

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
AGENDA

Thursday, August 30, 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
 - a) Senate Orientation (handout)
 - b) Academic Jeopardy – V. Harper (handout)
- 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 (A. Hegde)
 - b) Academic Affairs Committee (M. Danforth)
 - c) Academic Support & Student Services Committee (E. Correa)
 - d) Budget & Planning Committee (B. Street)
 - e) Faculty Affairs Committee (M. Rush)
 - f) Staff Report (K. Ziegler-Lopez)
 - g) ASI Report (A. Schmidt)
- 8) Resolutions – **(Time Certain 10:45 a.m.)**
 - a) Consent Agenda
 - b) Old Business
 - c) New Business

Approval of Standing Committee membership (handout)
- 9) Open Forum Items **(Time Certain 11:15)**
- 10) Adjournment

**ACADEMIC SENATE EXECUTIVE COMMITTEE
SUMMER SENATE
MINUTES
Tuesday, May 15, 2018
09:30 – 11:00 AM – EDUCATION 123**

PRESENT: D. BOSCHINI (CHAIR), B. HARTSELL (OUTGOING VICE CHAIR), A. HEGDE (INCOMING VICE-CHAIR), J. MILLAR, M. RUSH, M. SLAUGHTER, J. TARJAN, J. ZORN, E. CORREA, B. STREET, M. DANFORTH

ABSENT: C. MACQUARRIE

1. CALL TO ORDER

D. Boschini called the meeting to order.

2. ANNOUNCEMENTS AND INFORMATION

D. Boschini welcomed new Standing Committee Chairs. The Summer Senate is the outgoing Executive Committee and incoming Executive Committee combined. This is the only scheduled meeting for the summer. However, if there's urgent business, there may be a call to meet. There is an on-going preference that the Summer Senate should not insert itself into the business that the full Senate has been elected to do.

3. APPROVAL OF MINUTES

M. Slaughter moved to approve the minutes of May 8, 2018. M. Rush seconded. Approved.

4. APPROVAL OF AGENDA

D. Boschini suggested adding GE Faculty Director to Discussion items as first topic. The Executive Committee was in charge of doing initial interviews; it's not a full Senate issue.

D. Boschini suggested removing Committee Structure from the Agenda. Committee structure is the number of committees, number of representatives, election/appointment process start date, and whether some committees can be eliminated. B. Hartsell and B. Bywaters can work on it over the summer then put Committee Structure to at Aug 28th EC Agenda.

B. Hartsell moved to approve Agenda as amended. M. Rush seconded. Approved.

5. DISCUSSION ITEMS

a. GE Faculty Director – J. Zorn said there isn't a Faculty Director yet. She's considering appointing an Interim Director. She can appoint someone as Interim Director to work this summer to complete this year's grant. The grant term has two more years. Discussion ensued.

There is a steep learning curve. Consider: 1) A lot of faculty would rather abolish GECCo; they want to return to the way it was. 2) It would be helpful to pick someone from GECCo who may have been exposed to the issues. 3) There are two positions in the grant: GE Faculty Director and Grant Director. They do not have to be one and the same.

J. Zorn said the grant is funding a FT faculty position. She asked for EC's priorities. The response: 1) Experience managing a grant. 2) GE experience.

There is a concern about having someone appointed now and then when a Call is made in fall, it could give the impression of incumbency and the politics associate with that. Other concerns include the impact of having the roles combined, what happens

when the grant ends, and the sustainability of the GECCo as is. J. Zorn said a plan for the future is part of the job. D. Boschini encourages more campus leadership development to occur. There are many who are almost ready. It's not always clear who is ready and would be good. We have a gap of the 'almost ready'. The Provost has the authority to appoint an interim. A. Hegde agrees that interim is needed and appreciates that the Provost asked for EC's input.

- b. University Week Planning – There is campus-wide new faculty orientation on Monday and Tuesday. D. Boschini has been meeting regularly with the Provost, B. Hartsell, D. Schecter and others about including professional development in a way that is engaging. There has been a lot of input on how to be better teacher-scholars, whereby technology is not what we want to see emphasized as the core theme. Workshops would be held on Wednesday. The Provost will tell department chairs, so they don't schedule a conflicting event. The Teaching and Learning Center is working on a variety of topics: Classroom management, teaching international students and cultural sensitivity, and brain models. The plan is to have the sessions in HOB and lunch with plenary speaker.
- c. General Faculty Meeting August 24, 2018 - The new President is scheduled to be with the General Faculty on Friday. The Deans know about this plan. There will be opportunities for School and Department meetings. Also, there is a lot of very important department-level, new faculty orientation. A request was made for follow-up to the advising summit, and an opportunity for some faculty's input on advising. D. Boschini suggested that University Week have a coherent theme and no duplication. Once the workshops are further identified, there will be a chance to fill the gaps. General Faculty meeting details will be handled over the summer electronically with input from B. Hartsell and the Summer Senate.
- d. Student Misconduct Task Force (Handout) *Student Conduct Administrative Structure* was provided by John Stark. D. Boschini informed new members that a decision was made earlier in semester to get the task force started. It includes a faculty representative from each school and one from the Senate, and it's nice to have Lecturers. The focus is on in-classroom behavior. B. Hartsell nominated Edie Warkentin from SSE to complete the committee. She works with graduate students, too. J. Tarjan supported his recommendation. D. Boschini stated that if there is a need for input, the task force members can get perspective from advisors, students, etc.

