CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
AGENDA
Thursday, May 9, 2019
Health Center Conference Room
10:00 a.m. – 10:50 a.m.
Session One

1. Call to Order
2. Approval of Minutes
   Minutes of April 25, 2019
3. Announcements and Information
   Session One - Outgoing Senate business
   Session Two - Incoming Senate and Standing Committee Chair Selection
   Elections and Appointments – A. Hegde
   WSCUC Report – D. Jackson (Time Certain 10:40)
4. Approval of Agenda
5. ASCSU Report
6. Interim 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
   a. Consent Agenda
      RES 181916 Commendation of Dr. Kathleen Knutzen (Time Certain 10:05)
      RES 181917 Commencement May 2019
b. Old Business (Time Certain 10:15)
   i. RES 181914 Graduate Director Term Limits and Review – Handbook Change* Second Reading
9. Open Forum Items (Time Certain 10:30 a.m.)
10. Adjournment

* Changes to be made to University Handbook

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
AGENDA
Thursday, May 9, 2019
Health Center Conference Room
11:00 a.m. – 11:30 a.m.
Session Two

AGENDA FOR SECOND SESSION (INCOMING) 11:00 – 11:30
1. Introduction of Members (Handout)
2. Approval of Academic Senate Meeting Schedule 2019-2020 (Handout)
3. Election of Standing Committee Chairs
   Academic Affairs Committee
   Academic Support and Student Services Committee
   Budget and Planning Committee
   Faculty Affairs Committee
4. Adjournment to follow outside group photo
CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE
Minutes
Thursday, April 25, 2019
Health Center Conference Room
10:00 a.m. – 11:30 a.m.


1. Call to Order

   D. Boschini called the meeting to order

2. Approval of Minutes

   E. Correa moved to approve Minutes April 4, 2019. M. Slaughter seconded. Approved.

3. Announcements and Information

   a. UPRC Report draft - D. Solano (Time Certain 10:05) (handout) The Annual Report of the University Program Review Committee 2019-2020 is a draft. It contains a new step in the process, Mid-Cycle Report for program assessment. A program review template has been introduced. Thank you to V. Harper. The MOUAP template needs to be reviewed by the Senate. The UPRC would like the Senate to address the issue of programs not completing reviews. Assessment workshops need to be reactivated. M. Slaughter communicated a corrected timeline for the B.A. in Communications. A. Hegde appreciates the work of the UPRC. There has been an improvement. D. Boschini supports the process. She proposes an interim MOUAP rather than a whole self-study. She thanked D. Solano for accurate reports and it back-ups the items in the WSCUC accreditation meeting. The program review was on the WSCUC internal line of inquiry as work which CSUB needs to do. It also appears on WSCUC external team review and line of inquiry. When the WSCUC accreditation team returns next year, they will be looking for progress. D. Solano’s annual reporting of UPRC is part of the progress. This is the faculty peer review to collectively pull up the standard of the institution. Program Review is supported in principle and in implementation. UPRC’s work is outstanding. D. Solano is open to receiving recommendations.
The results of review of MOUAP – UPRC is done after external reviewer’s report. MOUAP is going to be coming from the Deans. D. Boschini stated that the delay happens at every stage of the process. EC will take this up on Tuesday with the intention of working through it next year. The 2019-2020 program review due date is Sept 15, 2019 for the self-studies. It is problematic that the expectation is that the departments would meet in the summer. The programs due in 2019-2020 have been notified a year ahead, and the departments can have extensions.

b. FHAC Faculty Awards – M. Rees (Time Certain 10:10)
   i. Millie Ablin Excellence in Teaching Award – Rhonda Dugan, Sociology
   ii. Faculty Leadership and Service Award – jointly awarded (prize to be shared)
      1. Melissa Danforth, Computer Science
      2. Jorge Talamantes, Physics
   iii. Scholarship and Creativity Award – Steven Frye, English
   iv. Promising New Faculty Award – Nyakundi Michieka, Economics
   v. Outstanding Lecturer Award – Maria Palaiologou, Philosophy and Religious Studies

D. Boschini put a vote before the Senate on whether to endorse the recommendations. The recommendations were unanimously approved.

