

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
AGENDA

Thursday, October 25, 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
Elections and Appointments – A. Hegde
- 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) New Business
RES 181903 Instructor Initiated Drop Policy – First Reading
RES 181904 Ombudsperson – First Reading
RES 181905 Role of Ombudsperson in Dispute Resolution * – First Reading
- 9) Open Forum Items (Time Certain 11:15)
- 10) Adjournment
*Handbook change

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
Minutes
Thursday, October 11, 2018
Health Center Conference Room
10:00 a.m. – 11:30 a.m.

Members: D. Boschini (Chair), A. Hegde (Vice Chair), E. Correa, M. Danforth, M. Dhada (Alt.), B. Frakes, R. Gearhart, I. Kasselstrand, C. Lam, A. Lauer, Y. Lee (Alt.), M. Martinez, J. Millar, M. Rush, L. Sakomoto, A. Schmidt, M. Slaughter, B. Street, K. Szick, J. Tarjan, D. Zhou, K. Ziegler-Lopez, J. Zorn

Absent: D. Boschini

Visitors: L. Zelezny, D. Schecter, F. Gorham, V. Lakhani, Luis Vega, K. Mulry

1) Call to Order

A. Hegde called the meeting to order. He informed the group that D. Boschini, Academic Senate Chair, was attending the State Academic Senate Chairs meeting.

2) Approval of Minutes

E. Correa moved to approve the minutes. B. Street seconded. Approved.

3) Announcements and Information

Elections and Appointments – A. Hegde advised the Senate that the new process of appointing faculty members to committees begins with a call for interest and a response that includes the reason why one is interested in a committee and why they think they are suited for the work of that committee. The results of the EC and the President's *Call for Interest* are the following appointments:

- Academic Petitions Committee
Marisa Sanchez
- Alumni Association Board
Isabel Sumaya
- Auxiliary of the Sponsored Programs Administration Board of Directors
Anna Jacobsen
Kristina LaGue
- Mobile Application Steering Committee
Alberto Cruz
Bilin Zeng
- Property Survey Board
Mansik Hur

- Student Union Board
Janet Millar
- University Strategic Planning and Budget Advisory Council
Jackie Kegley
John Tarjan
Jing Wang
- Web Governance Committee
Zachary Zenko

Second Call for Interest currently underway:

- Academic Petitions Committee
A & H

New Call for Interest:

- Canvas Pilot Planning Committee (Ad-Hoc)
(1) A & H
(1) BPA
(1) NSME
(1) SS&E
- Transportation Committee
Faculty Member for a two-year term 2018-2020
- University Program Review Council (UPRC)
(1) Tenured Faculty Representative to a two-year term 2018-2020

New Call for Nominations (for Election)

- *Research Council of the University (RCU)*
(1) SS&E tenured or tenure-track faculty member to complete term 2017-2019
- *University Council*
(1) At-Large representative to complete term 2017-2019
- *University Review Council (URC)*
(1) BPA tenured full-time faculty member to complete term 2018-2020

Find committee charge, roster, and terms on Senate webpage, [Elections and Appointments](#)

4) Approval of Agenda

M. Danforth moved to approve agenda. M. Rush seconded. Approved.

- 5) ASCSU Report – J. Tarjan reported that the committee received an Interim Report from the General Education (GE) Task Force. It left out the Graduation Initiative. One would expect that the two committees would coordinate on curriculum. Everything the GE Task Force called for in the report is what we are doing on our campus. We should ask them to visit. The goal is to make GE more relevant, coherent, and intentional with a promise of increasing both assistance and graduation. The biggest ASCSU issue is shared governance at the system level. There have been calls for legal representation to comply with

[International Reading Association](#) (IRA) in the ASCSU list.serve. The opinion of the ASCSU is that things are not as they should be. J. Tarjan read his submittal to the discussion. He is grateful that we have a President that never seems to pass up an opportunity to mention or support shared governance. Provost Zorn has situated our campus well, in terms of shared governance. J. Millar reported that she will attend her first Academic Affairs Committee and will report back next meeting. She agreed that shared governance is complex.