Members:

CSL	Janet Millar
SRR	Ruby Alvarez (here all summer and willing to gather info.)
Ombudsman	Maria Palaiologou
EAC	Nate Olson
A&H	Mary Slaughter
BPA	BJ Moore
NSME	Maureen Rush
SSE	Edie Warkentin

Letters of assignment will be sent soon with the committee roster. They may want to work over the summer. The members choose their own chair.

- e. Assigning Faculty Members to Standing Committees (Handouts) - D. Boschini instructed the group that committees are populated per the Handbook. The *Committee Preference Worksheet* will help the creation of the *Standing Committee Roster*.

- Academic Affairs Committee (AAC)
- Academic Support and Student Services (AS&SS)
- Budget and Planning Committee (BPC)
- Faculty Affairs Committee (FAC)

First, all senators serve on committees. The aim is to keep the committees diverse in every way possible. It's also important to have some members who are carry-overs from the prior year, for continuity.

Second, consider non-senators' preferences for appointments. If there is someone listed who could give up a first preference to allow another to serve (creating balance), place as needed.

The three Librarians were placed according to their interest in the available positions.

There were more interested Staff people than the three positions available. Senator K. Ziegler-Lopez (Staff representative) to serve again as SSP on AS&SS. Two other staff members were placed based on their interest, skills, and to balance committee composition.

B. Hartsell moved to approve the Standing Committees as appointed. M. Slaughter seconded. D. Boschini opened the floor for further discussion. None. The Summer Senate approved to recommend the 2018-2019 Standing Committee membership.

Director of Academic Operations is an ex-officio position on two committees. It needs to be resolved in the fall. Ex-officio members will receive letters to inform them of their Standing Committee schedule and that it's important for them to attend. D. Boschini will work with the Provost on this issue.

Letters will be sent to all appointed that the full Senate must approve the Summer Senate's recommendations and in the meantime for committee members to reserve the time-block. Those not appointed will receive a 'thanks for your interest' letter.

6. ADJOURNMENT

D. Boschini adjourned the meeting.

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is

- handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
 4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
Academic Standing: Academic Jeopardy
2012-2013 RES002

AS&SS & AA

RESOLVED: that students who are placed on **Academic Probation** be required to attend an intervention program; and be it further

RESOLVED: that the category **Academic Jeopardy** be added to the list of academic standings using the following criterion: Students who have satisfactorily completed the intervention program while on Academic Probation will be placed into Academic Jeopardy the moment their CSUB or overall GPA falls below disqualification level; and be it further

RESOLVED: that students be placed into Academic Jeopardy only once and be required to complete an intervention program; and be it further

RESOLVED: that students who have completed the intervention program while under Academic Jeopardy be subject to existing policies regarding dismissal from the university if they fail to bring their GPA above the acceptable level.

RATIONALE: Students in academic difficulty can be offered help as soon as they are identified as being at risk rather than waiting until they are academically disqualified.

After attending the program, if a student's GPA falls below the academic disqualification limit for the first time, the student would be placed on Academic Jeopardy giving the student one final opportunity to improve his/her GPA.

After being placed on Academic Jeopardy, students will receive a registration hold on their account. The hold will prevent students from making any changes to their registration. In addition, students with the Academic Jeopardy hold will be monitored carefully for the first three weeks of the quarter to ensure that they have participated in an academic intervention program. Academic intervention programs will be coordinated between Enrollment Management and the different schools so as to serve

the student in the most complete and efficient way possible. Any student who has not enrolled in the intervention program will be immediately disqualified and be deregistered from all courses prior to census day.

The interventions will ensure that students have at least one full year of attendance at CSUB to demonstrate their academic eligibility. CSUB students are at a high risk of being academically dismissed before completing one full year at CSUB. This policy has been particularly troublesome to implement during terms where there is not enough time to communicate to students before the subsequent term (e.g. Winter to Spring). When students are notified about their academic standing, they have already pre-registered for their courses for the following quarter preventing them from adjusting their schedules accordingly. A majority of the First Time Freshmen at CSUB fall into Academic Probation during their first quarter. First time freshmen who enter needing remediation generally have one course to rely on since remedial course work is not included in GPA calculation. Thus, if a student does not get a C or better in that one course, the student may be on academic probation in their first quarter.

