



## Academic Senate: Executive Committee

### Agenda

TUESDAY, OCTOBER 8, 2024

10:00 A.M. – 11:30 A.M.

**Location:** BDC 134- BPA Conference Room

**Zoom link:** <https://csub.zoom.us/j/85314987321?pwd=o6bDT4nY6psG4A8Zhis3OtlN8OW3ty.1>

**Members:** M. Danforth (Chair), D. Solano (Vice-Chair), J. Rodriguez (Interim Provost), A. Hegde, C. Lam, N. Michieka, J. Deal, T. Tsantsoulas, D. Wu, Z. Zenko and K. Van-Grinsven (Senate Analyst).

**Guests:** President Vernon Harper

1. Call to Order
2. Announcements and Information
  - a. CSUB President- Dr. Vernon Harper (**Time Certain: 10:30 AM**)
  - b. Availability for extra EC meeting: October 15 or October 29
  - c. Catalog deadline updated to: February 15, 2025
3. Approval of Agenda (**Time Certain: 10:05 AM**)
4. Approval of EC Minutes
  - a. September 24, 2024 (handout)
5. Continued Items (**Time Certain: 11:15 AM**)
  - a. AS Referral Log (handout)
    - i. AAC (J. Deal)
    - ii. AS&SS (T. Tsantsoulas)
    - iii. BPC (D. Wu)
    - iv. FAC (Z. Zenko)
  - b. Interim Provost Update (J. Rodriguez)

6. New Discussion Items **(Time Certain: 10:10 AM)**

- a. Academic Affairs Committee (AAC) Appointment
- b. ASCSU Proposed Bylaws Change (Update on election platform options)
- c. RES 232431 Search and Screening Procedures for Administrators (handout)
- d. Elections and Appointments (D. Solano)
  - i. Elections:
    - 1. Student-centered Enterprises, Inc. (SEI) Board
  - ii. Appointments: (handout)
    - 1. Exceptional Service Award Committee
      - a. Two (2) Executive Committee members
    - 2. Criteria for Proposing New Schools Taskforce
      - a. Standing Committee appointments
        - i. AAC: Dr. Heidi He- NSME
        - ii. AS&SS: Dr. Pratigya Sigdyal - BPA
        - iii. BPC: Dr. Rhonda Dugan – SSE
        - iv. FAC: Dr. Amber Stokes – NSME
      - b. Two (at-large) faculty members
    - 3. Office of Equity, Inclusion and Compliance (EIC) Taskforce
    - 4. FAC Memo: Task Force for Periodic Evaluation (handout)
  - iii. Review of committees' activity (HOLD; Senate Office to compile list)
- e. Time, Place, Manner Policy (handout)
- f. CFA Report – possible addition to Senate Agenda.
- g. Handbook and Bylaws Project; create taskforce?
  - i. Updating Schools to Colleges
  - ii. Notation for revisions
  - iii. Standing Committees Composition:
    - 1. Clarify Handbook language about staff positions being non-MPP staff
    - 2. AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS.
  - iv. Director of Assessment: Review position (Handbook 105.2 and 305.6.)
  - v. Council of Academic Deans: Review Composition and name (Handbook 105.2)
  - vi. Public Affairs Committee: Committee in handbook but not bylaws (Handbook 107.1. Standing Committees of the Academic Senate)
  - vii. Review committees listed (Handbook 107)

- viii. Update TEAC Description: Currently lists old college names (H&SS, SOE, and NSM) (Handbook 201.5)
- h. RTP:
  - i. Unit Review Committee Procedures (handout)
  - ii. PAF Insertion/deletion
- i. Double-Major Policy: Timeline for Declaring (handout)
- j. Faculty concerns about SSD Testing– AS&SS
- k. CSU Generative AI report and professional ethics (handout)
- l. Department Formation follow-up (HOLD follow up w/ Academic Programs)
- m. Resolution on CCC baccalaureate degrees [AB 927, SB 895] – EC
  - i. Update: AB 1142 signed by Governor Newsom; the bill creates a commission. One of their tasks is to review these degree proposals w/ duplication concerns.
- n. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)

## 7. Agenda Items for Senate Meeting

### Academic Senate Meeting – Fall 2024

Thursday, October 10, 2024

Agenda

10:00 AM – 11:30 AM

**Location:** Dezember Leadership and Development Center, Room 409-411

**Zoom Link:** <https://csub.zoom.us/j/84996177015?pwd=NTRyNlJDNk4xUVY3VmhCNkpieTRiUT09>

**Senate Members:** Chair M. Danforth, Vice-Chair D. Solano, Senator A. Hegde, Senator C. Lam, Senator N. Michieka, Senator T. Tsantsoulas, Senator M. Naser, Senator D. Wu, Senator S. Sarma, Senator L. Kirstein, Senator A. Stokes, Senator Z. Zenko, Senator S. Roberts, Senator K. Holloway (virtual), Senator H. He, Senator A. Grombly (Sabb. F2024; alt. Jing Wang), Senator E. Correa (alt. A. Reid), Senator J. Deal, Senator R. Dugan, Senator T. Salisbury, Senator J. Cornelison, Senator E. Pruitt, Interim Provost J. Rodriguez, Senator J. Dong and Senate Analyst K. Van Grinsven.