c. GECCo Report – L. Paris (Time Certain 10:15-10:20) (handout) L. Paris thanked the Senate for the opportunity to serve as the Interim Faculty Director of GECCo. The Achieving Integration and Mastering Skills (AIMS) program goals are a result of discussions held last summer with GECCo, fellows, faculty members, at-large, and administrators. The top three: 1) Promote sustainability and stability of the program after the grant ends next year. She is working on a new grant and other funding opportunities. L. Paris is working with Faculty Teaching and Learning Center (TLC) to move the fellows within the TLC to eliminate cross-over for other grants, too. 2) Invite faculty members to the GECCo Summer Institute in collaboration with TLC June 3-6. TLC will start with Quality Matters, and then GECCo will bring in fellows and speakers. 3) Policy and Procedures substitutions, and to have course submission automated. L. Paris is working with L. Zuzarte on implementing those goals. The GE office hired an office student assistant and later will have a student webmaster. The students are working on a check-off list for their GE courses which enables GECCo to see it through their eyes. The new GE office email will centralize all correspondence. There is a change in the program CSUB 1009/1019 to CSUB 1029. It will be a one semester, two-unit course offered in the fall. Those needing to pass CSUB 1009/1019 can take those
classes in the fall. The change is housed in the GE office. The class scheduling and staffing of classes will be done by L. Paris. The Compendium will be the first update on the new GE website. There will be a faculty-facing web page and student-facing web page. The fellows are still working on GE rubrics this summer. The University-wide rubrics will be posted on the website in fall. GECCo is still going through the approval and recertification of courses. There will be some report on the status of recertification and assessment in the fall. The upper division GE courses recertification and review will take place next year. GECCo members are in charge of the recertification process. Each group has been a little different. Please let faculty know about the changes and outreach on the upper division classes. The goal is to offer the students the same experience and for it to be a positive move for faculty. A. Hedge suggested that GECCo contact the chairs for them to decide. J. Tarjan said that for the Graduation Initiative AR report, they created a checklist and rated their own courses. It’s more of an informational exercise versus telling people how to teach their course. Many people aren’t aware of the learning built-in to improve learning outcomes. D. Boschini shared that at the WSCUC offsite review that GE was a line of inquiry. The WSCUC assessment is of particular interest. D. Solano’s reporting on UPRC and L. Paris’ reporting on GECCo are the next steps. L. Paris invited faculty feedback.

d. Committee on Professional Responsibility: No activity for AY 2018-19 to report
e. Elections and Appointments – A. Hegde

Result of Elections:
- Committee members representing each school on university-wide committees Filled except A&H rep FHAC, UPRC, URC
- Committee members for at-large positions on university-wide committees
- UPRC open

Appointments to positions on university-wide committees will be selected April 30:
- Academic Council for International Programs (ACIP)
- Academic Petitions Committee
- Teacher Education Advisory Committee (TEAC)
- Faculty Athletic Representative (FAR)
- Instructionally Related Activities Committee (IRA)
• Recreation Center Advisory Committee (SRC Advisory Committee)
• Student Union Board
• University Strategic Planning and Budget Advisory Committee (USP & BAC)
f. Senate organizational meeting May 9 will be bridged by D. Jackson’s WASC accreditation report to inform both the outgoing and incoming Senators.
g. Emeritus reception is a career’s worth of recognition. WSL 3:00 p.m.

4. Approval of Agenda
Consent agenda item RES 181909 Faculty Awards Process version 2 completes the list of awards found in Handbook Section 308. R. Gearhart moved to approve the agenda. E. Correa seconded. Approved.

5. ASCSU Report (deferred)
6. Interim Provost Report (deferred)
7. Committee and Report Requests (deferred)
   (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
      i. RES 181909 version2 Faculty Awards Process – Handbook Change * It was signed by the President. When reviewed, the section about Millie Ablin Excellence in Teaching Award was not copied in and it was too late to process before the President’s signature. It is not a substantive change. M. Rush stated that a faculty member brought a second issue to our attention that will be dealt with next year: “FHAC...reviewing and making
recommendations…except for the Faculty Research Award.” (page 16 first paragraph, line five). In practice, the FHAC has been reviewing and recommending the award. The issue will be on the EC Agenda for August 27, 2019.

b. New Business

i. RES 181915 Appeal of Academic Disqualification or Probation First Reading  M. Danforth presented on behalf of both AAC and AS&SS. There is an Executive Order (EO) stating that there needs to be an appeal process between Disqualification and Probation, rather than an immediate reinstatement process. Senators E. Correa, K. Lopez-Ziegler and M. Danforth drafted the resolution reflective of what the EO requires. Both sub-committees approved the wording as presented here. This is the first step in adding an academic petition policy to the catalog. The appeal includes review of a student’s medical conditions, or other extenuating circumstances and defer out to the Office of Academic Programs to develop the forms and procedures for this policy. D. Boschini asked the Senators if there were any concerns. None stated. J. Tarjan moved to waive the First Reading. All were in favor of waiving the First Reading. The Second Reading was put to the Senate for editing. The Academic Petitions Committee meeting schedule would drive the timeline. D. Boschini said that students are currently filing appeals. The main change is striking out that students have to be in “jeopardy”. All students who are disqualified and put on probation can appeal. When students are on probation, they have a probation “hold” so they can’t register for courses until they attend a Probation Workshop. The additional workshops (Academic Jeopardy Program), are up to the student. The resolution says that the student doesn’t have to take the workshop to qualify for reinstatement. M. Danforth said that if the appeal is granted, the student is no longer in jeopardy. The same goes
for disqualification. If the appeal is granted, then the student is no longer disqualified. K. Lopez-Ziegler has observed that it depends on the culture of the Academic Petitions Committee. Overtime, students, faculty and staff find out that the culture has shifted. Thus, there has been an increase in granting reinstatement. A. Hegde stated that the workshop allows students to reflect on what happened. The committee still weighs extenuating circumstances. M. Danforth said that now there is a required Policy Statement for the students to account for how their circumstances have changed, thus improving performance expectations.