Transfer students enrolling at CSUB face a similar situation where they may be on academic probation in their first quarter at CSUB due to numerous reasons such as challenges in transferring from a semester institution to a quarter institution. There have been numerous students who transfer in with a GPA of 2.5 or higher but end up on Academic Probation in their first quarter at CSUB.

Distribution List:

President
Provost & V.P. for Academic Affairs
Associate V.P. for Enrollment Management
Associate V.P. for Academic Programs
Director, Academic Operations and Support
School Deans

Approved by the Academic Senate on February 14, 2013
Sent to the President for approval on February 22, 2013
Approved by the President on April 4, 2013

Academic Intervention Program – Proposal

Executive Summary

Academic Intervention Program:

- As per the current Academic Standing policy, CSUB students are at a high risk of being academically dismissed before completing one full year at CSUB. This policy has been particularly troublesome to implement during terms where there is not enough time to communicate to students before the subsequent term (e.g. Winter to Spring). Students at a semester campus have a full year to complete any necessary and or required interventions before being academically dismissed. At CSUB, due to the quarter system, students potentially have only two ten-week quarters and no required intervention program. Consequently, we have been asked to develop an intervention program that would provide students with the necessary support and resources to ensure students in academically are made aware of the academic progress policies the moment they are on academic probation increasing students' chances to revert to good academic standing. This program is mandatory for any student who falls on academic probation.
- Transfer students enrolling at CSUB face a similar situation where they may be on academic probation in their first quarter at CSUB due to numerous reasons such as challenges in transferring from a semester institution to a quarter institution. There have been numerous students who transfer in with a GPA of 2.5 or higher but end up on Academic Probation in their first quarter at CSUB.
- To address the challenge of students being academically dismissed from CSUB without going through a formal intervention, and to proactively tackle the issue of academic standing as a whole, this program proposes the addition of a registration hold for students on academic probation and the addition of a formal Academic Jeopardy category to academic standing. The intervention program will also ensure that students have 3 full quarters of enrollment at CSUB before being dismissed provided that they follow the requirements set forth in this proposal.
- The Academic Intervention Program described in this proposal was first piloted for a group of students who were academically dismissed at the end of the summer 2011 quarter. The students were required to go through a prescribed set of activities in order to put them back towards academic success. Of the 5 students in the program, all 5 students showed tremendous improvements in their grades with 4 out of 5 students earning a term GPA of 3.0 or greater. The fifth student had a term GPA greater than 2.0.
- The Academic Intervention Program will include the identification of factors that might indicate that a student is at-risk prior to the beginning of their enrollment. In addition the program will identify at-risk students during the academic quarter and provide targeted interventions. Moreover the program provides specific interventions and requirements for students on Academic Probation and Academic Jeopardy.

- The Academic Intervention Program will utilize Grades First to implement progress reports sent directly to faculty members and to track the progress of the students in the program.
- The program will be evaluated on a yearly basis based on academic performance of the students and based on qualitative surveys.
- The progress of the program will be shared with the Academic Advising Council on a quarterly basis.

Academic Intervention Program – Proposal

Background:

According to Executive Order 1038, an undergraduate student is subject to academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average at the campus where enrolled falls below 2.0. Further, an undergraduate student on academic probation is subject to academic disqualification when:

Class Level	Units Determining Class Level	Disqualification -if GPA falls below in second quarter of probation
Freshman	Up to 44.5	1.5
Sophomore	45-89.5	1.7
Junior	90-134.5	1.85
Senior	135 +	1.95

Notice of Disqualification (EO 1038):

Students who are disqualified at the end of an enrollment period should be notified before the beginning of the next consecutive regular enrollment period. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. ***In cases where a student ordinarily would be disqualified at the end of a term, save for the fact that it is not possible to make timely notification, the student may be advised that the disqualification is to be effective at the end of the next term.***

Students should be dismissed if they have demonstrated that they are incapable of successfully completing a degree. The demonstration of this should be evaluated: (1) over time, so that the determination is not made with respect to temporary factors such as illness, adjustments to differences in expectations or pedagogical formats and (2) over a broad range of course topics, so that the graded coursework reflects the students' overall abilities not merely their weakness in a particular subject area. Moreover, it is worth noting the difficulty of changing the second-term course registrations after 1st term standing has "rolled." The only term that students have significant freedom to change after probation has occurred is their 3rd term.

