

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE  
AGENDA**

**Thursday, November 8, 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

University Advancement V. Martin (handout) **(Time Certain 10:05)**  
ACIP – C. Murphy (handout) **(Time Certain 10:20)**  
Elections and Appointments [Academic Petitions Committee A&H, Canvas Pilot Planning Committee, the University Program Review Committee, and the Transportation Committee]  
Call for Search Committees: Associate Dean of Undergraduate and Graduate Studies, and Director of Academic Programs.
- 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
    - i) RES 181903 – Instructor Initiated Drop Policy Second Reading

ii) RES 181904– Ombudsperson Second Reading

iii) RES 181905– Role of Ombudsperson in Dispute Resolution \* Second Reading

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

10) Adjournment

\* Changes to the Handbook

DRAFT

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**  
**ACADEMIC SENATE**  
**Minutes**  
**Thursday, October 25, 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, B. Frakes, R. Gearhart, I. Kasselstrand, C. Lam, A. Lauer, Y. Lee, 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: V. Harper, D. Jackson, F. Gorham, V. Harper, K. Krishnan, M. Harville**

1) Call to Order

A. Hegde called the meeting to order

2) Approval of Minutes

M. Rush moved to approve the minutes from October 11, 2018. No opposition. Approved.

3) Announcements and Information

A. Hegde informed the group that D. Boschini was away on official business.

Elections and Appointments – The results of recent elections:

- *Research Council of the University* - Joshua Miller, to complete term 2017-2019
- *University Council At-Large* - Dahna Rasmussen, to complete term 2017-2019
- *University Review Council* - David Olson, to complete term 2018-2020

There is a second call to A&H for nominations to the Academic Petitions Committee. The EC will be making appointments on October 30<sup>th</sup> to the Canvas Pilot Planning Committee, the University Program Review Committee, and the Transportation Committee based on responses to the recent Call for Interest.

4) Approval of Agenda

A. Lauer moved to approve the Agenda. B. Street seconded. Approved.

5) ASCSU Report

J. Tarjan – Nothing to report. Plenary meets in two weeks.

6) Provost Report

J. Zorn (handout) She learned that tutoring hours were cut for Economics, and Math. The cut will be reinstated, there will be an investigation, and the Provost will provide full report later. The Graduation Check deadline was again posted after the deadline. She is looking into it and EM will repeat what was done last year to ameliorate that issue. The update on Searches in Academic Affairs are that the Associate Dean of Business and Public Administration should be posted soon; General Education Director-will begin in spring term; Associate Dean of Undergraduate and Graduate Studies-will begin in spring term; and the Director of Academic Operations-will begin in spring term. Administrators' Review – V. Harper and C. Asher committees are working on the report. The Provost met with I. Ebong. He is working on the GRaSP calendar of different timelines for different awards. Graduation and Hooding – The Grad Council recommends that the ceremony should stay in the Icardo Center. More input forthcoming whether to use the soccer stadium or issue tickets for the Icardo venue. The final decision will be made by Nov 5.

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) Many of the items that were discussed were just updated by the Provost's Report. The composition of the Administrator Review committee was discussed, whether the staff representative directly reporting to that administrator should be on that committee. Workload is a continued discussion. The Executive Committee (EC) is analyzing the Faculty Survey results that needs Senate action. The EC asked for more clear, and current data to do an analysis of equity. The committee is looking at the timing of release time. Remember that counselors are faculty members. We have 2200 students to one counselor. The professional guideline is 1500 to one. The EC appointed Aubrey Kemp as the Senate representative to TEAC. The Vice President of University Advancement (UA) V. Martin, is scheduled to present a report to the Senate on November 8. Questions for him include the ROI on UA hires, the conversion of soft money to stateside, the capital campaign, an organizational chart with names, etc. UA needs to update their website. The Chancellor's Office put out a request for the EC to nominate a Faculty Trustee to serve 2019-2021. There is a Masters

of Science in Administration housed in the Extended Education and Global Outreach (EEGO). There is a concern about what school the program sits in.

b) Academic Affairs Committee (M. Danforth)