D. Boschini asked if the Senate was ready to vote on the resolution to adopt the system-wide policy or if there were any questions for this specific area. All voted in favor of approving the resolution. No opposition. D. Boschini thanked D. Jackson for bringing the issue to the Senate.

c. Old Business

i. RES 181912 CSUB Academic Senate / General Education Task Force Proposal Second Reading. M. Martinez informed the Senate that he incorporated feedback from conversations and emails with Senators and faculty into the second reading. The changes are structural: combining the first two “Whereas” into a single “Resolve”, clarifying the language in the fourth paragraph, and the addition of a distribution list. J. Tarjan proposed changing the title by inserting the words “Rejection of the” GE Task Force Proposal. He also provided a handout with other suggested changes. M. Martinez is agreeable to his proposal since the edits are minor and the content hasn’t changed. D. Boschini agreed that the changes are not substantive. A. Schmidt said that the GE Task Force has student members that would be interested in viewing any changes. D. Boschini suggested how the body could go through the changes: Accept minor changes and then spend time on other items needing feedback. J.
Tarjan said that some Task Force recommendations such as scaffolding the skills and integrative efforts are very good. CSUB is the leader in the system. He doesn’t want to reject everything at hand. This is BOT policy. If anything changes, it’s in the Title 5 language. The CO shepherds this Task Force making recommendations to the Senate CSU, but it’s the Board that makes the changes. Curricular changes should come from recommendations from the faculty. That’s how it’s always been up until EO 1100 and EO 1110. The Chancellor is part of the Board of Trustees. Implementation is delegated to the Chancellor. D. Boschini clarified that the CSUB Senate would be directing their comments to the BOT. Discussion ensued. M. Martinez said that the Task Force was originally designed to give advice and not recommendations. The Task Force’s recommendation is going beyond the original mandate. The discussion led to “RESOLVED: That the Academic Senate at CSU, Bakersfield, strongly recommends that he CSU Chancellor’s Office and the Board of Trustees reject the recommendation of the California State University General Education Task Force.” D. Boschini put forth a vote as amended. Approved. J. Tarjan moved that any letter of transmission state that the resolution was passed unanimously. There is a repository for feedback on GE Task Force.

ii. RES 181913 CSUB Tenure Density Priority Second Reading  B. Street highlighted the five points of the resolution. No changes were put forward since the First Reading. D. Boschini informed the Senate that the President knows the resolution is moving forward. She may acknowledge receipt and accept the faculty and the Academic Senate’s feedback, yet may not approve the resolution. The interpretation is that the President is not ready to approve while the Strategic Plan is still in development and budget has not been finalized. In the meantime, the President cannot make commitments to other units either. Discussion ensued.
There has to some accounting of the need to improve tenure density. Currently we don’t have enough sections. While schools can hire lectures, the single factor affecting completions and graduations that is significant and proven many times is tenured faculty, because of their commitment to quality education. More is needed than simply acknowledging the request to increase tenure-density. Education is our focus and the priority should be acquiring and maintaining committed faculty. Do not to wait until the Strategic Plan has been approved. A change was proposed to the last resolve to state increasing tenure-density targets into the strategic plan. Other resolutions approved by the Senate have the resolve and rationale of increasing tenure-density. Having it worded strongly can help shape the strategic plan. D. Boschini put the vote before the Senate. The resolution passed, twenty-one in favor, one objection.

iii. RES 181914 Graduate Director Term Limits and Review – Handbook Change * Second Reading

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

D. Boschini asked if there were any open forum issue. None.

10. Adjournment

The meeting Adjourned at 11:30

* Changes to the Handbook
MEMORANDUM

DATE: April 25, 2019

TO: Dr. Deborah Boschini / Chair, Academic Senate

CC: Dr. Vernon Harper / Associate Vice President for Academic Affairs and Interim Provost & Vice President for Academic Affairs

FROM: The University Program Review Committee / Dr. Jacquelyn Ann K. Kegley (Chair); Dr. Danielle Solano; Dr. Dan Zhou; Dr. Doreen Anderson-Facile; Dr. Matt Leon; Dr. Jorge Talamantes; Dr. Madhavappallil Thomas; Dr. Debra Jackson (ex-officio)

Re: Annual Report of the University Program Review Committee, AY 2018-2019

This memorandum summarizes the activities of the University Program Review Committee for the academic year 2018-2019.