Academic Standing at CSUB:

The current academic standing policies and procedures at CSUB have certain provisions that create specific challenges for our student population. Some of these challenges include:

- First time freshmen who enter needing remediation generally have one course to rely on since remedial course work is not included in GPA calculation. Thus, if a student does not get a C or better in that one course, the student may be on academic probation in their first quarter. Such students can be dismissed due to their poor performance in as few as two courses. This is one example, among others, which generally affects approximately 25% of the incoming freshmen.
- Transfer students enrolling at CSUB face a similar situation where they may be on academic probation in their first quarter at CSUB due to numerous reasons such as challenges in transferring from a semester institution to a quarter institution. There have been numerous students who transfer in with a GPA of 2.5 or higher but end up on Academic Probation in their first quarter at CSUB. Again, there are numerous factors that contribute to the challenges for transfer students with the change of pace being one of them.
- Due to the fact that the Academic Standing process is run after the end of every quarter (including intersession) there are certain periods when there is no time to communicate to students:
 - Between Winter and Spring: Academic Standing is generally processed on a Friday before classes start and students have to submit their petitions to the Academic Petitions Committee (APC) by 12:00pm on the following Monday which is usually the first day of classes for Spring. This time period is when a bulk of the disqualifications for first-time freshmen occurs. Students who enroll in the fall and were put on probation at the end of fall would reach disqualification at the end of winter. This precipitous disqualification may create unanticipated hardships on students including sudden eviction from the dorms and disqualification from athletic participation.
 - Between Spring and Summer: Students generally have a couple of days to gather all necessary signatures and support letters to submit a petition for reinstatement to the APC. Academic Standing is generally processed on a Friday (June 17, 2011

last year) and students have to submit their petitions to the Academic Petitions Committee (APC) by 12:00pm on the following Tuesday (June 21, 2011 last year). The first day of summer 2011 classes was June 20, 2011.

- Between Summer and Fall: Students who reach academic disqualification status after taking courses in the summer again have a couple of days to gather all necessary signatures and support letters to submit a petition for reinstatement to the APC. Academic Standing is generally processed on a Friday (September 2, 2011 last year) and students have to submit their petitions to the Academic Petitions Committee (APC) by 12:00pm on the following Tuesday (September 6, 2011 last year). The first day of Fall 2011 classes was September 12, 2011.
- Lastly, during intersession, students have virtually no time to submit petitions to the APC.

Students who satisfy remediation within one year graduate at the same rate as students who did not need remediation upon enrollment. Student who do not complete remediation within the first year graduate at a lower rate than other students.

Academic Standing: Academic Probation and Academic Jeopardy

The Academic Intervention Program proposes the placement of a registration hold on students falling on Academic Probation requiring the students to attend an abbreviated intervention program. Moreover, the program proposes the addition of Academic Jeopardy to the list of academic standings using the following definition:

Students who have satisfactorily completed the abbreviated intervention while on Academic Probation will be placed on Academic Jeopardy the moment their CSUB or Overall GPA falls below disqualification level for the first time. Students will only be placed into the Academic Jeopardy category once. After being placed on Academic Jeopardy for the first time, students will be subject to following the standard academic standing policy as defined by Executive Order 1038 (EO 1038). Students on Academic Jeopardy would receive a registration hold on their account. The hold will prevent students from making any changes to their registration. In addition, students with the Academic Jeopardy hold will be monitored carefully for the first three weeks of the quarter to ensure that they have participated in an academic intervention program. Academic intervention programs will be coordinated between Enrollment Management and the different schools so as to serve the student in the most complete and efficient way possible. Any student who has not enrolled in the intervention program will be immediately disqualified and be deregistered from all courses prior to census day. The criteria and selection process for students on academic jeopardy and the academic intervention workshops are further described below in the program details.

Executive Order 1038 (EO 1038)

According to EO 1038, an undergraduate student is subject to academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point

average at the campus where enrolled falls below 2.0. Moreover, an undergraduate student on academic probation is subject to academic disqualification if, while on probation: a freshman falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled, a sophomore falls below a grade point average of 1.70 in all units attempted or in all units attempted at the campus where enrolled, a junior falls below a grade point average of 1.85 in all units attempted or in all units attempted at the campus where enrolled, or a senior falls below a grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

With the new policy in place the following procedures for academic standing are proposed:

I. Students on **Academic Probation**

- ACS places a registration hold on the students' account preventing the student from making any changes or registering for subsequent quarters.
- AARC communicates to the students regarding the following requirements the students must complete in order to have their hold released:
 - Attend an abbreviated academic intervention program that includes attending the REACH** workshop and 2 additional academic fitness/skills workshops.
 - Upon completing the requirements above, meet with the major advisor at least once in the quarter to perform a transcript analysis (attached) and determine the grades and or grade points needed to be back on good standing. Through various advisor trainings, and by working in collaboration with the Academic Intervention Coordinator, the advisors will be able to perform the transcript analysis which outlines ways a student can improve his or her GPA. Students will be tracked through Grades First to ensure they have completed the aforementioned requirements. Failure to do so will result in the hold remaining on the students' account preventing registration for subsequent quarters.