**Guests:** President V. Harper and D. Cantrell

- I. Call to Order
- II. Approval of Minutes
  - a. September 26, 2024 (handout)

- III. Announcements and Information
  - a. President's Report – V. Harper **(Time Certain: 10:10 AM)**
  - b. Enrollment Management – D. Cantrell **(Time Certain: 10:20 AM)**
  - c. Elections and Appointments – D. Solano (handout)
  - d. ASCSU Proposed Bylaws Change (handouts)
  - e. Upcoming Events:
    - i. October 14 - Budget Open Forum; 11:00 AM – 12 Noon, Student Union MPR
    - ii. October 16 - Faculty Hall of Fame; 3:30 PM – 5:00 PM, Solario de Fortaleza, SRC
    - iii. October 17 - Faculty Recognition; 2:00 PM – 3:00 PM, Albertson Room
    - iv. October 17 - Presidential Papers Ceremony; 3:30 PM – 5:00 PM, Dezember Reading Room, WSL
  
- IV. Approval of Agenda **(Time Certain: 10:05 AM)**
  
- V. Reports
  - a. Interim Provost's Report – J. Rodriguez
  - b. ASCSU Report – Senators Lam and Michieka (handout)
  - c. ASI Report – Senator Pruitt
  - d. Staff Report – Senator Cornelison
  - e. Committee Reports:
    - i. Executive Committee – Vice-Chair Solano
    - ii. Standing Committees:
      - 1. Academic Affairs Committee (AAC)– Senator Deal (handout)
      - 2. Academic Support and Student Services Committee (AS&SS)– Senator Tsantsoulas (handout)
      - 3. Budget and Planning Committee (BPC) – Senator Wu (handout)
      - 4. Faculty Affairs Committee (FAC) – Senator Zenko (handout)
  
- VI. Resolutions **(Time Certain: 10:35 AM)**
  - a. Consent Agenda
  - b. New Business
    - i. RES 242505 Faculty Director Reviews – FAC (handout)
  - c. Old Business
    - i. RES 242501 Evaluation of Academic Administrators – FAC (handout)
    - ii. RES 242503 Cal-GETC Changes – AAC (handout)

iii. RES 242504 Bachelor of Music, Music Teacher Preparation Concentration– AAC and BPC (handout)