Program Reviews Completed
- B.S. in Natural Sciences – sent on 10/11/2018
- B. S. Kinesiology – sent on 10/24/2018
- B.S. in Computer Engineering – sent on 11/16/2018
- B.S. in Electrical Engineering – sent on 11/16/2018
- M.A. in Education - Curriculum and Instruction – sent on 02/09/2019
- B.A. in CAFS – TBA
- B.S. in Engineering Sciences – TBA
- B.S. in Agricultural Business – TBA
- B.A. in Theatre – TBA
- B.S. in Computer Science – TBA

Program Reviews That Could Not Be Completed – Moved Forward to 2019-2020
- B.A. in Communications – This review has come forward from 2015 and has received numerous extensions with a due date of 02/15/2018. The UPRC has yet to receive the self-study nor a request for further extension.
- B.S. in Physics – This review was due on 09/15/2018. The UPRC has yet to receive the self-study nor a request for further extension.
• B.A. in Political Science – This review was due on 09/15/2018 and received an extension to 03/01/2019. The UPRC has yet to receive the self-study nor a request for further extension.
• M.S. in Health Care Administration (HCA) – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 08/30/2019.
• B.A. and M.A. in Spanish – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 08/30/2019.
• B.A. and M.A. in Anthropology – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 09/15/2019.
• B.A. in Psychology – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 09/15/2019.
• M.S. in Counseling Psychology – This review was due on 09/15/2018. The UPRC approved the request for a revised due date of 09/15/19.

Program Reviews Scheduled for AY 2019-2020
• B.A. in Music – notified on 03/29/2019
• B.A. in Religious Studies – notified on 03/29/2019
• B.S. in Economics – notified on 03/29/2019
• B.S. in Environmental Resource Management – notified on 03/29/2019
• B.S. in Mathematics – notified on 03/29/2019
• B.S. and M.S. in Biology – notified on 03/29/2019

Mid-Cycle Reports Scheduled for AY 2019-2020
• B.A. and M.A. in English – notified on 03/01/2019
• B.A. in Criminal Justice – notified on 03/01/2019
• M.A. in Educational Administration – notified on 03/01/2019
• Honors Program – notified on 03/01/2019

Workshop
• The UPRC held a program review workshop on March 15, 2019. Each member of the UPRC presented on sections of the Program Review Template.
• In addition to UPRC members, representatives from Psychology, Philosophy & Religious Studies, Mathematics, Music, Modern Languages & Literatures, Geological Sciences, Communications, and Biology were present.
• An online evaluation of the workshop was distributed to participants. Responses indicate that participants found the workshop valuable. One respondent suggested emphasizing the program review as a mechanism for ongoing, honest self-reflection.

Issues of Concern
• The UPRC continues to stress the importance of completing MOUAPs in a timely fashion. The following MOUAPs were completed this academic year.
  o B.A. and M.A. in English – signed on 10/09/2018
  o B.A. in Art & Art History – signed on 10/25/2018
  o B.S. in Natural Sciences – signed on 02/05/2019
  o B.S. in Electrical Engineering – signed on 02/08/2019
  o B.S. in Computer Engineering – signed on 02/08/2019
  o B.A. and M.P.A. in Public Administration – signed on TBA
• The UPRC is concerned that programs do not have sufficient notice for preparing their Self-Study and Program Plan. The UPRC recommends that programs be notified one year in advance of their Self-Study due date and that the UPRC workshop be scheduled in the Fall term. Additionally, the UPRC is now asking programs to submit a program review progress report the February prior to their Self-Study due date. The program review timeline on the Program Review Template has been revised and posted on the program review website.

• The Program Review Template and MOUAP Template need to be reviewed by the Academic Senate and reaffirmed if appropriate.

• The UPRC would like the Senate to address the issue of programs not completing reviews (we recommend release time for programs to complete their self-studies and/or additional release time for the UPRC to assist programs that have problems).

• Student learning outcomes assessment is a crucial component of a program Self-Study. The UPRC recommends that assessment workshops and trainings be regularly offered to faculty, and that assessment coordinators provide extra support to those programs scheduled for review.