II. Students on **Academic Jeopardy**

- Students who have satisfactorily completed the abbreviated intervention while on Academic Probation will be placed on Academic Jeopardy the moment their CSUB or Overall GPA falls below disqualification level for the first time. Students will only be placed into the Academic Jeopardy category once.
- Administrative Computing Services (ACS) places a registration hold on the students' account preventing the student from making any changes to their preceding quarter's registration or registering for subsequent quarters. *Note: students will have already registered for courses for the quarter that immediately follows their standing (ex: at the end of winter, students who may be in academic jeopardy will already have courses for spring)*

- AARC communicates immediately to the students in this category regarding the following requirements the students must complete in order to have their hold released and to avoid immediate disqualification and deregistration:
 - Students must enroll in the Academic Intervention Workshops* and sign a contract provided during the first workshop that further outlines the requirements outlined below.
 - Students must meet with their major/faculty advisor during the first two weeks of the quarter
 - Students must meet with the Academic Intervention Coordinator at least once during the quarter

The moment a student is back on track in terms of academic standing, the student will be notified of their change in academic status immediately.

Students will only be placed into the Academic Jeopardy once. After being placed on Academic Jeopardy for the first time, students will be subject to following the standard academic standing policy as defined by Executive Order 1038 (EO 1038).

Academic Intervention Program

As per the current Academic Standing policy, CSUB students are at a high risk of being academically dismissed before completing one full year at CSUB. This policy has been particularly troublesome to implement during terms where there is not enough time to communicate to students before the subsequent term (e.g. Winter to Spring). Students at a semester campus have a full year to complete any necessary and or required interventions before being academically dismissed. At CSUB, due to the quarter system, students potentially have only two ten-week quarters and no required intervention program. Consequently, we have been asked to develop an intervention program that would provide students with the necessary support and resources to ensure students in academically are made aware of the academic progress policies the moment they are on academic probation increasing students' chances to revert to good academic standing. This program is mandatory for any student who falls on academic probation.

Until now, there has not been a comprehensive intervention program for CSUB students who require additional support and tracking towards their academic success. To determine the feasibility of an intervention program and to examine the effects of certain strategies, certain interventions were piloted for a small group of students who were academically dismissed at the end of the summer 2011 quarter. The students were required to go through a prescribed set of activities in order to put them back towards academic success. Of the 5 students in the program, all 5 students showed tremendous improvements in their grades with 4 out of 5 students earning a term GPA of 3.0 or greater. The fifth student had a term GPA greater than 2.0.

In order to expand the opportunity to all students, the successful strategies were incorporated into the proposed Academic Intervention Program. The specific timeline and activities of the Academic Intervention Program are outlined below:

Incoming Students (First Time Freshmen and Transfers)

Prior to the beginning of each quarter, the Academic Advising and Resource Center will be responsible for identifying at-risk students based on factors such as the following:

- Students needing remedial coursework
- Special Admits
- Students enrolled in high failure courses that are used as the sole graded baccalaureate course in their first quarter
- Students coming in from the outlying areas of Kern County (transportation issues)
- Number of years at a community college (transfers)
- Combination of classes taken at a community college or other institution (transfers)
- Behavioral factors identified through the College Student Inventory (CSI) administered through the First Year Experience (FYE) program.

First time freshmen who are determined to be at-risk will be strongly encouraged to attend certain workshops in the fall through the CSUB 101 classes. CSUB 101 instructors will be provided with the information regarding these students.

For transfer students identified at-risk, we recommend the requirement of CSUB 301. However, if that is not feasible, transfer students at-risk will be communicated to and offered workshops that cater specifically to transfer issues.

Continuing Students

At the end of each quarter after grades roll and academic standing is completed:

- I. AARC will be responsible for printing transcripts for each student on **academic probation**
 - The Academic Intervention Coordinator will meet with the staff advisors from each school to perform transcript analysis for each student on Academic Probation in preparation for the upcoming REACH workshops.
- II. The Academic Intervention Coordinator will meet with the staff advisors from each school to identify students on the Academic Disqualification list who should be in the **Academic Jeopardy category**
 - A request will be placed with the Administrative Computing Services (ACS) to automate this process using PeopleSoft.

- III. Academic Intervention Coordinator will identify students whose current term GPA fell below 2.0, whose cumulative or CSUB GPA is between 2.0 and 2.25, and who have not completed remediation classify them as **“at-risk”**

Action Items (Quarterly)

Note: the processes outlined below are designed to be in place almost simultaneously. However, due to narrow communication timelines, it is important for students on Academic Jeopardy to be identified and communicated to first. The end goal is to reduce students who fall into Academic Probation and thus further reduce the number of students reaching academic jeopardy or academic disqualification.

