CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
AGENDA
Thursday, September 17, 2020
Video Conference
10:00 a.m. – 11:30 a.m.

1. Call to Order
2. Approval of Minutes
3. Announcements and Information
   • President Zelezny (Time Certain 10:10)
   • Elections and Appointments – M. Danforth
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 (M. Danforth)
   b. Academic Affairs Committee (R. Gearhart)
   c. Academic Support & Student Services Committee (C. Lam)
   d. Faculty Affairs Committee (M. Rees)
   e. Budget & Planning Committee (B. Street)
   f. Staff Report (L. Lara)
   g. ASI Report (V. Chicaiza)
8. Resolutions – (Time Certain 10:45 a.m.)
   Consent Agenda
   New Business
   RES 202105 Classroom Observation During Mandated Remote Delivery
   RES 202106 Office Hour Policy During Mandated Remote Delivery
   RES 202107 CFA President or Designee on FAC – Bylaws Change
9. **Open Forum Items** (Time Certain 11:15)

10. **Adjournment**
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
Minutes
Thursday, September 3, 2020
Video Conference
10:00 a.m. – 11:30 a.m.


1. Call to Order
   A. Hegde called the meeting to order.

2. Approval of Minutes
   F. Frakes moved to approve the August 27, 2020 Minutes. J. Stark seconded. Approved.

3. Announcements and Information
   • A. Hegde said that the President’s Senate attendance will be a regular occurrence.
   • President Zelezny said it’s important for CSUB to be aware of what is going on at our sister campuses. CSU Chico and CSU San Diego State have gone back to being a completely virtual campus after reaching their trigger point of COVID-19 cases. The President invited all to attend the Open Forum September 16, 9:00-10:30a.m. The Cabinet members will have a brief report and will be available to answer questions. Another Community Conversation, co-sponsored by ASI and the Office of Equity and Inclusion, is scheduled for September 17, 11:00 a.m. The campus Walk & Talk is scheduled to be held September 17, 2:00-3:00 p.m. Faculty is always welcome, although students are given priority to ask questions.
   • Elections and Appointments – M. Danforth gave an update to the list of 35 position shared at last meeting. The EC appointed her to the Accessible Technology Initiative (ATI) committee and approved the Alumni Association Board’s recommendation of D. Sandles to serve as the Academic Senate designee/faculty representative. The
Provost appointed M. Slaughter to the Instructional Related Activities (IRA) committee. The calls for the open positions will go out upon the update of the 2020-2021 eligible voter list.

- Ethnic Studies Requirement –With the passage of AB 1460, the Chancellor’s Office (CO) issued a December 1, 2020 deadline to have the catalog changed. Normally, this would go to committee and a resolution would then go before the Senate. However, the sub-committees are limited to scheduled meeting times. Given the timeline and the urgency the EC decided that a Task Force to address the Ethnic Studies unit requirement would work more quickly rather than send a referral to AAC. There will be a reduction in Area D units. It’s important to have time for discussion. A. Hegde asked A. Gebauer, GE Director, if GECCo would lead the learning outcomes and help find the relevant individuals to the discussion especially Ethnic Studies faculty. The ES courses offered in Fall 2021 are going into the Catalog. The Task Force will be working on the process to get courses approved under the guidelines, and the GECCo will be working on the learning outcomes in parallel. Once the EC gets the recommendation from the Task Force, it will be sent to the Academic Affairs Committee to form a resolution.

- Orientation – A. Hegde said that details of How Business Moves Through CSUB would be covered at the end of the meeting. Roberts Rules are used to provide structure to the Senate’s process of doing the business of faculty governance.

4. Approval of Agenda

J. Stark moved to approve the Agenda. A. Sanchez seconded. Approved.

5. ASCSU Report

A. Hegde said that J. Millar and M. Martinez are CSUB’s senators serving on the statewide Academic Senate CSU (ASCSU). They meet twice a month. R. Collins, Academic Senate Chair SF State is also the Chair ASCSU. He meets regularly with the Chancellor and Vice-Chancellor. J. Millar said that the first set of meetings are scheduled September 15-17, starting with the committee meetings. She is on the Academic Affairs committee. They will discuss the timeline of the Ethnic Studies (ES)
submittal that the CO has set forth. M. Martinez expects there will be much discussion on ES and the Budget.