Jacquelyn Ann K. Kegley
CSU Outstanding Professor of Philosophy
Director, Helen Hawk Honors Program
CSU, Bakersfield
9001 Stockdale Highway
Bakersfield, California 93311-1022
661-654-2249
jkegley@csub.edu

“Freedom has always been an expensive thing.” - Martin Luther King
AIMS 2018-2019 Goals
⇒ Program Sustainability After Grant
⇒ Changes to FYS
⇒ Compendium, Course Submission and Website Clean Up
⇒ Approve Campus Wide Rubrics
⇒ Approval and Recertification of GE Courses

Program Sustainability (Currently in year 4 of Title V Grant)
• Actively working on a grant to support the AIMS program and CSUB Students
• GE/TLC Integration and Collaboration
  o Summer Institute June 3-6
• Internal policy and procedural changes to move the AIMS Program forward
  o Substitutions (Automated Paris/Zuzarte)
  o Student Assistants (Office and Web Master)
  o Student Friendly Check Lists
  o Geoffice@csub.edu

Changes to FYS (CSUB 1029)
• 2 semesters 1-unit courses to 1 semester 2-unit course
• Scheduled, staffed and evaluated by GE Director with School Input

Compendium, Course Submission and Website
• Compendium Update to follow Reflection-Summer Retreat
• Course Submission Form Updated on Website (Automated Paris/Zuzarte/GECCo)
• Website Platform and Webmaster (Student Assistants)
• Student Facing/Faculty Facing Pages
• Dropdown link

Campus Wide Rubrics
• GECCo Rubric Discussions
• Fellows held meetings to discuss rubrics and obtain feedback
• Final AIMS wide rubrics discussion will take place at GECCo Summer Retreat

Approval and Recertification Process
• Certification (Certified 8 new courses)
  o Moved 3 courses from GE Modification to Capstone courses
• Recertification (Areas B and C)
  o Data Collected
  o Discussion and Closing the Loop Activities at Summer Retreat
  o Feedback Fall 2019
Other Areas of Interest
- Annual Performance Report 2017-2018 Filed with Department of Education
- Funding Carryover 17-18 and Funding 18-19
  - Adopted and Funding Runner Reader-“One Book/One Bakersfield” Project
    - Speaker
    - Pilots to expand use of book in other courses
  - Nine Faculty Developmental Activities
    - Off campus guests
  - Chatbot
  - CSUB 1029 Development and Training
  - Summer Institute
  - CT, OC, QR Across the Curriculum (to be modeled after Reading and Writing across the Curriculum)
  - Intensive Tutoring and Instruction in each School
  - GE Online Course Development
  - Support Learning Communities
- Assessment
  - Context and Meaning-March 2019
  - Findings and Closing the Loop Discussion at the Summer Retreat
### 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

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<th>Date</th>
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<tr>
<td>08/29/18</td>
<td>2018-2019 Referral 02 Change of Membership on AAC and Change in Bylaws</td>
<td>Complete</td>
<td>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.</td>
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<td>09/06/18</td>
<td>2018-2019 Referral 03 GITF Hold Proposal</td>
<td>Complete</td>
<td>AAC’s feedback was incorporated into the proposal document.</td>
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<td>10/2/18</td>
<td>2018-2019 Referral 07 Interdisciplinary Studies Department Formation Proposal</td>
<td>Complete</td>
<td>AAC, BPC The faculty stakeholder’s proposal was withdrawn 2/27/19.</td>
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<td>10/2/18</td>
<td>2018-2019 Referral 08 Instructor Initiated Drop Policy</td>
<td>Complete</td>
<td>AAC RES 181903 Instructor Initiated Drop Policy</td>
<td>1/24/19</td>
<td>2/1/19</td>
<td>2/8/19</td>
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<td>03/05/19</td>
<td>2018-2019 Referral 17 Distributed Learning Committee Policies</td>
<td>Next year</td>
<td>The committee is putting information together for next year’s committee.</td>
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<td>03/05/19</td>
<td>2018-2019 Referral 20 Continuous Enrollment Course</td>
<td>Pending response</td>
<td>AAC waiting response from PPA.</td>
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<td>2018-2019 Referral 22 Immediate Reinstatement After Academic Disqualification_AAC+AS&amp;SS</td>
<td>Complete</td>
<td>AAC and AS&amp;SS RES 181915 Appeal of Academic Disqualification or Probation First Reading</td>
<td>4/25/19</td>
<td>5/3/19</td>
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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

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<td>10/2/18</td>
<td>2018-2019 Referral 05 Canvas Pilot</td>
<td>Waiting</td>
<td>AS&amp;SS Recommendations made. Response received. — The committee decided to wait to have that conversation.</td>
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<td>10/2/18</td>
<td>2018-2019 Referral 06 Distributed Learning Committee</td>
<td>Referred to FAC</td>
<td>No further action from AS&amp;SS.</td>
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<td>11/8/18</td>
<td>2018-2019 Referral 11 Textbook Ordering Process</td>
<td>Complete</td>
<td>IncluED is expensive and complicated whereby students have to opt-in and opt-out and it has an impact on the timely management of their financial aid.</td>
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<tr>
<td>02/27/19</td>
<td>2018-2019 Referral 16 Faculty Participation in Information Technology Matters</td>
<td>Complete</td>
<td>AS&amp;SS IT request to have those with expertise in Canvas step up to be trainers. It is an on-going discussion.</td>
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<td>03/05/19</td>
<td>2018-2019 Referral 22_Immediate Reinstatement After Academic Disqualification_AAC+AS&amp;SS</td>
<td>Complete</td>
<td>AAC and AS&amp;SS RES 181915 Appeal of Academic Disqualification or Probation First Reading</td>
<td>4/25/19</td>
<td>5/3/19</td>
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## Budget and Planning Committee: Brian Street/Chair, meets 10:00am in Student Health Center, Conference Room (HCCR)