III. Students on Academic Jeopardy

- Students who have satisfactorily completed the abbreviated intervention while on Academic Probation will be placed on Academic Jeopardy the moment their CSUB or Overall GPA falls below disqualification level for the first time. Students will only be placed into the Academic Jeopardy category once.
- Administrative Computing Services (ACS) places a registration hold on the students' account preventing the student from making any changes to their preceding quarter's registration or registering for subsequent quarters. *Note: students will have already registered for courses for the quarter that immediately follows their standing (ex: at the end of winter, students who may be in academic jeopardy will already have courses for spring)*
- AARC communicates immediately to the students in this category regarding the following requirements the students must complete in order to have their hold released and to avoid immediate disqualification and deregistration:
 - Students must enroll in the Academic Intervention Workshops* and sign a contract provided during the class that further outlines the requirements outline below.
 - Students must meet with their major/faculty advisor during the first two weeks of the quarter
 - Students must meet with the Academic Intervention Coordinator at least once during the quarter

IV. Students on Academic Probation

- ACS places a registration hold on the students' account preventing the student from making any changes or registering for subsequent quarters.
- AARC communicates to the students regarding the following requirements the students must complete in order to have their hold released:
 - Attending an abbreviated academic intervention program that includes the REACH workshop and 2 additional academic fitness/skills workshops.

- Upon completing the requirements above, meet with the major advisor at least once in the quarter to perform a transcript analysis (attached) and determine the grades and or grade points needed to be back on good standing. Through various advisor trainings, and by working in collaboration with the Academic Intervention Coordinator, the advisors will be able to perform the transcript analysis which outlines ways a student can improve his or her GPA. Students will be tracked through Grades First to ensure they have completed the aforementioned requirements. Failure to do so will result in the hold remaining on the students' account preventing registration for subsequent quarters.

V. Students considered **“at-risk”**:

- AARC will communicate to these students to encourage them to complete the on-line REACH workshop developed specifically for at-risk students.

***Academic Intervention Workshops: Academic Skill and Coaching**

The class would be an extended version of the currently successful Resources for Academic Change (REACH) workshops. Students in the class will be provided with a contract at the beginning outlining the grades needed to avoid academic dismissal and to get back to good standing. Having the students enrolled in a class will allow the Academic Intervention Coordinator to set up a 10 week plan of presentations and workshops which include faculty and staff to cover a broad range of topics dealing with academic success.

****Resources for Academic Change (REACH) workshops**

Workshops designed to inform students about the academic policies and procedures at CSUB. The workshop covers the following important topics in order to help students get back on track and on to good academic standing:

- Academic Standing Policies
- Course Repeats and Withdrawals
- How to read transcripts
- GPA Analysis: a detailed analysis of each student's situation in terms of GPA. Students receive a worksheet where they are required to calculate their own GPA needed to pull themselves out of academic probation. This gives students ownership in the process.
- Satisfactory Academic Progress (SAP): students are made aware of the difference between not meeting academic standards versus academic progress. This proactively tackles situations where students may be in jeopardy of losing their financial aid.
- Academic Support Services such as advising and tutoring

Grades First

Grades First will be used to track the students' progress using progress reports sent directly to faculty members.

- The Academic Intervention Coordinator will work with the major advisors including faculty advisors where appropriate to track students in the Academic Intervention Program.
- The Academic Intervention Coordinator from the Academic Advising and Resource Center (AARC) and the students' respective major advisor will develop progress reports to be sent directly to faculty members from their respective classes. The electronic progress report will include questions on academic performance, attendance, and the need for supplemental instruction. Faculty will not be required to log-in to a separate system and will be able to submit feedback directly from the link provided in the e-mail.

Assessment and Evaluation

This program will be evaluated on a yearly basis to determine whether the students' academic performance is improving. Improvements in GPA will be a leading determinant in the success of the program. In addition, a survey will be administered at the end of each activity and or workshop to determine the qualitative aspects of the program. Lastly, the predictive validity of each at-risk factor will be evaluated.

As we move forward with the proposed AIP, it will be important to collaborate with all areas to ensure that our efforts are complementary and not a duplication of what is already in place. For example, the NSME Student Center already utilizes some of the intervention strategies being proposed.

ACADEMIC STANDING

The students' academic standing is determined by the quality of their academic performance and progress toward their degree objective.

Dean's List. A full-time, undergraduate student, carrying at least eight (8) units of letter-graded work during the quarter, who earns a GPA of 3.25 or above in that quarter will be placed on the Dean's List.

Good Academic Standing. Good Academic Standing indicates that a student is eligible to continue in attendance at CSUB and is not on academic probation/jeopardy/disqualification or disciplinary probation/suspension/expulsion from the University.

Academic Probation. In accord with Executive Order 1038, any undergraduate student with a CSUB GPA or overall GPA falling below 2.00 shall be placed on Academic Probation. Students on Academic Probation will have a registration hold placed on their account requiring them to participate in an Academic Intervention Program. In subsequent terms, students will remain on probation so long as either the CSUB GPA or overall GPA remains below 2.00 and their CSUB GPA and overall GPA are at or above the following limits:

Freshman students (44.5 or fewer quarter units) at or above 1.50.