VII. Open Forum (**Time Certain: 11:15 AM**)

VIII. Recognition (**Time Certain: 11:25 AM**)

IX. Adjournment

8. Open Forum Items

9. Adjournment

**2024-2025 Academic Senate: Referral and Resolution Log**

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved	Sent to	Approved
9/3/2024	2024-2025 #01 Proposal for New Concentration_BS in Biochemistry-ACS Certified		AAC	Whether to approve the proposal for a new concentration in —BS in Biochemistry certified by the American Chemical Society. <b>Carry over referral:</b> 2023-2024 #20 Proposal for emphasis in Biochemistry B.S.					
9/3/2024	2024-2025 #02 Proposal to Discontinue AGBS Concentration in BSBA	Complete	AAC	Whether to approve the proposal to discontinue the Agricultural Business concentration in the BS in Business Administration program.	<b>RES 242502</b> Discontinuation of AGBS Concentration in BSBA		9/26/2024	10/4/2024	
9/3/2024	2024-2025 #03 Proposal for New Degree- Bachelor of Music	RES IP	AAC and BPC	Review the proposal for the New Degree – Bachelor of Music, Music Teacher Preparation Concentration <b>Carry over referral:</b> 2023-2024 #23 New Degree Program Proposal- Bachelor of Music in Music Education; RES 232416 Drafted- not passed.	<b>RES 242504</b> Bachelor of Music Teacher Preparation Concentration (1st reading 9/26/24)				
9/3/2024	2024-2025 #04 Cal-GETC Changes	RES IP	AAC	Consider changes to CSUB's lower division General Education (GE) program in relation to the new CSU GE policy, passed by the Board of Trustees in Spring 2024 to align with California General Education Transfer Curriculum (Cal-GETC).	<b>RES 242503</b> Cal-GETC Changes (1st reading 9/26/24)				
9/3/2024	2024-2025 #05 Faculty Director Performance Reviews	RES IP	FAC	Review and address the Faculty Director performance review process; including which centers and positions need to be reviewed, review committee formation and composition, consideration of Faculty Board Committees to develop their own criteria. <b>Carry over referral:</b> 2023-2024 #08 GECCo Review and Appointment (2022-2023 #22) <b>Carry over referral:</b> 2023-2024 #27 Faculty Director Performance Reviews - Handbook Change	<b>RES 242505</b> Faculty Director Reviews (1st reading 10/10/24)	Handbook Change			
9/3/2024	2024-2025 #06 Sixth-year Lecturer Review - Handbook Change	IP	FAC	Purpose and outcome(s) of the Sixth-year Lecturer Review, etc. <i>Carry over referral 2021-2022 #41 Sixth-year Lecturer Review - Handbook Change</i> <b>Carry over referral:</b> 2023-2024 #03 Sixth-year Lecturer Review - Handbook Change <b>Update:</b> FAC Drafted memo and recommendations - included in Senate Agenda packet 9/26/2024		Handbook Change			
9/3/2024	2024-2025 #07 Evaluation of Academic Administrators- Handbook Change	RES IP	FAC	Review and consider changes to the Handbook 311 Evaluation of Academic Administrators: include the Chief Diversity Officer, review Academic Administrator titles to ensure they are consistent with current title; Review procedures to clarify review process and consistency of the role of the review committees.	<b>RES 242501</b> - Evaluation of Academic Administrators (1st reading 9/12/24; on hold 9/26/24)	Handbook Change 311			
9/3/2024	2024-2025 #08 Faculty Hiring Prioritization- Position Control		BPC	Discuss the administration's commitment to the hiring of tenured and tenure-track faculty to match the growth trends of student enrollments and the demographic make up of the student population, and to match or exceed growth in administrative positions (MPPs). <b>Carry over referral:</b> 2023-2024 #36 Faculty Hiring Prioritization- Position Control					
9/3/2024	2024-2025 #09 Need for an Academic Testing Center		AS&SS and BPC	Whether there is a need for the campus to have an Academic Testing Center to assist with proctoring exams and perhaps full-fledge entrance testing. Consider resources needed and what the structure might be to meet the needs of faculty and students. <b>Carry over referral:</b> 2023-2024 #31 Need for an Academic Testing Center					
9/13/2024	2024-2025 #10 Time Blocks		BPC	The need to reconsider Time Blocks for classes. During discussion, consider how to address meeting patterns that are not visualized in RES 1314059, whether the 50 minutes M/W/F time blocks are sufficient for pedagogical reasons, overlap between current time blocks of different types, effects of time blocks on space utilization. <b>Carry over referral:</b> 2023-2024 #04 Time Blocks and Space Utilization					
9/13/2024	2024-2025 #11 Space Utilization		BPC	The need to reconsider space utilization tactics; consider Assessment of space utilization such as highly used time blocks, poorly used time blocks, classes scheduled outside of time blocks, classes scheduled in non-classroom spaces, etc. Impact of space utilization on approval of future buildings, policies regarding classes scheduled outside of time blocks, and policies to encourage broad use of time blocks and higher space utilization. <b>Carry over referral:</b> 2023-2024 #04 Time Blocks and Space Utilization					
9/16/2024	2024-2025 #12 Proposal of New Minors- Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies		AAC and BPC	Whether to approve the proposal for new minors in Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies <b>Carry over referral:</b> 2023-2024 #29 Proposal of New Minors- Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies					
9/16/2024	2024-2025 #13 Reconsideration of the Role and Structure for the Committee on Professional Responsibility (CPR)		FAC	Reconsideration of the role and committee structure for the Committee on Professional Responsibility (CPR) including the role CPR plays in the new Faculty Affairs Discrimination, Harassment and Retaliation (DHR). The composition of CPR given the new Faculty Ombudsperson.		Handbook Change 303.8			
9/16/2024	2024-2025 #14 SOCI Process		AAC and FAC	Review the statewide report on the status of student evaluations in the CSU system. <b>Carry over referral:</b> 2023-2024 #35 Administering SOCI's <b>Update:</b> FAC memorandum included in Senate packet 9/26/24		Possible Handbook Change			
9/16/2024	2024-2025 #15 Timeframe of SOCI Administration		AAC and FAC	Discuss the differences between paper and online SOCI administration considering timelines and changes to the Academic Calendar. <b>Carry over referral:</b> 2023-2024 #35 Administering SOCI's <b>Update:</b> FAC memorandum included in Senate packet 9/26/24		Possible Handbook Change			
9/30/2024	2024-2025 #16 ITS Surveys on Generative AI		AS&SS	Provide feedback on the two generative AI surveys proposed by ITS for students and faculty.					
9/30/2024	2024-2025 #17 ITS Generative AI Governance Structure		AS&SS	To consider the implementation of one of the two governance structures proposed by ITS: the creation of three new stand-alone AI subcommittees, or combining current ITS governance structures, ITAC and ITC, with a generative AI committee.					
-	<i>HOLD for EC Discussion</i>		FAC and BPC	Whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat. <i>Carry over referral 2022-2023 #31 Academic Administrators Search &amp; Screening- Handbook Change</i>  <b>NOTE:</b> Referral 2023-2024 #11 Academic Administrators Search & Screening- Handbook Change. RES 232431 Passed in Senate; not approved by President.	<b>RES 232431</b> Search and Screening Procedures for Administrators- Handbook Change	Handbook 309	5/9/2024	5/23/2024	Not approved; Memo sent by President 7/18/24



## MEMORANDUM

**DATE:** July 18, 2024

**TO:** Dr. Melissa Danforth, Chair  
Academic Senate

**FROM:** Vernon B. Harper Jr., Ph.D.  
Interim President

**SUBJECT:** RES 232431 Search and Screening Procedures for Administrators – Handbook Change

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I acknowledge receipt of RES 232431: “Search and Screening Procedures for Administrators-Handbook Change” and thank the Faculty Affairs Committee, Budget and Planning Committee, and members of the Academic Senate for their timely and thoughtful input on this important issue.

I have directed Interim Provost Rodríguez to re-engage the Academic Senate to create a resolution that satisfies shared governance amenable to both faculty and administration.