- 6) Provost Report – Jose Hernandez recently presented his inspirational story starting from working in the fields to becoming a NASA astronaut. She thanked C. Catota and J. Villatoro for coordinating and connecting the event with our students and thanked President Zelezny for her quick approval. J. Zorn requested that faculty invite those alumni who are successful to come to class and speak to students. Last night, the university hosted the debate between three Board of Supervisors candidates. Vice-Provost, D. Schecter did an excellent job moderating. J. Zorn thanked him and the department of Political Science for organizing a meaningful event for the community. M. Martinez said that radio host Ralph Bailey received more calls than ever before from local, state, and national news sources about the issues debated. The reason is the redrawn district lines. There are a lot of counties across the country looking at it and wondering how it's going to turn out. He thanked D. Schecter for doing a really good job moderating the event. Channel 23 has the video on their website. J. Millar reminded the body that the Alumni Association has the [Runner Alumni Mentor Program](#) (RAMP) to connect students with alumni. Even if faculty cannot connect directly to a potential speaker, put in a request to S. Hendricks to help find one.

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) President Zelezny attended another EC meeting. He thanked President Zelezny for helping to make shared governance easier. The EC expressed concern that the Strategic Plan Open Forum didn't allow for much faculty participation due to the short notice and the time block. At the EC level, people felt they were being heard. The results of the Faculty Survey are being reviewed by the standing committee chairs to identify which to refer to sub-committee or identify which

group or task force is currently addressing the issue. The EC is looking at adding more faculty to GE Task Force. The Results of the Faculty Survey show that communication is an issue. The EC will make it a point to communicate to the faculty about the concerns raised. The DCLC is aware of the issues and the EC is looking for their input. Referrals:

- Canvas Pilot – AS&SS to look at getting more faculty involved in planning and decision process.
 - Distributed Learning Committee – AS&SS to look at either formalizing it in the Handbook, or disbanding, or find another way for DLC to do its work.
 - Service Animals and Emotional Support Animals – AS&SS to look at a draft proposal to address the issues of the potential disruption in the classroom, where are the lines of faculty responsibility in the classroom, and what does our policy say, and if it's sufficient.
 - Interdisciplinary Studies Department – AAC and BPC to look at integration, governance, and resources.
 - Instructor Initiated Drop Policy – AAC to clarify catalog policy and when a student is academically dropped.
 - University Hour – BPC to look at current class utilization and scheduling.
 - Faculty Ombudsperson – FAC to address how to fill the gap of no faculty services.
- b) Academic Affairs Committee (M. Danforth)
- i) GI Hold Proposal - The GI Task force took AAC's comments about the need to edit tables to make it more clear what student action needs to be. The revised tables have been tested to verify clarity. No resolution needed.
 - ii) Interdisciplinary Studies Department - The committee will meet with BPC to review a list of questions pertaining to the new referral.
 - iii) Instructor Initiated Drop Policy – Preliminary discussion began as members looked through comments and suggestions from last year.
- c) Academic Support & Student Services Committee (E. Correa)
- i) Canvas Pilot – TLC's presentation to Senate last year identified potential advantages to moving to Canvas. The concerns are how the Canvas Planning Committee was

- formed, that user representation is missing, and the lack of diversity amongst disciplines. AS&SS recommends that the Canvas Pilot Planning Committee provide some data on Blackboard problems and upgrades.
- ii) Distributed Learning Committee (DLC) - The committee understands the need for the DLC, but strongly agrees that the committee should not have the authority to change campus policy without input/approval. They are considering a resolution to include the DLC in the Handbook, specifying the process of selecting its members.
 - iii) Service Animals and Emotional Support Animals – The discussion just began.
- d) Budget & Planning Committee (B. Street)
- i) The University Hour referral– The concept is to have one hour set aside for no classes to be scheduled to give students and faculty an opportunity to have meetings without conflict. The first concern is the feasibility of taking classrooms out of use, and if we lose that hour what would that mean to academics and extending utilization further into the evening. B. Street spoke with M. Danforth of the Class Utilization Task Force and L. Zuzarte, Interim Director of Academic Programs, to get a class utilization report. The BPC will examine it in conjunction with the teaching schedule. A. Schmidt, ASI President, will be providing input from the students. K. Krishnan IRPA reported data into fall. We have an increase in WTUs but decrease in WTUs per tenure-track faculty, FTE. That led to discussion of the \$1M priority spending. We already had resolutions that states our priority to continue the faculty hiring initiative, hiring of tenure track counselor, and office space for faculty. The data that was presented shows that the priorities stated last year still needs our attention.
 - ii) Interdisciplinary Studies – the committee is just beginning to look at the referral.
 - iii) Other discussion:
 - o Questica – software is not in ready state to have training
 - o Budget Book –meeting scheduled with T. Davis to develop a Budget Book
 - o Taking budget discussion to Strategic Plan Open Forum and Budget Forum