- i) Interdisciplinary Studies Department – a joint meeting with BPC is planned.
- ii) Instructor Initiated Drop Policy – the committee prepared RES 188903 in response to recommendations made on last year’s proposal. It is under New Business.

c) Academic Support & Student Services Committee (E. Correa)

- i) Campus Pilot draft resolution – F. Gorham and Dr. Hu will attend upcoming meeting.
- ii) Distributed Learning Committee – more info needed to clarify role of AS&SS.
- iii) Emotional Support Animals – Committee members raised concerns about housing and how this might impact other students (i.e. allergies, safety), the impact of this policy and whether it will extend to classes, the cleanliness of the animals, interruptions in class, and safety and risk management. C. Catoda and possibly T. Ridley will be invited to the next committee meeting.

d) Budget & Planning Committee (B. Street)

- i) University Hour – L. Zuzarte Interim Director of Academic Operations gave BPC a look at schedule and utilization. She will be looking at what other universities are doing to gain insight. Other campuses have conducted surveys to get feedback.
- ii) Interdisciplinary Program – A joint meeting is planned for Nov 15 with AAC to develop questions for D. Knepp. Last year’s proposal had limited budgetary information.
- iii) \$1M priority – There are different constituents in the committee with ideas where that money is best suited. K. Krishnan provided data on fall 2018 which enables better understanding where we are with tenure hires, etc.
- iv) B. Street met with T. Davis on the Budget Book. It is to be ready for release Nov 1. Questica still has issues. Training to follow upon fix.

e) Faculty Affairs Committee (M. Rush)

The Ombudsperson discussion produced two resolutions that will be presented today. It’s been in the works for two years. The committee reviewed prior work. J. Lara was

the last Ombudsperson (student ombudsman). She and J. Millar (Counselor) were invited to inform the discussion.

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

g) ASI Report (A. Schmidt)

She just returned from the GI Symposium. ASI is hosting an Open Safety Forum with the University Police Department on campus safety and introduce students to what's in the works. ASI hosted a Financial Literacy Program, Oct 21-24. ASI is working on their elections timeline. Lastly, a student came by the ASI office with a counseling issue. However, the Health Center was closed. It was reported to Student Affairs. M. Hartville (Counselor) asked for more information. A. Schmidt will correspond with him by email.

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

a) New Business

RES 181903 Instructor Initiated Drop Policy – First Reading M. Danforth introduced the resolution. The reason for this referral was that there are some inconsistencies in the policy as it exists between face-to-face and online classes. There were questions about when a student could be administratively dropped. The committee weighed the rights of a student who is in the class versus the rights of students who are on the wait list who are present and trying to get into the class. The resolution introduces a basic policy: If a student does not attend the first day or did not log into the online course, or they did not do the first week of work and there are people on the wait list who are doing those actions – the instructor has the freedom to administratively drop them from the course and bring in students off the wait list who are doing the work and attending. Ultimately, it's the student's responsibility to withdraw from a class they don't intend to take. The committee specified the deadline at least one business day before the end of the Schedule Adjustment period. That also means that the students on the waitlist could still be added into the classes by the Administrative Support Coordinators (ASC). A. Hegde reminded the group that this is the First Reading, and Senator Danforth will receive any comments, changes and recommendations. K. Ziegler shared that A&H ASCs are not allowed to process drop slip for GE classes. Faculty doesn't have access to drop