Thank you for your leadership and work on this important resolution. I look forward to the results in the fall.

c: James Rodríguez, Interim Provost and Vice President for Academic Affairs  
Deborah Boschini, Associate Vice President for Faculty Affairs  
Heath Niemeyer, Interim Vice President for University Advancement  
Thom Davis, Vice President for Business and Administrative Services  
Thomas Wallace, Vice President for Student Affairs  
Alicia Rodriguez, Interim Dean Arts and Humanities  
Deborah Cours, Dean Business and Public Administration  
Jane Dong, Dean Natural Sciences, Mathematics and Engineering  
Luis Vega, Interim Dean Social Sciences and Education  
Elizabeth Adams, Dean CSUB Antelope Valley and Interim Associate Vice President for Academic Affairs and Dean Academic Programs  
Sandra Bozarth, Dean Library  
Kristen Watson, Interim Dean Extended Education and Global Outreach  
Department Chairs  
General Faculty

**Office of the President**

California State University, Bakersfield  
9001 Stockdale Hwy. • Bakersfield, CA 93311



## **Search and Screening Procedures for Administrators - Handbook Change**

**RES 232431**

FAC and BPC

**RESOLVED:** The following changes be made to the University Handbook (additions in **bold underline**, deletions in ~~strikethrough~~).

### **309 Search and Screening Procedures for Administrators**

#### **309.1 General Policy**

Although the President or his/her designee is the appointing officer for all administrative positions, the principles of shared governance dictate that faculty, staff, students and administrators shall also be involved in the selection process where appropriate. As the faculty have primary responsibility for the educational mission and functions of the University, faculty members shall play a major role in search and screening for academic administrators.

A major responsibility of the University in recruitment and retention of administrators is to secure the most qualified individuals. Therefore, appointments to administrative positions shall be based on ability and fitness for the position as set out in the criteria for selection and the stated roles and responsibilities of the office. Appointments shall conform to policies of the CSU Board of Trustees.

In cases involving the selection of academic administrators who have the potential for exercising retreat rights to a faculty position, faculty will play a central role in establishing qualifications for the position, in the screening of candidates for appointment, and in formulating the recommendations submitted to the appropriate administrator. Committees established for the purpose of screening candidates for academic administrative appointments shall have a majority of faculty members. In other cases, where the function of the administrator is mainly advisory to the President or does not include academic policy decisions, the faculty's role in the search shall reflect the extent of legitimate faculty interest in the position.



In recognition of the principles of shared governance as well as their importance to the university, both staff and students shall participate in the selection of all administrators where appropriate. Representation on Search and Screening Committees shall be determined by the relationship of the office or position to staff and student activities.

**In case a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.**

### **309.2 Policies on Diversity**

The hiring practices of the University shall be in compliance with the policies of the CSU Board of Trustees and all applicable EEO/AA/ADA legislation. University policy dictates that the search and screening process shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability or veteran's status. The University recognizes its moral and legal obligations to strive for a composition of personnel that accurately reflects the profile of ethnic minorities and gender in the labor force from which it draws. To meet these obligations, the University will aggressively seek applications from ethnic minorities and women where their representation is below the standards of the labor force. The Diversity Officer of the University provides basic information, advice and counsel for all Search and Screening Committees.

### **309.3 Responsibilities of the Search and Screening Committee**

The responsibilities of each Search and Screening Committee, in cooperation with the appointing officer, include formulating criteria for selection appropriate to the stated roles and responsibilities of the position, developing a position announcement, recruiting and screening candidates, and recommending to the appointing officer only qualified and acceptable candidates. The committee, in cooperation with the appointing officer, establishes a calendar, with milestones, for accomplishing its responsibilities.

It is also the responsibility of the committee to keep complete and accurate records of the selection and recommendation process. **This may include requesting documentation and records from the search**

**firm.** Upon the discharge of the committee, the chair shall forward these records to the appropriate administrative officer for retention pursuant to university policy.

**In all cases the chair shall act in consultation with the search and screening committee.**

**In case a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.**

#### **309.4 Confidentiality of Search and Screening Committee Activities**

Each Search and Screening Committee, in cooperation with the appointing officer, has the responsibility to protect the integrity of the search and screening process. All committee deliberations and consultations shall remain confidential. Violations of this confidentiality shall be considered a breach of professional ethics. Except for matters of direct consultation, attendance at all meetings of the committee shall be restricted to official members of the committee. No persons outside the formal membership of the committee shall be present when deliberations are in progress. Appropriate safeguards shall be taken to ensure the confidentiality of all committee records.