6. Provost Report
   a. Open Forum - V. Harper thanked those who attended the Faculty Open Forum yesterday. He took away a couple action items related to the research and testing center.
   b. K. Madden, NSME Dean retirement – He thanked her for her work; She is a remarkable leader and will never be fully replaced. NSME chairs are scheduled to meet about the selection of an Interim Dean. The search for a permanent dean will move toward making the new appointment by July 2021.
   c. Student Trustee - V. Harper highlighted the extraordinary opportunity for Krystal Raynes to be sworn in to the California Board of Trustees.
   d. Academic Affairs Pandemic Budget Advisory Task Force (PBTF) - V. Harper thanked the Chairs who have volunteered for three years of service. B. Hartsell, Interim AVP Faculty Affairs will co-chair. A call for interest will go out for the Faculty co-chair, to be recommended by the EC and selected by the Provost.
   e. AB 1460 Implementation – CSUB is required to submit catalog changes by December 1, 2020 to reflect addition of three units of Ethnic Studies (ES). There will be collaboration between the Academic Senate, GEO and other faculty stakeholders.

7. Committee and Report Requests
   (Minutes from AAC, AS&SS, BPC and FAC are posted on the Academic Senate Webpage)
   a. Executive Committee (M. Danforth)
      i. ES deadlines - A great amount of discussion was spent on the how to meet the CO’s deadline to submit catalog copy of the Ethnic Studies units. In the spirit of shared governance, the EC decided that a task force be formed to determine the best methodology going forward.
ii. Resolution approval change – The EC discussed the President’s philosophy on the approval chain and the process of resolutions going forward. There is a potential change in the Handbook language.

iii. Appointments – The EC made appointments, as discussed under ANNOUNCEMENTS.

iv. Exception Service Article 20.37 Award Review Committee formation - M. Danforth, M. Rees, and B. Street were selected. The invitation to apply for the award will be sent out next week.


d. Faculty Affairs Committee (M. Rees) The committee meets September 10.

e. Budget & Planning Committee (B. Street) The committee meets September 10.

f. Staff Report (L. Lara) No concerns have come forward.

g. ASI Report (V. Chicaiza) The first Runner Hour of the semester occurred. Another Community Conversation is scheduled for next week. There is slight concern of students having issues getting in contact with their instructors.

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

No resolutions today.

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

a. Classroom Observations - E. Correa asked if there would be an evaluation tool provided for the online classroom observations that need to be done, and for some feedback on how to do the observations. How to handle the hiring of Lecturers when classroom observations are need for hiring? A. Hegde said that the FAC has a referral, Classroom Observations. Knowing that the deadline for files for the second-year faculty is October 31 and November 1, the Senate wants to get resolution through as soon as possible. M. Rees said that Classroom Observations has been prioritized amongst the six referrals in committee. V. Harper said that the current framework is under review. We know there are items that need to be solidified in a virtual environment and look forward to what comes out of the FAC.
b. Pandemic Committee Acknowledgement – D. Boschini thanked the committee for helping set up policies in Nursing Department and for helping us all through this first semester. She has worked with Chief Williamson, E. Delamar, T. Ridley and talked with D. Jackson. There is a tremendous amount of work being done behind the scenes to make sure we can stay on campus with the few courses we have planned. While we don’t know what the semester is going to bring, the team is absolutely doing the best they can. Seeing the results of their actions the past two weeks, she is pleased it’s working so well.

c. Enrollment – D. Cantrell, AVP Enrollment Management EM) stated that 11,969 students are enrolled for Fall 2020 to date. It will fluctuate in the next couple weeks due to add/drop. The number of transfer students was lower by only 100 students. EM is expecting a good number to balance things out. Bakersfield College (BC) enrollments were lower than they anticipated and will have a slight impact on the number of CSUB transfer students. Applications for Spring 2021 just closed.

d. Electronic RTP – Interim AVP Faculty Affairs B. Hartsell, Academic Senate Chair A. Hegde, and CFA President D. Gove will be conducting a virtual meeting to answer questions about the electronic RTP process on Friday, September 11. Watch for a confirmed time and a calendar invitation. There is a possibility that a referral could be made to consider whether to move permanently to an electronic RTP process.

e. Topic: Sustainability practices – A. Lauer expressed concern about classroom chairs wrapped in plastic. F. Gorham replied that the chairs are fully covered to prevent students from sitting on them. The overall cost of cleaning chairs was considered. Because we don’t have storage on campus, the chairs where they are. He will take the suggestion of putting signage on chairs, so students don’t sit on them.

f. Orientation – What normally occurs at the first Senate meeting was skipped over due to the need for the full Senate to approve the emergency resolutions passed by the Summer Senate. A. Hegde went through the orientation for the benefit of the new senators. He asked them to find an alternate to attend meetings. A full-time faculty member is recommended. B. Hartsell said that there is no prohibition on
part-time faculty, but part-time faculty are not generally allowed allocated WTUs for indirect teaching. Thus, a part-time faculty member’s service on the Senate is clearly a donation.