Sophomore students (45 - 89.5 quarter units) at or above 1.70.

Junior students (90 - 134.5 quarter units) at or above 1.85.

Senior students (135 or more quarter units) at or above 1.95.

Academic Jeopardy. Students on Academic Probation whose CSUB or overall GPA falls below these limits may be eligible for Academic Jeopardy only once during their academic career so long as they meet all of the following criteria:

- a. The student has never been on Academic Jeopardy before.
- b. The student has successfully completed the prescribed Academic Intervention Program while on Probation.
- c. It is mathematically possible for the student's GPA to permit a return to Probation within the following term, based on current course registrations.
- d. The student has signed an Academic Intervention Contract.
- e. The student satisfies all of the requirements set forth in their Academic Intervention Contract, including regular meetings with an advisor.

Students on Academic Jeopardy will be subject to immediate Academic Disqualification and deregistration when they fail to meet any of these requirements.

Academic Disqualification. Students on Probation are subject to Academic Disqualification when their CSUB GPA or overall GPA drops below the following limits:

Freshman students (44.5 or fewer quarter units) below 1.50.

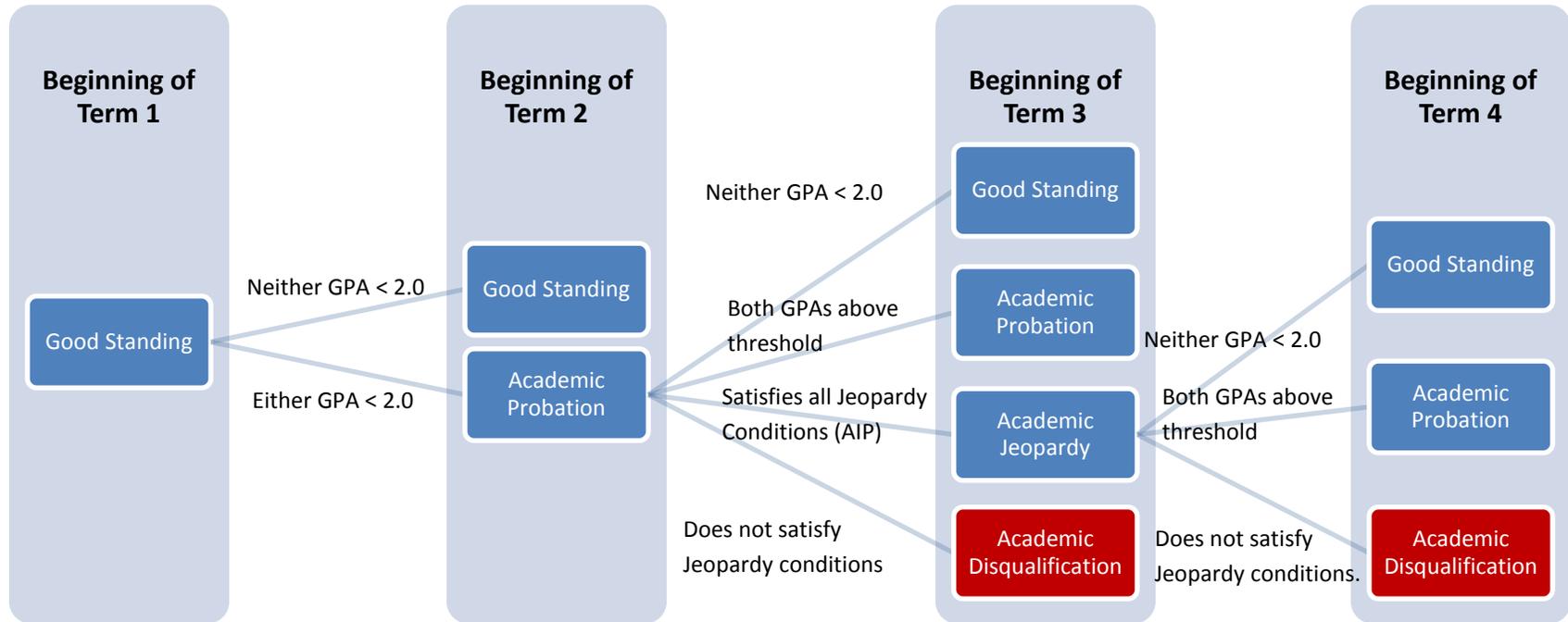
Sophomore students (45 - 89.5 quarter units) below 1.70.

Junior students (90 - 134.5 quarter units) below 1.85.

Senior students (135 or more quarter units) below 1.95.

Students on Academic Jeopardy shall be Academically Disqualified when their CSUB GPA or overall GPA drops below these limits. Students on Academic Jeopardy are subject to immediate Disqualification and deregistration when they fail to meet the requirements set forth in their Academic Intervention Contract.