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</table>
| 10/2/18 | 2018-2019 Referral 07 Interdisciplinary Studies Department Formation Proposal | Complete | AAC, BPC  
The faculty stakeholder’s proposal was withdrawn 2/27/19 |                    |                   |                      |
| 10/2/18 | 2018-2019 Referral 09 University Hour                                | Complete | BPC  
No resolution is forthcoming or action by the Senate required |                    |                   |                      |
| 11/13/18| 2018-2019 Referral 12 Academic Calendars                             | Complete | BPC  
RES 181907 Academic Calendars Summer 2019 through Summer 2020 | 2/4/19             | 2/15/19           | 2/15/19              |
| 4/4/19  | 2018-2019 Referral 23 Strategic Planning Budget and Faculty Tenure Density Priority | Complete | BPC  
RES 181913 Faculty Tenure Density Priority | 4/25/19            | 5/3/19            |                      |
### 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Status</th>
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<th>Sent to President</th>
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<tr>
<td>08/28/18</td>
<td>2018-2019 Referral 01 Faculty on Sabbatical Serving on RTP Review Committee</td>
<td>Complete</td>
<td>RES 181902 Faculty on Sabbatical Serving on RTP Review Committee Second Reading 10/11/18</td>
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<td>10/2/18</td>
<td>2018-2019 Referral 04 Ombudsperson</td>
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<td>RES 181905 Role of Ombudsperson in Dispute Resolution</td>
<td>02/21/18</td>
<td>03/01/19</td>
<td>03/04/19</td>
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<td>11/13/18</td>
<td>2018-2019 Referral 13 Faculty Award Process – Handbook Change</td>
<td>V02 complete</td>
<td>RES 181909 Faculty Award Process – Handbook Change V02 Senate 4/25/19 edit to include Millie Ablin Award</td>
<td>03/07/19</td>
<td>04/25/19</td>
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<td>10/2/18</td>
<td>2018-2019 Referral 06 Distributed Learning Committee</td>
<td>Moved to AAC</td>
<td>Referral moved from AS&amp;SS to FAC on 10/30/18. Referral moved from FAC to AAC on 03/05/19.</td>
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<td>12/4/18</td>
<td>2018-2019 Referral 15_University Council Membership Addition-Library Representative – Handbook Change (105.3)</td>
<td>Complete</td>
<td>RES 181910 University Council – Addition Library Member</td>
<td>02/21/18</td>
<td>03/01/19</td>
<td>3/04/19</td>
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<td>03/05/19</td>
<td>2018-2019 Referral 18 Graduate Director Term Limits and Feedback Review - Handbook Change</td>
<td>Second Reading 5/9/19</td>
<td>FAC RES 181914 Graduate Directors Term Limits Second Reading 5/9/19</td>
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<td>03/05/19</td>
<td>2018-2019 Referral 19 Faculty Workload</td>
<td>Defer to AY19-20</td>
<td>FAC Defer to AY19-20</td>
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<td>03/05/19</td>
<td>2018-2019 Referral 21 Faculty Honorary Doctorate Committee Structure and Process Improvement</td>
<td>Report to EC 4/23/19</td>
<td>FAC No formal resolution to the Senate. Report to EC 4/23/19.</td>
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CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Commendation of Kathleen Knutzen
RES 181916

Whereas: Dr. Kathleen Knutzen is retiring after 9 years of dedicated service to CSUB; and

Whereas: Dr. Knutzen has served as a valued and admired teacher, scholar, and academic administrator; and

Whereas: Professor Knutzen sparked interest in her return to teaching during her FERP; and

Whereas: Dean Knutzen, as founding Dean of the School of Social Sciences and Education (SSE), organized and energized the new school, especially through its Q2S transition; and

Whereas: Under Dean Knutzen’s leadership, education programs in SSE received the highest commendation for national (NCATE) and state (CCTC) accreditations; and

Whereas: The joint doctoral program in Educational Leadership with Fresno State became a fully independent CSUB program under Dean Knutzen’s leadership; and

Whereas: Dean Knutzen well represented the school deans on the Academic Senate (2011-12); and

Whereas: Dr. Knutzen provided invaluable leadership of, and direction within, the Division of Enrollment Management, and as Interim Vice President of Academic Affairs, both at critical junctures in their histories; and

Whereas: Dr. Knutzen represented the university well on CSU system-wide data issues for schools of education and CSU Apply; therefore, be it

Resolved: That the CSUB Academic Senate express appreciation for Dr. Knutzen’s many contributions during her service to CSUB; and be it further

Resolved: That the CSUB Academic Senate wish Kathleen the best as she opens the next chapter of her life.
RESOLVED: that the Academic Senate recommend to the President that appropriate degrees be conferred during the May 2019 Commencement to students satisfying the requirements of their programs of study.