10. **Adjournment**

    A. Hegde adjourned the meeting at 10:55.
## Academic Affairs Committee: Richard Gearhart/Chair, meets 10:00am via Zoom

**Dates:** Sept 10, Sept 24, Oct 8, Oct 22, Nov 5, Nov 19, Dec 10, Jan 28, Feb 11, Feb 25, Mar 11, Mar 25, Apr 8, Apr 22, May 6

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<th>Date</th>
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<tr>
<td>10/1/19</td>
<td>2019-2020 Referral 16 Program Review Process Improvement</td>
<td>Carry-over</td>
<td>AAC Streamline the process upon looking at minimum federal requirements and the current Academic Program Review template. <strong>Addendum:</strong> Review UPRC Annual Report dated May 2020, define the purpose of the program review, clarify what Academic Programs can and cannot request, streamline the program template to one page, make the people and the process consistent with the Handbook, timely completion of self-study to effect student learning outcomes, offer assessment training workshops, and compensation for assessment coordinators.</td>
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<tr>
<td>08/25/20</td>
<td>2019-2020 Referral 18 Interdisciplinary BS Degree in Public Health Proposal</td>
<td>Carry-over</td>
<td>AAC The demand, structure, and resources required to deliver effectively and efficiently. Returned to proposers with comments on what needs to be improved. Do the courses have a home and would the Curriculum Committees approve before it comes back to AAC.</td>
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<tr>
<td>10/15/19</td>
<td>2020-2021 01 Master of Science in Computer Science</td>
<td>Carry-over</td>
<td>AAC BPC Program rationale, existing resources, additional resources required.</td>
</tr>
<tr>
<td>08/25/20</td>
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<td>Carry-over</td>
<td>AAC BPC Program rationale, existing resources, additional resources required.</td>
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### Academic Support and Student Services: Charles Lam /Chair, meets 10:00 via Zoom video conference

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<td>09/10/19</td>
<td>2019-2020 Referral 12– Graduate Student Grievance and Appeals Policy – Reporting Chain</td>
<td>Carry-over</td>
<td>AS&amp;SS Policy alignment: University Handbook, and Catalog The committee is waiting for the graduate policy.</td>
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### Faculty Affairs Committee: Mandy Rees/Chair, meets 10:00am via Zoom video conference

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<td>08/27/19</td>
<td>2019-2020 Referral 08 Honorary Doctorate-Handbook Change</td>
<td>Carry-over</td>
<td>FAC Refer to RES 121329 Procedures for Honorary Doctorate Nominations and Selection REVISED</td>
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<td>08/25/20</td>
<td>2020-2021 Referral 02 Criteria and Nomination Process for Faculty Awards</td>
<td></td>
<td>FAC Define meritorious, pressure from senior faculty, confidentiality of process</td>
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<td>08/25/20</td>
<td>2020-2021 04 Office Hours Policy</td>
<td>First Reading 09/17/20</td>
<td>FAC Clarify the language in Handbook 303.1.3, How to hold office hours via videoconference, Censure or penalty for missing office hours. RES 202106 Office Hours Policy During Mandatory Remote Delivery</td>
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<td>08/25/20</td>
<td>2020-2021 05 CFA President or Designee on FAC-Bylaws Change</td>
<td>First Reading 09/17/20</td>
<td>FAC The CFA President’s knowledge of existing contracts, and emerging issues at the campus and system levels. Whether the position is voting or ex-officio member RES 202107 CFA President or Designee on FAC – Bylaws Change</td>
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<td>08/25/20</td>
<td>2020-2021 07 Fall Classroom Observations</td>
<td>First Reading 09/17/20</td>
<td>FAC Decision needs to be made before second year of RTP files on whether to have mandatory observation and the option to include in RTP, etc. RES 202105 Fall Classroom Observations During Mandatory Remote Delivery</td>
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<td>09/08/20</td>
<td>2020-2021 08 Notification to Chairs of Assigned Time</td>
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<td>FAC Specifying the appropriate timing and notification to the department chair and how the coordination with AA and HR can improve.</td>
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## Budget and Planning Committee: Brian Street/Chair, meets 10:00am via Zoom video conference

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<td>AAC BPC Program rationale, existing resources, additional resources required.</td>
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<tr>
<td>08/25/20</td>
<td>2020-2021 03 Institutional Research in Response to WSCUC Report</td>
<td>BPC Feedback from CO, access and permissions to data, what faculty needs, what data department chairs’ need.</td>
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RESOLVED: Faculty shall follow the current *University Handbook* policy for Classroom Observation (305.4.2.7). However, while campus is using primarily alternative delivery modes, and presence on campus is restricted, observations of “classroom teaching” for courses with remote delivery will be substituted with an alternative observation. For synchronous courses (S1), this shall include observation of a scheduled course meeting. For fully online courses (A1), this shall include observation of an equivalent unit of course material.