Academic Standing



ACADEMIC SENATE LOG – AUGUST 30, 2018

Academic Affairs Committee: Melissa Danforth/Chair, meets 10:00am in SCI III Rm 235 Math Library
Dates: Sept 6, Sept 20, Oct 4, Oct 18, Nov 1, Nov 15, Dec 6, Jan 31, Feb 14, Feb 29, Mar 14, Mar 28, Apr 11, May 2

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
08/29/18	2018-2019 Referral 02 Change of Membership on AAC and Change in Bylaws					

ACADEMIC SENATE LOG – AUGUST 30, 2018

Faculty Affairs Committee: Maureen Rush/Chair, meets 10:00am in HOB 241
Dates: Sept 6, Sept 20, Oct 4, Oct 18, Nov 1, Nov 15, Dec 6, Jan 31, Feb 14, Feb 29, Mar 14, Mar 28, Apr 11, May 2

Date	Item	Status	Action	Approved by Senate	Sent to President	Approved by President
08/28/18	2018-2019 Referral 01 Faculty on Sabbatical Serving on RTP Review Committee					

Standing Committee of the Academic Senate 2018-2019

Note: All terms are one-year terms and members of all Standing Committees are appointed by the Senate Executive Committee and approved by the Academic Senate

ACADEMIC AFFAIRS COMMITTEE (AAC)

Arts & Humanities

Business & Public Administration

Natural Sciences, Mathematics & Engineering

Social Sciences & Education

Three At-Large Representatives

One Student (appointed by ASI)

Ex-Officio, Non-Voting Members

AVP Academic Programs (or designee)

Director of Academic Operations

Meeting Location: SCI III Math Library Rm

Seven Faculty (one from each school & three At-Large)

Mary Slaughter x 6346

Richard Gearhart x 3962

Melissa Danforth, Chair x 3180

Yeunjoo Lee x 6478

Benjamin Bae x 2140

Eduardo Montoya x 6838

Annie Huynh x 3504

Jose Garcia x 2469

Vernon Harper x 3420

TBD

[Dates and minutes on Senate webpage](#)

ACADEMIC SUPPORT & STUDENT SERVICES (AS & SS)

Arts & Humanities

Business & Public Administration

Natural Sciences, Mathematics & Engineering

Social Sciences & Education

Two At-Large Representatives

One Librarian

One Student Services Professional

One Staff Member

Ex-Officio, Non-Voting Members

Director of Academic Operations

AVP Enrollment Management or Designee

VP of Student Affairs or Designee

Dean of Libraries or Designee

VP of ASI or Designee

Meeting Location: BPA 134 A

Six Faculty (one from each school & two At-Large)

Leo Sakomoto x 2848

Dan Zhou x 2333

Sarah Forester x 2888

Elaine Correa, Chair x 3066

Kyle Susa x 3049

Eric Lord x 3366

Terezita Overduin x 3237

Karen Ziegler-Lopez x 2139

Andrea Weikel x 2224

TBD

Jacqueline Mimms x 2160

Thomas Wallace x 2161

Curt Asher x 3172

Olly Lopez x 3979

[Dates and minutes on Senate webpage](#)

BUDGET & PLANNING COMMITTEE (BPC)

Arts & Humanities
Business & Public Administration
Natural Sciences, Mathematics & Engineering
Social Sciences & Education
Two At-Large Representatives

Six Faculty (one from each school and two At-Large)

Jackie Kegley x 2249
Aaron Hegde x 2495
Charles Lam x 2403
Brian Street, Chair x **2551**
Mark Martinez x 2352
Antje Lauer x 2603

One Associate VP Student Affairs
 One Librarian
 One Staff Member
 President, ASI (or designee)

Jim Drnek x 2161
Amanda Grombly x 3259
Jennifer McCune x 2710
Ashley Schmidt x 2419

Ex-Officio, Non-Voting Members

Provost/VP of Academic Affairs
 Chair, Academic Senate
 VP BAS and CFO

Jenny Zorn x 2154
Deborah Boschini x 6336
Thom Davis x 2287

Meeting Location: Health Center Conf. Room[Dates and minutes on Senate webpage](#)**FACULTY AFFAIRS COMMITTEE (FAC)**

Arts & Humanities
Business & Public Administration
Natural Sciences, Math & Engineering
Social Sciences & Education
Two At-Large Representatives

Six Faculty (one from each school and two At-Large)

Stafford Betty x 3155
John Deal x 3685
Maureen Rush, Chair x **3171**
Bruce Hartsell x 2106
Mustafah Dhada x 2256
Kathy Szick x 6165

One Librarian

Sandra Bozarth x 3235Ex-Officio, Non-Voting Member

Associate VP of Faculty Affairs

David Schecter x 6324*Meeting Location: HOB 241*[Dates and minutes on Senate webpage](#)