the student from the course. Enrollment Management (EM) seems to think that it should be the Advisors' job. There should be some kind of procedure that outlines the responsibility and roles of the student, faculty, advisors, and EM. A. Schmidt shared comments from students who informed professors of overseas travel and were still dropped. Students were put on the waitlist. K. Ziegler replied that a staff administrator won't drop a student without some direction or reason. She cannot answer who faculty is communicating with. M. Danforth stated that the resolution is restricted to courses with waitlists, currently. M. Rush would like to see it expanded. The motivation is to address 1) removing a student who otherwise paid for the course and is attending the course and then is dropped for not doing the first week of work 2) If students want to drop a class, for a series of compelling reasons past a date, they have to document that, and then there is a judgement call about that. She'd like to see it built into the faculty onus as well. It could be a serious and compelling reason to keep the student, but it seems that there's no accountability. J. Tarjan – A student informing an instructor that they will not be in class does not guarantee a spot in class and prevent them from being dropped. It's not to punish students. It's to allow students who are interested in attending the class and able to attend class. They are given the priority to add the class in a timely manner. K. Ziegler – Regarding face-to-face classes, some are already filled to physical capacity. Thus, a student on the waitlist is not able to attend first class because there wasn't any room. M. Danforth –If one frees up a space by administratively dropping someone then a space opens. She directed the group's attention to the very last sentence, ...it's the responsibility of all waitlisted students to communicate with instructor regarding assignments. As soon as the instructor notifies whatever staff member is going to process the drop, they also notify the student that the drop has been submitted due to non-attendance of the class, didn't submit a drop slip, or the email. M. Rush – Is there any buffer room for student to make a series of compelling reasons; what's the space between notification of the student and the drop. M. Danforth – it depends on the process on the staff side. M. Rush - A student could be lucky that the staff didn't take three days and has an opportunity to make a series of

compelling reasons after they've been notified of an impending drop. She'd like to see that taken into account. M. Danforth said there was a concern that if the notification period is too long, there may be a situation where the class meets on Friday, and Monday is then two business days before the last day to add and one wouldn't be able to administratively drop anyone in the class because the class only meets on Friday and the timeline was too narrowly confined. The committee wanted to keep some flexibility. M. Rush – for clarification, after just one week of class the faculty member could do this, where the drop date and the add date is later. M. Danforth - the add date is the Tuesday or Wednesday of the second week of class. The Schedule Adjustment period is different than what students are allowed; they can drop themselves out of the class after they are allowed to add classes – which is a whole different issue.

#### RES 181904 Ombudsperson – First Reading

M. Rush introduced the resolution for an Ombudsperson for faculty. J. Tarjan asked if it's necessary to distinguish between "faculty" and "student" Ombudsperson by name.

#### RES 181905 Role of Ombudsperson in Dispute Resolution \* – First Reading

M. Rush pointed to Handbook section 303.8, where faculty would go if they needed an Ombudsperson. The major section inclusion is in 303.8.4. It provides a perspective of the role of the Ombudsperson, their term of service, and the autonomy such that they are answerable only to the President. They would bring issues to the Senate only in cases where they become privy to some pattern. The details of the job description would be left to the Committee on Professional Responsibility (CPR) or any ad hoc committee that may be formed. There was discussion of whether 20 hours per week could support the position's tasks. J. Tarjan recalled that the number of referrals is small and 20 hours per year seem more reasonable. K. Szick shared that J. Lara said that the CPR workload is heavy at times. The Ombudsperson should be the first place people go instead of taking things to committee. A. Hegde introduced the idea of assigned time for this position. J. Zorn suggested a small assign time and then re-evaluate it at the end of the year – based on the workload. M. Danforth recommended to name it "Faculty Ombudsperson" to be distinct from the student Ombudsperson.

She questioned whether CPR or the EC should make the call and review of the applications. A. Hegde and M. Rush said it needs to be a job for CPR. M. Martinez suggested to see how long it takes before addressing assigned time. It may be a volunteer service position. A. Hedge reminded the body that assigned time is not part of the resolution. M. Rush – Based on the paperwork that FAC looked at for the Ombudsperson role, there ought to be initial assigned time to educate the person. J. Tarjan suggested that the EC rather than the CPR review the applications and then make a recommendation to the President for the appointment. C. Lam asked why a three year term instead of two year term. K. Szick responded that it's to acquire experience with others and add the value of expertise over the three-year term.