Faculty scheduled for classroom observation shall ensure that the appropriate members of their unit are given access to online course materials and meetings for the purpose of completing their classroom observation.

Consistent with the current *University Handbook*, units shall develop procedures for observation. Units are encouraged to develop procedures that accommodate multiple diverse modalities of remote delivery and that are mindful of the challenges of remote learning and alternative delivery.

RATIONALE: Classroom observations are an important activity for faculty development and guidance and are required components of the WPAF. This resolution is only applicable during the period of mandated remote course delivery.

Distribution List: Provost, AVP Faculty Affairs, Deans, Department Chairs

Attachments: Current Classroom Observation policy from the *University Handbook*
305.4.2.7 Classroom Observation

Evaluation of teaching of probationary faculty members shall include at least one observation of classroom teaching during each academic year.

Temporary Faculty with 3-Year Appointments (Article 12.12)

Evaluation of teaching of temporary faculty members with three-year appointments shall include one observation of classroom teaching during the first or second academic years of the appointment.

For temporary faculty members on a third consecutive three-year appointment and beyond, classroom observation is not required.

Temporary Faculty without 3-Year Contract Appointments

Evaluation of teaching of temporary faculty members teaching across consecutive years shall include at least one observation of classroom teaching during each academic year.

Evaluation of teaching of temporary faculty members teaching in their second consecutive semester shall include at least one observation of classroom teaching during that academic year.

All Employees

All employees may request that a classroom observation of themselves be performed during any term. Units may require additional observations.

Each unit shall develop procedures for the observation.

The faculty member shall include the observation report in the WPAF.

(Revised 10/29/15, 12/18/15, 6/28/18)
RESOLVED: Faculty shall follow the current *University Handbook* policy for the scheduling of office hours (303.1.3). However, while campus is using primarily alternative delivery modes, and presence on campus is restricted, it is permitted for “on campus” office hours to be substituted with an alternative mode of synchronous availability during posted office hours.

RATIONALE: While access to campus is restricted, faculty may use alternative modes of office hour availability so that they may maintain their availability to students and other faculty while reducing the need for individuals to be present on campus. This helps to maintain a safe environment for all students and faculty. This resolution is only applicable during the period of mandated remote course delivery.

Distribution List: Provost, AVP Faculty Affairs, Deans, Department Chairs

Attachments: Current Office Hour policy from the *University Handbook*

**303.1.3 Scheduling Office Hours**

As members of the campus community, faculty members are expected to be regularly present on campus and available for interaction with students and colleagues. Full-time teaching faculty shall schedule office hours so they are on campus and available to their students and colleagues at least five hours per week, and for at least one hour per day at least three (3) days each week of the academic term, including finals week. Deviations from this policy that would result in fewer days and/or hours per week require the formal written approval of the department chair and the appropriate school dean.

Teaching faculty shall schedule office hours at times convenient for students, and these shall be included in course syllabi and clearly posted on or near the faculty member’s office door. Faculty members shall also make reasonable efforts to meet with students and colleagues who are not available during scheduled office hours.
Part-time teaching faculty shall schedule office hours at the rate of at least one hour per week and with an additional 20 minutes per week for each WTU taught above 3. These are minimum expectations, and department policies may specify expectations for additional office hours. (Revised June 12, 2015)

Teaching on-line courses does not reduce the expectation for being present on campus.
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

CFA President or Designee on FAC—Bylaws Change

RES 202107

RESOLVED: That the Faculty Affairs Committee (FAC) membership be revised to include one representative from CSUB's Chapter of the California Faculty Association (CFA). The representative shall be the CFA President, Vice President, or Faculty Rights Chair as determined by the CFA President. This member is to serve ex officio and non-voting.

The Academic Senate Bylaws would read as specified below (additions are underlined):

Faculty Affairs Committee (FAC)

The Faculty Affairs Committee shall consist of the following voting members: seven faculty, including at least one librarian. In addition, the Associate Vice President for Faculty Affairs and a CFA Representative (the CFA President, Vice President, or Faculty Rights Chair as determined by the CFA President) shall serve ex officio and non-voting.

RATIONALE: The Faculty Affairs Committee would benefit from the knowledge of a CFA Representative, especially regarding existing contracts and emerging issues at the campus and system levels. The CFA President, Vice President, and Faculty Rights Chair are best positioned to offer the Committee relevant information.