**The chair of the committee may, through a written invitation, invite the appointing officer or member of the search firm to their deliberations at their discretion. In any search, after consulting with the search committee and obtaining a written approval from the committee, the appointing officers may also be permitted to:**

- A. **promote the position to potential candidates or/and answer questions raised by the potential candidates before a time when the search committee starts to review candidates.**
- B. **speak with the recommended candidates before scheduled campus visits take place.**

**In case a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.**

### **309.5 Composition of the Search and Screening Committees Administrators**

Search and screening committees for positions concerning faculty and academic matters shall consist of the membership outlined below. Faculty shall make up a majority of the total membership of the search committee for the following positions: Provost and Vice President for Academic Affairs, Associate/Assistant Vice President for Faculty Affairs, Associate Vice President for Academic Programs/Dean of Undergraduate and Graduate Studies, all Academic Deans, and Associate/Assistant Academic Vice Presidents. *(Revised 7-02-20)*

The appointing officer shall assure the selection of the Search and Screening Committees as follows:

- A. For university-wide positions: five full-time tenured faculty members one from each school and one at-large (drawn from the General Faculty including librarians, counselors, and coaches). For individual school, Library or Antelope Valley Dean positions: four full-time tenured faculty members drawn from and elected by the affected constituency. *(Revised 7-02-20)*
- B. One administrator appointed by the appointing officer in consultation with the Cabinet.
- C. One student selected by the Executive Committee of Associated Students, Inc.
- D. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.
- E. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate maintaining the majority faculty membership. The appointments shall be made to assure representation of the entire university.
- F. The search committee shall elect its chair. In the case of cabinet level positions, the President in consultation with the search committee will appoint the chair.

The search and screening committees for other administrative positions (excluding assistant or associated deans) shall be as follows: *(Revised 7-02-20)*

- a. One full-time tenured faculty member, representative of and elected by the affected constituency. *(Revised 7-02-20)*
- b. One administrator appointed by the appointing officer in consultation with the Cabinet.
- c. One student selected by the Executive Committee of Associated Students, Inc.
- d. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.

- e. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate. The appointments shall be made to assure representation of the entire university.

### 309.6 Roles and Procedures of the Search and Screening Committees

- a. **The appointing officer or their designee shall call for the necessary elections and appointments to form the Search and Screening Committee as soon as possible following the announcement of a vacancy.**
- b. The appointing officer or his/her **their** designee shall convene the first session of the Search and Screening Committee to discuss the agreed upon roles and responsibilities of the position, the qualifications needed in a nominee/applicant for the position, and the criteria for selection. The committee, in consultation with the appointing officer, shall establish a calendar, with milestones, for the completion of its work.
- c. At the beginning of the process, the Diversity Officer of the University shall meet with the committee to discuss issues, strategies, and procedures to be implemented during the search and screening process that will help meet the moral and legal obligations of the University in achieving diversity among its administrators.
- d. The committee shall elect its chair.
- e. A majority of the committee members shall constitute a quorum; **no meeting shall take place unless a quorum is achieved.** ~~although~~ Every effort shall be made to have attendance of all committee members at each meeting. **Faculty availability shall be prioritized.**
- f. Except for matters of direct consultation, attendance at meetings of the committee shall be restricted to members of the committee. No one outside the committee shall be present when deliberations are in progress. **The chair of the committee may, through a written invitation, invite the appointing officer or member of the search firm to their deliberations at their discretion.**
- g. The Search and Screening Committee, in consultation with the appointing officer, shall prepare a vacancy announcement and position descriptions that are widely distributed. The committee shall determine and prioritize the qualifications required for the position commensurate with the roles and responsibilities of the position.
- h. The Search and Screening Committee shall establish appropriate procedures for receiving applications/nominations, acknowledging receipt of all materials, reviewing all materials received, **reference checks**, and performing background checks. **A search firm may be utilized to complete these tasks upon written authorization of the chair. In any case, all application materials will be made available to the Search and Screen Committee.**
- i. Upon completion of the review of the applicants, the committee shall recommend those candidates who should be brought to campus for interviews. **The appointing officers and**

**representatives of a search firm may be allowed to contact candidates by written authorization of the chair.**

- j. For retreat rights and potential tenure purposes, candidates shall be interviewed by the academic department in which they are seeking retreat rights, at which time the department will forward to the Search and Screening Committee a recommendation assessing the candidate's potential for the reward of tenure. A negative recommendation from the department regarding a particular applicant is to be considered a right of refusal to accept the candidate in that department.
- k. Any recommendation for tenure upon appointment would normally be restricted to those applicants who have been, or are currently, tenured by an accredited academic institution of higher education. Applicants without such a record shall be evaluated for tenure according to criteria jointly established by the appropriate department, the dean, and the P&VPAA.
- l. Opportunity shall be provided for all members of the university community (including, but not limited to, faculty, staff, students, alumni, and other "friends" of the university) to meet candidates during interviews.
- m. After completion of interviews, the Search and Screening Committee shall seek out and consider the observations and opinions of all those individuals who had an opportunity to meet with the candidates before making its final recommendations.
- n. The committee shall forward to the appointing officer and President a list of all acceptable candidates. The committee shall provide in writing a detailed rationale for its recommendations. Under normal circumstances at least three candidates shall be recommended to the appointing officer and President. The appointing officer and President shall meet with the members of the committee to discuss their evaluations of the recommended candidates.
- o. If none of the candidates recommended by the committee accepts the position offer, the appointing officer and President shall meet with the committee to determine whether any acceptable candidates remain in the applicant pool. If the committee, in consultation with the appointing officer and President, determine there are no further acceptable candidates, the search process shall begin anew.
- p. All records, deliberations, and consultations throughout the search and screening process shall remain strictly confidential.

**309.7 Appointment of Interim Non-Academic University-Wide Officers**

- a. This policy shall apply to the interim appointments of the VPBAS, VPSA, and VPUA. New positions that are similar in nature shall also be subject to this policy.
- b. When a vacancy in one of these positions occurs, the President shall confer with the Executive Committee of the Academic Senate, to determine if there is sufficient time for

recruitment, the appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.