K. Ziegler asked whether instituting the University Hour would cause any course sections to be eliminated. Facilities uses it differently than class offerings. She wants assurance that students will not lose any class sections. J. Millar recommended that BPC speak with D. Jackson. Wherever something is moved, there will be an impact on either those undergrad students that come in earlier or those graduate students who come in later. Also consider the lack of support activities that would be impacted by classes being moved later into the evening. A. Schmidt looked at CSU and she will look at schools outside the system. Goal is to give faculty, students and staff the opportunity. For example, if we have an event like the debate, and Poli Sci offers students extra credit to attend, the student would be free to take advantage of the opportunity. M. Danforth is concerned about the interplay of the stockroom and the laboratory classes. Shifting labs past 5 p.m. is already problematic.

e) Faculty Affairs Committee (M. Rush)

- i) RES 181902 - The committee made edits which are before the Senate today.
- ii) Ombudsperson - issue has gone before the committees for two years. FAC is reviewing the notes on those discussions and expects to present a resolution soon.

f) Staff Report (K. Ziegler-Lopez) No report.

g) ASI Report (A. Schmidt)

- i) A. Hegde agreed to attend the next ASI meeting to educate the board what tenure means so ASI can educate students on how that benefits them.
- ii) ASI joined the Strategic Planning Open Forum. Students will be attending all forums.
- iii) A. Schmidt will attend the GI 2025 symposium with a focus on advising.
- iv) Maggie White, former CSA President and Student Trustee, is meeting with Lobby Core and the ASI Board on what is advocacy.
- v) Registration continues for the upcoming election.
- vi) Other universities use a University Hour and have found it beneficial.

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

a) Old Business

RES 181902 Faculty on Sabbatical Serving on RTP Review Committee - Second Reading *

M. Rush reported that the FAC took the Senators' comments into the revised version. Specifically, how the sabbatical time would be protected together with the regular department business. The language was changed to stress that it's voluntary to serve, and the faculty on sabbatical can't be approached to work. J. Tarjan supports the resolution. There are many departments with very few senior faculty. It gives them the option. M. Martinez asked whether there a timetable to complete sabbatical. M. Rush responded that FAC didn't discuss a timetable because it is outside the scope of the referral. A. Hegde asked the Vice-Provost if there was a policy. D. Schecter said deferred sabbaticals are not spelled out in the Handbook. When the Provost's office receives that rare request, they ask the requestor to send it in writing to FHAC. A. Hegde sees it as more of an operational issue than a policy issue. He recommended that M. Martinez send a request for a referral to Chair D. Boschini for the EC to consider. B. Street supports the resolution. There isn't any level of language to cover all instances and the resolution covers both ends sufficiently. A. Hegde called for a vote on RES 181902. Majority in favor. No opposition. E. Correa, J. Millar and M. Martinez abstained.

9) Open Forum Items (Time Certain 11:15)

K. Ziegler heard that CSUB has either signed or is considering a contract with Tastries Bakery. This local bakery practices discrimination against the LGBT community. J. Millar will check with Student Affairs. J. Zorn announced that F. Gorham is working with R. Schultz to get a technical fix to the poor connection that Senator Kasselstrand experiences at the Antelope Valley campus. M. Martinez bragged that the movie shown here last year, American Migrant Stories, was just awarded the Hollywood International Independent Documentary. A. Hegde announced that the Economics Department will hold an Economic Forum on Monday, October 29, in the Student Union MPR, 5:30-7:30. It's a pre-election discussion of policies on trade, immigration, and other topics from an economic perspective. J. Millar Transportation Committee is a good place for junior faculty to collect service.

