 03-22-18 | 03/22/18 | 4/6/2018 | |
| 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 (Second Reading) 04-12-18 | | | |
| 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. | | | |
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CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

New BPA Academic Certificate

RES 171825

AAC & BPC

RESOLVED: that the Academic Senate recommend to the President that the proposal to offer a new Academic Credit Certificate (Student Professional Development Initiative) be approved.

BE IT FURTHER

RESOLVED: That more funds be dedicated to the Center for Career Education and Community Engagement's (CECE) internship coordinator.

RATIONALE: Both the BPC and AAC committees have considered the proposal and find it to be academically and fiscally sound.

Currently, the CECE employs a part-time internship coordinator. This position is funded through temporary funds. Committing more money to this position ensures an accessible internship coordinator for all schools.

Distribution List:

President
Provost and VPAA
VPSA
AVP Academic Programs
BPA Dean

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) 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) 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) June 13, 2014
- Letter to COA Holders – Statutory Requirement to Register UAS (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/) November 14, 2014
- Publicly Released COAs, (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) 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

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

At-Large Membership on University Committees

RES 171822

FAC

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 interests may not be met on that Committee.

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