- c. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

### **309.8 Appointment of Interim Provost and Vice-President for Academic Affairs**

- a. When a vacancy occurs, the President shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

### **309.9 Appointment of other Interim University-Wide Academic Administrators**

- A. This policy shall apply to the interim appointments of other academic administrators whose responsibilities include making academic policy decisions that affect the entire university which includes the Assistant Vice President for GRASP, the Associate Vice President for Academic Programs, the Associate Vice President for CSU Bakersfield Antelope Valley (*Revised 06-28-18 Name Change*), the Associate Vice President for Faculty Affairs, the Dean of Academic Programs, and the Dean of the Division of Extended Education and Global Outreach (*Revised 07-10-17 Name Change*). New positions that are similar in nature shall also be subject to this policy.
- B. When a vacancy occurs, the P&VPAA shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- C. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

**309.10 Appointment of Interim School Deans**

- a. When a vacancy occurs in a school dean's position, the Provost and Vice President for Academic Affairs shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim dean will be made by the Provost & Vice President for Academic Affairs. Such appointments will be made after consultation with the Executive Committee of the Senate, Department Chairs, members of the school, and appropriate advising committees.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

**309.11 Appointment of Interim School Associate Deans**

- a. When a vacancy occurs in an associate school dean's position, the Dean shall confer with Department Chair to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim Associate Dean will be made by the Provost upon recommendation of the Dean. Such appointments will be made only after the Dean has consulted with the Department Chairs, members of the school, and appropriate advising committees.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

**309.12 Additional Guidance When a Search Firm is Hired to Assist in the Search and Screening Process for Administrators**

**When a search firm is hired to assist in the search and hiring process:**

- a. **this search firm shall be distributed a copy of University Handbook Section 309 prior to being hired.**
- b. **hiring of a search firm may only occur following constitution of the search and screening committee and requires authorization of the appointing officer and written approval by the chair of the committee, in consultation with the search and screening committee. The written approval will detail which responsibilities may be delegated to/shared with the search firm.**
- c. **the search committee is given a copy of the contract with the search firm contract detailing the delineated responsibilities of the search firm.**

- d. with approval from the search and screening committee, the search firm may be permitted to assist in recruiting applicants, scheduling interviews, and completing tasks outlined in 309.6gh.
- e. after obtaining a written approval from the committee, members of this search firm may be allowed to be present in search committee meetings, as outlined in 309.6ef.

**RATIONALE:** The requested changes address faculty concerns with the use of search firms during the search and screening of administration positions. These changes outline the roles and responsibilities of different entities involved within this process and protect faculty rights and the role of campus committees and representatives.

**Distribution List:**

President  
Provost and VP for Academic Affairs  
VP Student Affairs  
AVP Faculty Affairs  
AVP Academic Affairs and Dean of Academic Programs  
School Deans  
Dean of Libraries  
Dean of Antelope Valley  
Dean of Extended University and Global Outreach  
Department Chairs  
General Faculty

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Approved by the Academic Senate: May 9, 2024  
Sent to the President: May 23, 2024  
President Approved: Not approved; July 18, 2024



**To:** General Faculty

**From:** ORG- Academic Senate Office at [academicsenateoffice@csu.edu](mailto:academicsenateoffice@csu.edu)

**CC:** Danielle Solano, Academic Senate Vice Chair and Elections Committee Chair  
Katherine Van Grinsven, Academic Senate Analyst

**Subject:** Call for Interest: Office of EIC Survey Committee– New Taskforce

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This is a Call for Interest to appointed positions on the following new taskforce.

**At this time, please submit statements of interest for:**

**Office of Equity, Inclusion, and Compliance (EIC) Survey Committee (ad hoc)** (New Taskforce)

The Office of the President is forming a committee to develop and distribute a survey to gather campus-wide feedback on the Office of Equity, Inclusion, and Compliance. The Executive Committee of the Academic Senate has been asked to recommend a faculty member to serve on the committee. This committee is expected to develop and distribute the survey by the end of Fall 2024.

Structure: One faculty member, one cabinet member, one ASI representative, one staff member, one IRPA representative, and one HR representative. Candidates must clearly indicate their experience in survey design and implementation in their statement of interest.

- One (1) At-Large Full-time General Faculty appointed by the Academic Senate Executive Committee to serve a one-year term, May 2024-2025 (expected completion by December 2024).

Please provide a brief description of why you are interested and how you have suitable background for your selected committee(s). Candidates must clearly indicate their experience in survey design and implementation in their statement of interest.

Please submit your statement of interest to Senate Analyst, Katie Van Grinsven at [academicsenateoffice@csu.edu](mailto:academicsenateoffice@csu.edu) by **XXday, October XX, 2024, 5:00 PM**. Thank you.

**Memorandum**

**To:** Executive Committee of the Academic Senate

**From:** Faculty Affairs Committee

**Date:** September 19<sup>th</sup>, 2024

**Re:** Task Force for Periodic Evaluation (Referral 2024-2025 06)

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The Faculty Affairs Committee proposes the formation of a Task Force to focus on improving clarity within the University Handbook, particularly regarding the general provisions for periodic evaluation of lecturers outlined in section 306. The Task Force will also evaluate whether the current six-year lecturer review process should be cumulative, with a goal of ensuring fairness and transparency in the evaluation process.