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

M. Slaughter – A student came to her for help on advising and then burst into tears as it was the first time she experienced support. The student had gone to Admissions and Records and was humiliated by the questions asked and an overwhelming impression that she was wasting the advisor's time. There may be a need to have conversations about campus civility. Given the Graduation Initiative, are we making sure that students feel welcome? J. Zorn recommended that when faculty knows about issues around a specific advisor, please talk to their supervisor. If there is a pattern, the Associate Dean or Department Chair can intercede. She appreciates the interest in people performing a high level of customer service and civility. A. Hegde said that ASI asked him to attend a board meeting to address tenure. He sees a need for better communication from faculty to the students, and amongst ourselves about the legitimate concerns that the students bring up. All he could tell them was to follow the process. In some cases where that falls on deaf ears and there's no change, the student perception is that once faculty is tenured, they don't have incentive to act. A. Schmidt reported that ASI was very pleased with A. Hegde's communication and found it beneficial. He clarified certain roles. A. Hegde said he made the point to the students that any organization will have certain individuals that don't live up to the ideals and standards. The majority choose to be here and in many cases make sacrifices when other opportunities could be had (double or triple the money). He suggested that other

chairs attend an ASI meeting. J. Tarjan suggested that the EC consider ways to remember to focus on students. Years ago – in an attempt to be more student friendly - offices were open before 8:00, during lunch, and after 5:00 pm. D. Jackson reminded the group of the WASC Open Forums November 5 and November 6 at the main campus. On November 8, the forum will be held at the AV campus. It's to provide feedback to the Institutional Report. E. Correa said that SS&E have exceptional advisors. They spend numerous hours doing work for the students that allows faculty to leave early. A fine example is Y. Lee. M. Martinez said there needs to be a way to reassure students that they can go to the advisors office without fear of sticking out as a DACA due to questions about financial aid, etc. J. Zorn said CSUB is in the process of setting up a Dreamer Center. A. Hegde reminded the body of the first annual CSUB Teaching Conference to be held on October 29. There are many sessions containing different discussions represented by all schools. The Deans, Provost and TLC have been very generous in their support. It's a chance to talk about what we really enjoy about teaching. E. Correa requested that future Teaching Forums not be held during advising. The date was based on keynote speaker availability.

#### 10) Adjournment

The meeting was adjourned.

\*Handbook change

**To:** Senate Chair Boschini,  
**Subject:** Report of The Academic Council for International Programs (ACIP) meeting at the Chancellor's Office, October 24 to 26, 2018.  
**From:** Cliona Murphy ACIP Faculty Representative  
**Date:** November 5, 2018

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Cliona Murphy, ACIP CSUB Faculty Representative, and Ruby Castillo, CSUB ACIP Student Representative, attended. Only four students are chosen in the CSU to be student representatives. Murphy serves on the Program Review Committee and Castillo serves on the Academic and Fiscal Affairs Committee. Castillo studied Sociology in Bristol, England last year.

### **Student Opportunities**

1. The CSU has a one year study abroad program in several countries and in several majors. Our students may use their financial aid to go abroad. Programs require a 2.75 or a 3.0 GPA. Contact Cliona Murphy ACIP Faculty Representative or Jonnathan De La Fuente ACIP Coordinator (Global Outreach) for further information. First deadline: February 1.

Information on the countries and programs can be found here

[https://csuip.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=0&Link\\_ID=00EEEF9B-5056-BA1F-72B6E1A3D7AEB95A](https://csuip.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=00EEEF9B-5056-BA1F-72B6E1A3D7AEB95A)

Department chairs are encouraged to help students plan their study abroad with California State University International Programs so their courses will transfer back to the home campus.

### **Faculty Opportunities**

2. There will be a CSU faculty seminar in Paris in 2019 (one week, from mid-June). There are approximately 20 places for CSU faculty. Most of the costs are paid by the Chancellor's Office (housing, meals and so on). The home campus is expected to pay transportation costs after the first \$1,000. FERPer and non-tenure track faculty are not eligible to apply. Upcoming deadline: December 1. This year the CSU Faculty seminar was held in Ghana. Dr. Marie Stango from the History Department was CSUB's representative.
3. Applications for Resident Director positions for 2020-2021 (Italy, Spain, France) are now open. The Resident Director receives a twelve-month salary, plus 10%. The applicant must be a native speaker or have near-native fluency in the relevant language. The applicant must have a full-time tenure-track or tenured position. Upcoming deadline: December 1. (Potential applicants are reminded that this opportunity is not to be viewed as a sabbatical, a research trip, or a vacation.)