RATIONALE: Faculty are responsible for designing curriculum, establishing program and degree requirements, teaching classes, advising and mentoring students, and ensuring standards are met. Available in the May 2019 Commencement Program is a list of the students who may complete degree requirements. Let us join together as a university community in celebrating the accomplishments of these graduates and candidates for graduation.

Distribution List:
President
Provost and VP Academic Affairs
General Faculty
Graduate Director Term Limits and Review – Handbook Change

RESOLVED: That the Academic Senate of CSU Bakersfield recommend to the President that
the University Handbook be revised to include as follows:

312 DEPARTMENT CHAIRS, AND PROGRAM CHAIRS, AND PROGRAM DIRECTORS

312.1 Duties and Responsibilities
(Cross-referenced in Section 104.2.4.1 and 104.2.4.2)
Department chairs, program chairs, program coordinators, program directors, and graduate
program directors (collectively referred to below as chairs and/or directors) report to their deans
and are responsible for instructional services and, in the case of department chairs, departmental
personnel. They administer curriculum and academic programs consistent with the policies
established for the university, the school, and the department. Chairs and directors also have
major teaching responsibilities, which vary with the size and complexity of the department or
program. On all major decisions, they regularly consult with their respective faculty.

312.2 Criteria for Selection and Review
Ordinarily, only full-time tenured and tenure-track faculty are eligible to serve as chairs or
directors, and such faculty are selected from within the department or program. Deans and
departments or programs may, after consultation with each other, determine that other
individuals should be considered for selection as chairs or directors. When hiring faculty from
outside the University to serve as chair or director, a department may recommend credit for
previous service. Criteria for the selection and review of chairs and directors include the
following, ranked in order of their importance:

A. The ability to create and maintain an educational environment that supports
effective teaching, helpful student advising, and productive faculty scholarship;
B. The ability to conduct official business and meet deadlines;
C. The ability to work cooperatively and effectively with students, faculty, staff, and
the administration in achieving program, department, school, and university goals;
D. The ability to efficiently administer the budget, if applicable;
E. Thorough knowledge of curriculum and academic programs; and
F. An understanding of university, school, and department or program policies and
procedures.
Departments or programs may develop additional criteria when deemed appropriate; these must be established at the time of appointment or reappointment.

### 312.3 Selection and Appointment Procedures
The appropriate dean shall request that the department or program faculty vote to recommend one or more persons for the position of chair or director. In addition, the dean shall offer the opportunity for the faculty to convey individual, confidential advice, orally or in writing. The dean's evaluation and the faculty’s recommendation shall be forwarded to the P&VPAA, who shall then appoint the chair or director. The offer of appointment shall specify the criteria, including but not limited to those outlined in section 312.2 above, by which the administration will evaluate the performance of the chair or director. Chairs or directors are expected to serve no more than two (2) consecutive three-year terms.

### 312.4 Annual Feedback Meeting
The dean shall meet with the chair or director at least annually to provide feedback regarding the Criteria specified at the time of appointment. This feedback may, but is not required to, include data from the faculty of the department or program, except in the third year, when data from the faculty shall be considered in accordance with section 312.5 below.

### 312.5 Review
During the third year, all chairs and directors, including those in their final year of service as chair or director and those who are retiring shall be reviewed by the department or program faculty. The dean shall meet with the Department to discuss how they wish to proceed with the review. In preparation for the review, chairs and directors may, at their own initiative, submit to the department faculty and the dean a brief self-evaluation of their performance for the period under review. In addition, the appropriate dean shall offer the opportunity for all faculty of the department or program to give individual, confidential advice, orally or in writing. This review shall assess the chair or director’s effectiveness based on the criteria established at the time of appointment. The review must occur during the spring term of the third year. The department shall submit its written review of the chair or director to the chair or director and to the school dean by April first (1st) of that year. The dean and department chair or director shall then meet to discuss the report and state of the department by April 15th. The dean’s third year evaluation and the review by the department or program faculty then shall be forwarded to the P&VPAA.