**Composition of the Task Force**

The Faculty Affairs Committee recommends that the Task Force be composed of the following members to ensure diverse perspectives:

- One lecturer
- Two full-time lecturers with 3-year appointments
- Two tenured faculty members, including one Department Chair
- CFA Representative or designee
- The AVP for Faculty Affairs (Ex Officio)

**Task Force Deliverables**

The Task Force is charged with preparing recommendations that include proposed changes to the University Handbook (section 306 and its subsections) and other relevant suggestions. The recommendations should focus on enhancing the clarity of the periodic evaluation provisions and addressing whether the six-year review process for lecturers should be cumulative.

**Timeline**

The Task Force shall submit its final report and recommendations to the Faculty Affairs Committee by February 1st, 2025.

We look forward to your approval of the formation of this Task Force and are confident that their work will improve the clarity and fairness of the lecturer review process.



## MEMORANDUM

**DATE:** August 23, 2024

**TO:** California State University Employees

**FROM:** Debbie Boschini, Associate Vice President   
Faculty Affairs

Lori Blodorn, Associate Vice President   
Chief Human Resources Officer

**SUBJECT:** The CSU's Commitment to Fostering an Inclusive Community and Workplace –  
Introducing the New Interim Systemwide Time, Place and Manner Policy

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Welcome to the start of a new academic year. The Office of the Chancellor has created systemwide standards to determine the “time, place, and manner” in which free speech activities may be conducted on university property. Individual universities have provided Addenda to the policy that identify the specific time, place and manner regulations for their respective campus. This interim systemwide policy fulfills a new requirement enacted by the California Legislature and is in effect immediately for all students and non-represented employees. The university's existing campus time, place and manner policy will continue to apply to represented employees until bargaining is complete for the interim time place, and manner policy and campus addendum.

The CSU is committed to fostering an inclusive CSU community. As a part of this commitment, we uphold freedom of speech and expression as essential to our educational mission. Institutions of higher education have a special obligation to encourage and support the free expression of ideas, values, and opinions, even where they may be unpopular or controversial. Freedom of expression, however, coexists with other rights such as the need to preserve public order and safety and to maintain the ability of the CSU to fulfill its educational mission. The exercise of freedom of expression and assembly rights must still comply with all applicable federal, state and local laws, as well as university policies.

**FACULTY AFFAIRS AND HUMAN RESOURCES**

California State University, Bakersfield  
9001 Stockdale Hwy. • Bakersfield, CA 93311

The Office of the Chancellor has created a systemwide [website \[calstate.edu\]](https://www.calstate.edu) that serves as a hub of information on these matters. This website includes all CSU campus-based policies and resources meant to foster healthy discourse and bring together community members with different viewpoints, as well as educational activities and programs that support the balance of free speech activities, our educational mission and campus safety.

**Katherine Van Grinsven**

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**From:** Melissa Danforth  
**Sent:** Monday, September 23, 2024 3:34 PM  
**To:** Zachary Zenko; Danielle Solano  
**Cc:** Katherine Van Grinsven  
**Subject:** RE: FAC Referral Request

Hi Zack,

Katie will add this to the agenda, although I'll note that at our current rate of tackling EC business and length of the EC agenda, it'll likely be the end of the semester before we get to this.

And my unit elects different committees to distribute the load across the tenured faculty, so that each tenured individual doesn't have to review as many files. As a younger department, we have had a lot of people to review in recent years, so that helps manage the workload.

We're also really two departments in one administrative unit, so we tend to have an "engineering" committee for the ECE faculty and a "computing" committee for the CMPS faculty. I imagine other blended departments with sufficient tenured faculty in each discipline might take a similar approach. And if the budget situation gets truly dire, we might have more blended departments in the future.

Melissa

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**From:** Zachary Zenko <zzenko@csub.edu>  
**Sent:** Monday, September 23, 2024 3:25 PM  
**To:** Melissa Danforth <mdanforth@csub.edu>; Danielle Solano <dsolano@csub.edu>  
**Cc:** Katherine Van Grinsven <kvan-grinsven@csub.edu>  
**Subject:** FAC Referral Request

Dear Melissa and Dani,

I'd like to request that the FAC takes up a referral to clarify the procedures of electing a Unit RTP Committee. It has come to my attention that different units handle this very differently, and the handbook is not clear on this.

Specifically, I believe the FAC should consider:

1. Whether all interested tenured faculty should be automatically considered for the election, or whether the size of the committee should be determined first.
2. Clarifying whether one Unit RTP Committee should be formed per unit, and then consistent for all faculty in that Unit (unless there are unique considerations, such as the additional member requested by the faculty member under review).

This is not an urgent priority, but I wanted to put it on your radar as I know that different faculty have approached me asking about these processes.