Further information on 2. and 3. above can be found here

[http://csuip.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent\\_ID=B5FB7FE2-5056-BA1F-7464CFB766A28A1D&Link\\_ID=6E667D70-5056-BA1F-72AAB439E6BB0B17](http://csuip.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=B5FB7FE2-5056-BA1F-7464CFB766A28A1D&Link_ID=6E667D70-5056-BA1F-72AAB439E6BB0B17)

4. ACIP is exploring the possibility of a program in Egypt and adding a further site in the UK.
5. The Program Review Committee of ACIP is reviewing programs in Sweden, Germany, and Canada.
6. CSUB will host the spring meeting of ACIP.

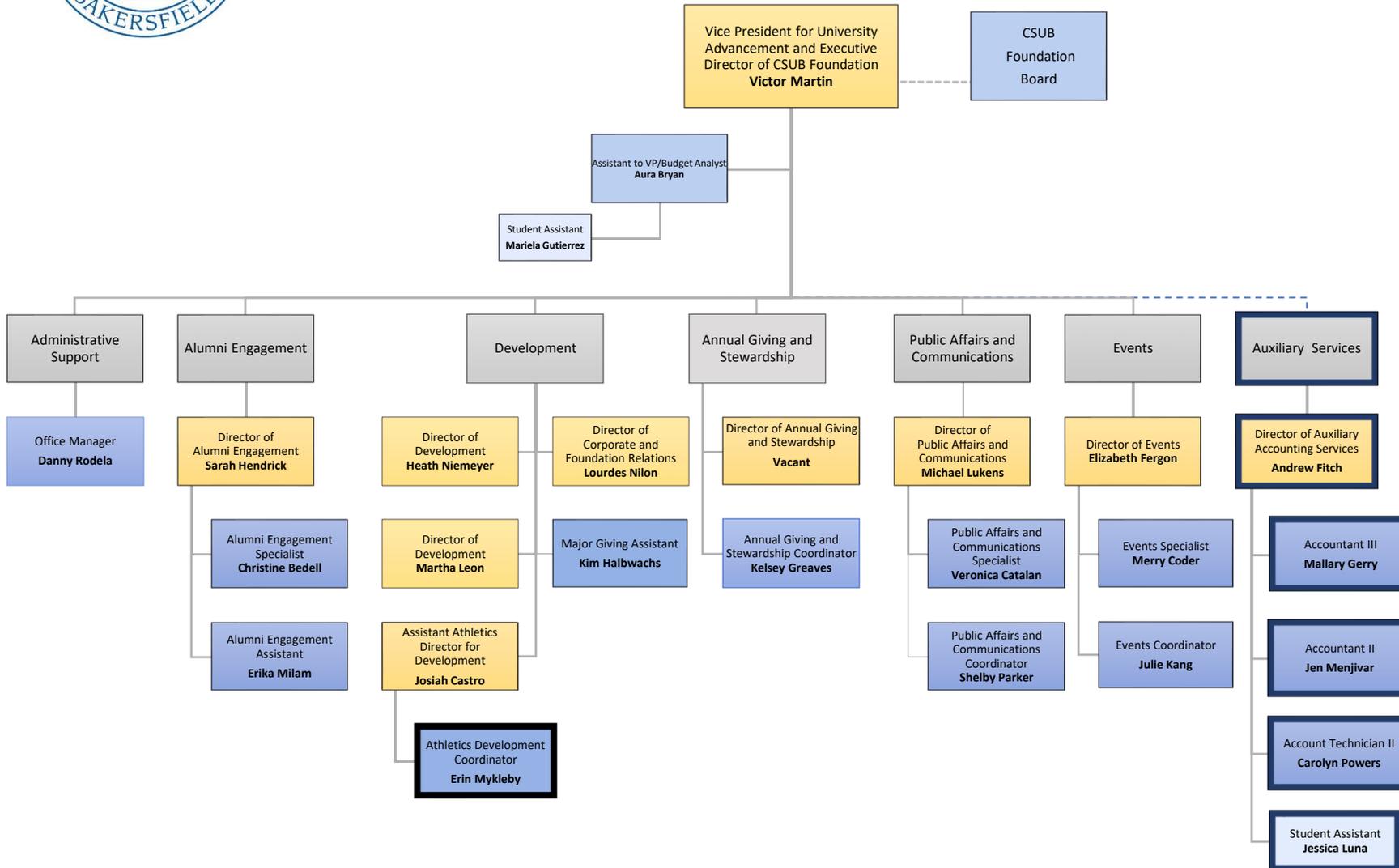
CSU Bakersfield  
**Base Budget Operating Fund Allocation**  
 2017-18