**RATIONALE:** In an effort to involve more faculty members in investing in departments and programs over time and to provide a future pool of eligible faculty to serve as chairs and directors, we recommend that the handbook language be clarified to indicate the selection, review, and terms for these positions. There should be terms and reviews for graduate directorships and other chairs and directors, as there are for department and program chairs. Performance review of the program directors for feedback also aligns with the review and appointment of department and program chairs.
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Department</th>
<th>Term Ending</th>
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<tbody>
<tr>
<td>Chair *</td>
<td>Debbie Boschini</td>
<td>Nursing</td>
<td>May-20</td>
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<tr>
<td>Vice Chair *</td>
<td>Aaron Hegde</td>
<td>Economics</td>
<td>May-20</td>
</tr>
<tr>
<td>CSU Senator *</td>
<td>John Tarjan</td>
<td>Management and Marketing</td>
<td>May-20</td>
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<tr>
<td>CSU Senator *</td>
<td>Janet Millar</td>
<td>Counseling</td>
<td>May-22</td>
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<tr>
<td>A &amp; H</td>
<td>Mary Slaughter</td>
<td>Communications</td>
<td>May-21</td>
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<tr>
<td>A &amp; H</td>
<td>Mandy Rees</td>
<td>Music and Theater</td>
<td>May-20</td>
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<tr>
<td>BPA</td>
<td>Richard Gearhart</td>
<td>Economics</td>
<td>May-20</td>
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<tr>
<td>BPA</td>
<td>Jeremy Woods</td>
<td>Management and Marketing</td>
<td>May-21</td>
</tr>
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<td>NSM &amp; E *</td>
<td>Maureen Rush</td>
<td>Mathematics</td>
<td>May-20</td>
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<td>NSM &amp; E</td>
<td>Kathy Szick</td>
<td>Biology</td>
<td>May-21</td>
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<td>SS &amp; E</td>
<td>Mahmoud Suleiman</td>
<td>Teacher Education</td>
<td>May-21</td>
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<td>SS &amp; E</td>
<td>Elaine Correa</td>
<td>Child, Adolescent &amp; Family Studies</td>
<td>May-20</td>
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<td>Antelope Valley Rep</td>
<td>Isabella Kasselstrand</td>
<td>Sociology</td>
<td>May-20</td>
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<td>At Large</td>
<td>Melissa Danforth</td>
<td>Computer &amp; Electrical Engineering and Co.</td>
<td>May-20</td>
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<td>At Large</td>
<td>Antje Lauer</td>
<td>Biology</td>
<td>May-20</td>
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<tr>
<td>At Large</td>
<td>Charles C.Y. Lam</td>
<td>Mathematics</td>
<td>May-21</td>
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<td>At Large</td>
<td>Brian Street</td>
<td>Kinesiology</td>
<td>May-21</td>
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<tr>
<td>At Large</td>
<td>Mark Martinez</td>
<td>Political Science</td>
<td>May-20</td>
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<tr>
<td>At Large</td>
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<tr>
<td>Past Chair</td>
<td>Not Applicable</td>
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<tr>
<td>Staff Representative</td>
<td>Linda Lara</td>
<td>University Budget Analyst</td>
<td>May-21</td>
</tr>
<tr>
<td>ASI</td>
<td>Aaron Wan</td>
<td>ASI President</td>
<td>May-20</td>
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<tr>
<td>Dean Representative</td>
<td>TBD</td>
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</tr>
<tr>
<td>VP Academic Affairs **</td>
<td>Vernon Harper</td>
<td>Interim Provost</td>
<td></td>
</tr>
</tbody>
</table>

* Executive Committee  
** Ex-Officio, Non-Voting Member  
***Ex-Officio, Voting Member (Past Chair)
2019-2020 Meeting Schedule

Academic Senate

**Fall 2019**
- August 29
- September 12, 26
- October 10, 24
- November 7, 21
- December 5

(Thanksgiving Break 11/28/19 – 11/29/19; Fall Semester Break 12/23/19 – 1/16/20)

**Spring 2020**
- January 23
- February 6, 20
- March 5, 19
- April 2, 23
  **May 7 (last 2019-2020 meeting and 2020-2021 organizational meeting)**

(Spring Break 4/13/20 – 4/19/20)

All meetings are scheduled from 10:00 - 11:30 a.m. in the Health Center Conference Room

Academic Senate Executive Committee

**Fall 2019**
- August 27
- September 3, 17
- October 1, 15, 29
- November 12
- December 3, 10

(Thanksgiving Break 11/28/19 – 11/29/19; Fall Semester Break 12/23/19 – 1/16/20)

**Spring 2020**
- January 21, 28
- February 11, 25
- March 10, 24
- April 7, 21, 28
  **May 12 (Summer Senate; outgoing and incoming Executive Committee)**

(Spring Break 4/13/20 – 4/19/20)

All meetings are scheduled from 10:00 - 11:30 a.m.  Location: To Be Determined