10) Adjournment

The meeting adjourned at 11:25.

Academic Affairs Committee: Melissa Danforth/Chair, meets 10:00am in SCI III Rm 328 Research Room

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 | Complete | AAC Memo to Senate – AAC discussed and decided that since AVP of AP represents AA, the Director of AP need not be an ex-officio on AAC. No update to By-Laws needed. | | | |
| 09/06/18 | 2018-2019 Referral 03 GITF Hold Proposal | Complete | AAC's feedback was incorporated into the proposal document. | | | |
| 10/2/18 | 2018-2019 Referral 07 Interdisciplinary Studies Department Formation Proposal | | AAC, BPC | | | |
| 10/2/18 | 2018-2019 Referral 08 Instructor Initiated Drop Policy | | RES 181903 Instructor Initiated Drop Policy 10/25/18 First Reading | | | |
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Academic Support and Student Services: Elaine Correa/Chair, meets 10:00am in BPA 134

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 |
|---------|--|--------|--------|--------------------|-------------------|-----------------------|
| 10/2/18 | 2018-2019 Referral 05 Canvas Pilot | | | | | |
| 10/2/18 | 2018-2019 Referral 06 Distributed Learning Committee | | | | | |
| 10/9/18 | 2018-2019 Referral 10 Service Animal and Emotional Support Animal Policy | | | | | |
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Budget and Planning Committee: Brian Street/Chair, meets 10:00am in Student Health Center, Conference Room (HCCR)

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 |
|---------|---|--------|----------|--------------------|-------------------|-----------------------|
| 10/2/18 | 2018-2019 Referral 07 Interdisciplinary Studies Department Formation Proposal | | AAC, BPC | | | |
| 10/2/18 | 2018-2019 Referral 09 University Hour | | | | | |
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Faculty Affairs Committee: Maureen Rush/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 |
|----------|---|--------|--|--------------------|-------------------|-----------------------|
| 08/28/18 | 2018-2019 Referral 01 Faculty on Sabbatical Serving on RTP Review Committee | | RES 181902 Faculty on Sabbatical Serving on RTP Review Committee Second Reading 10/11/18 | 10/11/18 | 10/19/18 | |
| 10/2/18 | 2018-2019 Referral 04 Ombudsperson | | RES 181904 Ombudsperson First Reading 10/25/18 RES 181905 Role of Ombudsperson in Dispute Resolution First Reading 10/25/18 | | | |
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CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Instructor Initiated Drop Policy

RES 181903

AAC

RESOLVED: That the following amendment be made to the existing policy on page 60 of the CSUB Catalog, under “Academic Information:”

Instructor Initiated Drop Policy for Classes with Face-to-Face Meetings

Students who do not attend the first day of class may be administratively dropped from the class and must be notified by the instructor of record that a drop is pending. Students who do not complete work assigned for the first week of class may be dropped from the course. Students should communicate any extenuating circumstances immediately to the instructor of record. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar. Students from the waiting list who attend the first day of class may be added. Students who are on the waiting list, but do not attend the first day of class, may be dropped from the waiting list. Students who are on the waiting list who complete work assigned the first week of class may be added, by waitlist order.

Instructor Initiated Drop Policy for Online Classes

All students enrolled in ~~on-line~~online courses ~~with waiting lists~~ must log in to the course and complete any assignments or other activities that are required by the instructor during the first week. Students who fail to log in and/or who fail to complete first-week assignments within the deadline may be administratively dropped and must be notified by the instructor of record that a drop is pending. Students should communicate any extenuating circumstances immediately to the instructor of record. An instructor-initiated drop should be processed at least one business day before the Last Day to Add in the Academic Calendar.

Summary Guidelines for Both Face-to-Face & Online Classes

Students in both face-to-face and online courses may be dropped from the class and/or the wait-list if either of the following is true:

- They do not attend the first day of class
- They do not complete work for the first week of class

Students who are administratively dropped under this policy will be sent an email by the instructor informing them of the drop. Students should not presume they will be dropped ~~by their instructor for non-attendance~~under this policy. Students who have registered for a class, but

never attended, should verify whether or not they are officially enrolled. It is ultimately the student's responsibility to withdraw officially from the class.