	Base Budget Original	Base Budget Benefits	Base Budget Revised	Base Budget Percent
Full-time Equivalent Students (FTES)	7,777		7,777	
<b>Source of Funds</b>				
General Fund Appropriations	69,947,309		69,947,309	53.74%
State University Tuition Fees	36,252,891		36,252,891	27.85%
State University Transfer From Reserves	5,367,200		5,367,200	4.12%
<b>Net Operating Budget</b>	<b>111,567,400</b>	<b>0</b>	<b>111,567,400</b>	<b>85.71%</b>
State University Grants	18,603,109		18,603,109	14.29%
<b>Base Budget (Source of Funds)</b>	<b>130,170,509</b>	<b>0</b>	<b>130,170,509</b>	<b>100.00%</b>
<b>Use of Funds</b>				
<i>Academic Affairs</i>				
Salaries and Benefits	34,199,492	16,569,550	50,769,042	
Operating Expenses	1,692,085		1,692,085	
Subtotal Instruction	35,891,577	16,569,550	52,461,127	40.30%
Salaries and Benefits	10,388,308	5,033,104	15,421,412	
Operating Expenses	1,345,915		1,345,915	
Total Academic Affairs	47,625,800	21,602,654	69,228,454	53.18%
<i>Business and Administrative Services</i>				
Salaries and Benefits	8,901,700	4,312,847	13,214,547	
Operating Expenses	2,050,500		2,050,500	
Total Business and Administrative Services	10,952,200	4,312,847	15,265,047	11.73%
<i>Information Technology Services</i>				
Salaries and Benefits	4,413,100	2,138,134	6,551,234	
Operating Expenses	1,979,700		1,979,700	
Total Information Technology Services	6,392,800	2,138,134	8,530,934	6.55%
<i>President</i>				
Salaries and Benefits	1,087,700	526,987	1,614,687	
Operating Expenses	178,500		178,500	
Total President	1,266,200	526,987	1,793,187	1.38%
<i>Student Affairs</i>				
Salaries and Benefits	3,518,100	1,704,509	5,222,609	
Operating Expenses	867,000		867,000	
Subtotal Athletics	4,385,100	1,704,509	6,089,609	4.68%
Salaries and Benefits	1,856,500	899,469	2,755,969	
Operating Expenses	203,600		203,600	
Total Student Affairs	6,445,200	2,603,977	9,049,177	6.95%
<i>University Advancement</i>				
Salaries and Benefits	1,522,200	737,501	2,259,701	
Operating Expenses	111,300		111,300	
Total University Advancement	1,633,500	737,501	2,371,001	1.82%
<b>Cabinet Budget</b>	<b>74,315,700</b>	<b>31,922,100</b>	<b>106,237,800</b>	<b>81.61%</b>
<i>Campus Wide</i>				
Centralized Benefits	31,922,100	(31,922,100)	0	
Deferred Maintenance	613,000		613,000	
Other Institutional Costs *	4,716,600		4,716,600	
State University Transfer To Reserves	0		0	
Total Campus Wide	37,251,700	(31,922,100)	5,329,600	4.09%
<b>Net Operating Budget</b>	<b>111,567,400</b>	<b>0</b>	<b>111,567,400</b>	<b>85.71%</b>
State University Grants	18,603,109		18,603,109	14.29%
<b>Base Budget (Use of Funds)</b>	<b>130,170,509</b>	<b>0</b>	<b>130,170,509</b>	<b>100.00%</b>
Total Salaries and Benefits	65,887,100	31,922,100	97,809,200	75.14%
Total Salaries and Benefits % Net Operating Budget				87.67%
Total Transfer From Reserves % Net Operating Budget				4.81%

\* Other Institutional Costs consists primarily of campus wide insurance, memberships, utilities and information technology licenses.



# UNIVERSITY ADVANCEMENT ORGANIZATIONAL CHART



\*Dark border indicates hired under Student Affairs or Business Administrative Services

**CSU Bakersfield Staff Employment Trends**  
**Headcount by Division - Fall 2008 through Fall 2017**  
 Data includes Permanent, Temporary Staff, All Funds  
 (does not include Management)

Division	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Academic Affairs (Provost)	182	187	180	174	186	188	196	194	210	227
Business & Admin Services	117	113	105	105	102	100	97	110	112	120
Information Technology	43	40	39	40	41	35	37	36	35	36
President	3	3	3	3	3	3	4	4	4	4
Student Affairs	57	56	53	53	61	58	58	68	71	76
University Advancement	3	3	2	3	3	2	2	1	4	10
<b>Grand Total</b>	<b>405</b>	<b>402</b>	<b>382</b>	<b>378</b>	<b>396</b>	<b>386</b>	<b>394</b>	<b>413</b>	<b>436</b>	<b>473</b>

**notes:**

*Information Technology has reported to more than one division during the 2008 - 2017 reporting period and is therefore, listed as its own division.*

*University Advancement had employees transfer from the Foundation to the University during the 2008 - 2017 reporting period. The University reimbursed the Foundation during the time such employees were employees of the Foundation.*

*Data obtained from the CMS Primary Job as of October 31st of each year.*

## CSU Bakersfield Management Employment Trends

### Headcount by Division - Fall 2008 through Fall 2017

Data includes all MPP Administrator positions for all Funds

Division	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Academic Affairs (Provost)	28	23	25	27	25	25	28	34	36	35
Business & Admin Services	23	22	22	19	19	19	19	19	22	23
Information Technology	5	5	4	3	2	1	3	4	4	6
President	1	1	1	1	1	2	3	3	2	3
Student Affairs	16	14	17	17	17	17	23	24	26	26
University Advancement	4	5	5	2	2	4	3	2	4	8
<b>Grand Total</b>	<b>77</b>	<b>70</b>	<b>74</b>	<b>69</b>	<b>66</b>	<b>68</b>	<b>79</b>	<b>86</b>	<b>94</b>	<b>101</b>

**notes:**

Information Technology has reported to more than one division during the 2008 - 2017 reporting period and is therefore, listed as its own division.

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Data obtained from the CMS Primary Job as of October 31st of each year.

ACADEMIC SENATE LOG – NOVEMBER 8, 2018

**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 11/08/18 Second Reading			

ACADEMIC SENATE LOG – NOVEMBER 8, 2018

**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	Referred to FAC	No further action from AS&SS.			
10/9/18	2018-2019 Referral 10 Service Animal and Emotional Support Animal Policy					

ACADEMIC SENATE LOG – NOVEMBER 8, 2018

**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					

ACADEMIC SENATE LOG – NOVEMBER 8, 2018

**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 Second Reading 11/8/18 RES 181905 Role of Ombudsperson in Dispute Resolution Second Reading 11/8/18			

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. Students who do not complete work assigned for the first week of class may be dropped from the course. Students 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. 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 Instructor Initiated Drop 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 on official university business who cannot attend the first day of class due to that business must notify the instructor of record prior to the first day of class. The student must

provide proof of the official university business from the sponsoring program or office to the instructor of record.

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 via their “myCSUB” account. 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.

One business day before the Last Day to Add was chosen as the preferred deadline for instructor-initiated drops because waitlists are purged after this day. The Last Day to Add is typically near the beginning or middle of the second week of classes. This gives the most flexibility for students to notify instructors of extenuating circumstances given the tight turn-around window for proper notification of the student being dropped, processing the administrative drop, and adding students off the waitlist.

**Distribution List:**

California State University, Bakersfield  
Academic Senate

**Establishing the Position of University Ombudsperson for Faculty**

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 Faculty Ombudsperson position would provide to faculty members 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 Faculty 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~~ a Faculty 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~~ Faculty 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 Faculty 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~~ Executive Committee of the Senate will review the applications and make a recommendation to the President for appointment. The Faculty Ombudsperson serves as a source of information and referral, and may act as a neutral 3<sup>rd</sup> 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 Faculty 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.