It is the responsibility of all wait-listed students (face-to-face and online) to communicate with the instructor concerning readings and assignments that must be completed in the first week of class.

RATIONALE: The purpose of this policy is to ensure a clear understanding of the roles and expectations of both students and instructors. This policy seeks both to allow appropriate discretion to instructors and to protect students by defining the role and responsibilities of instructors for dropping students and ensuring that students are notified that they are being dropped.

The resolution is designed to allow students a reasonable window in which to attend and participate in class, and also to allow instructors to drop students who do not attend and/or complete the work so that other students who hope to add a class may do so.

Distribution List:

California State University, Bakersfield
Academic Senate

Establishing the Position of University Ombudsperson

RES 181904

FAC

RESOLVED: That the Academic Senate recommend to the President that the position of Ombudsperson for Faculty be established at California State University, Bakersfield

RATIONALE: The Ombudsperson position would provide faculty members with an informal process to resolve issues prior to moving toward a more formal process. There is already an Ombudsperson available for students, but faculty issues are different in nature and need a different avenue for resolution. One example for such a need is contained in the new policy on “Disposition of Allegations on Research Misconduct.” This policy encourages persons concerned about research conduct issues to seek confidential, informal advice about options in this regard.

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

FAC

Role of Ombudsperson in Dispute Resolution

RES 181905

RESOLVED: that the Academic Senate proposes an addition to the University Handbook under Section 303 Responsibilities of Teaching Faculty, Librarians & Counselors to include a subsection for informal procedures aided by an Ombudsperson by which faculty can resolve disputes.

303.8 Alleged Breaches of Professional Responsibility The fundamental purpose of the statement of professional responsibility in Appendix F is to establish a guide for responsible performance that is consistent with the highest ideals of the academic profession. It thus establishes an ideal to which faculty members can and should aspire, rather than a minimum standard to which faculty members must adhere. Hence, the statement is not intended to serve primarily as a reference for disciplinary action. Nevertheless, when cases of gross disregard for principles of professional responsibility occur, the faculty has both a right and a duty to call the breach to the attention of the individual concerned and to expect that the irresponsible behavior will be discontinued.

Most departures from responsible professional behavior are likely to be minor breaches that can be corrected simply by calling the matter to the attention of the person involved. Ordinarily, such matters are handled within the faculty member's academic unit. The faculty member may also consult the campus Ombudsperson for informal conflict resolution, or may proceed to formal procedures.

If a breach of professional responsibility is alleged that cannot be or is not adequately handled informally within the basic academic unit or with the Ombudsperson, the matter may be referred to the Committee on Professional Responsibility. Any member of the academic community may refer allegations of unprofessional conduct to this Committee. Such allegations shall be submitted in writing and signed by the person making the complaint.

The procedures described in this section provide a formal process whereby faculty members can resolve disputes regarding professional responsibility without resorting to a disciplinary process. It is expected that in most instances, the weight of an adverse conclusion by the Committee on Professional Responsibility will bring about a correction of irresponsible behavior.

303.8.1 Committee on Professional Responsibility

Members of the Committee on Professional Responsibility are elected with special attention to the high ethical and professional regard in which their colleagues hold them. The Committee consists of five (5) tenured faculty members, one elected by the faculty of each school and an at-large member elected by the General Faculty. Committee members serve overlapping two-year terms. A committee member who has a conflict of interest in a particular case shall recuse himself or herself. In that instance, the Senate Executive Committee shall appoint a substitute. The appointed member shall represent the constituency of the replaced member.

303.8.4 Ombudsperson

A faculty member is selected with special attention to his/her high regard for fairness and confidentiality, and with a high capability to aid and assist in resolution of concerns and critical situations. The Senate will issue a call for applicants for this position, and the Committee on Professional Responsibility will review the applications and make a recommendation to the President for appointment. The Ombudsperson serves as a source of information and referral, and may act as a neutral 3rd party who takes the point of view of all parties into account. A faculty member will serve a renewable three-year term. This position may serve as a supplement, but not as a replacement, to the University's existing resources for formal conflict resolution. The Ombudsperson reports directly to the President, and reports to the Academic Senate only for the purpose of identifying patterns or problem areas in existing practices or policies in the faculty community.