Thank you,  
Zack

**ZACHARY ZENKO, PH.D., FACSM, PAPHS**

He/Him/His  
Associate Professor  
Graduate Program Director, [MS in Kinesiology](#)  
Department of Kinesiology  
(661) 654-2799  
Office: EDUC 149  
[Zoom Link](#)

**Fall 2024 Office Hours**

Mondays and Wednesdays: 2:20 pm to 3:50 pm  
Thursdays: 1:45 pm to 3:45 pm  
By appointment

**California State University, Bakersfield**

Mail Stop: 22 EDUC  
9001 Stockdale Hwy  
Bakersfield, CA 93311

**Essentials of Exercise and Sport Psychology: An Open Access Textbook**



CALIFORNIA STATE  
**BAKERSFIELD**

I am a proud member of the California Faculty Association; if you are not already a proud member of CFA, [join here](#).

**From:** [Janine Cornelison](#)  
**To:** [Melissa Danforth](#)  
**Cc:** [Katherine Van Grinsven](#)  
**Subject:** Re: Senate Recommendation  
**Date:** Monday, September 23, 2024 10:52:35 AM  
**Attachments:** [Outlook-California.png](#)

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Thank you, Melissa.

We want a specific policy like Long Beach. We are seeing so many students who have completed one major, they are ready to graduate, decide to add a second major. In those conversations, a majority of the time, students tell us they are not ready to leave. Since there is no policy indicating when a student is allowed to declare, we submit the declaration of major. We need a policy that indicates a timeline for declaring.

Advisors have had countless conversations with Dr. Harper regarding this, especially when he asks us why we aren't "getting the students graduated?"

**JANINE CORNELISON, M.S.**  
Academic Advisor  
College of Arts and Humanities  
(661) 654-2221

[www.csub.edu/ah/studentcenter](http://www.csub.edu/ah/studentcenter)



CALIFORNIA STATE UNIVERSITY  
**BAKERSFIELD**

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**From:** Melissa Danforth <[mdanforth@csub.edu](mailto:mdanforth@csub.edu)>  
**Sent:** Monday, September 23, 2024 10:26 AM  
**To:** Janine Cornelison <[jcornelison1@csub.edu](mailto:jcornelison1@csub.edu)>  
**Cc:** Katherine Van Grinsven <[kvan-grinsven@csub.edu](mailto:kvan-grinsven@csub.edu)>  
**Subject:** RE: Senate Recommendation

Hi Janine,

We will add this to the Exec agenda once we get further information from Dr. Adams about systemwide policy. Do note that the Exec agenda is already packed, and we might not get to this specific item until closer to the end of the term.

A point of clarification though. We do have a Double Major policy in the catalog (<https://catalog.csub.edu/policies-procedures/academic-policies/undergraduate/academic-affairs-academic-programs/>):

“Double Majors

Students graduating with a double major are required to complete all components of each major, including the Senior Seminars. Although double-counting of courses from one major to the other is possible, the student must accumulate a minimum number of unduplicated units in each major. For the BA major, the minimum is 24 semester units; for the BS major, the minimum is 36 semester units.”

How specifically are the advisors wishing this policy to be updated?

Thanks,  
Melissa

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**From:** Janine Cornelison <jcornelison1@csub.edu>  
**Sent:** Monday, September 23, 2024 10:11 AM  
**To:** Melissa Danforth <mdanforth@csub.edu>  
**Cc:** Katherine Van Grinsven <kvan-grinsven@csub.edu>  
**Subject:** Senate Recommendation

Dear Senate Chair,

I hope this message finds you well. On behalf of the professional academic advisors, I am writing to formally request the development of a comprehensive double major policy for our campus.

Currently, our campus is one of only six within the system that does not have a specific policy regarding double majors. As a result, we have observed a growing number of students opting to pursue multiple majors, which has, in many cases, led to extended periods of enrollment and the postponement of their graduation. While we encourage academic exploration, the absence of clear guidelines can lead to challenges in advising and an overall delay in students' progress toward degree completion.

To assist with this effort, I have attached examples of the current double major policies from other campuses within our system. These can serve as a useful reference and starting point for developing our own policy. A well-defined double major policy would help to ensure that students are making informed decisions about their academic paths, while also promoting timely graduation. Such a policy could outline criteria such as credit requirements, eligibility, and time-to-degree limits, providing clarity and consistency for both students and advisors. We believe it will enhance the academic experience for our students and contribute to the overall efficiency of our institution.

Please let me know if you have any questions or need anything else from me.

Thank you.

**JANINE CORNELISON, M.S.**  
Academic Advisor  
College of Arts and Humanities



**From:** [Elizabeth Adams](#)  
**To:** [Melissa Danforth](#)  
**Cc:** [Katherine Van Grinsven](#)  
**Subject:** Re: Double majors  
**Date:** Monday, September 23, 2024 3:48:35 PM

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Hi Melissa,

There isn't a systemwide policy on double majors, but the general guidance in the past has been that double majors should not cause a student to extend their time to degree by very much. That guidance was issued during a time (and has not been updated since) when many campuses were over-enrolled and they were enforcing the "forbidden four" policy including exclusion of lower division transfer and second bacc admits. Now we're in a very different landscape.

All that said, the feds do limit the number of units a student can exceed the basic degree requirements to 20% of the total in awarding aid. In other words, they'll usually cut off aid at 150 units for a 120 unit degree. That 150 unit upper limit is usually the guiding principal behind various campuses allowing up to 140ish units to complete the second major (Humboldt, LB, LA, MB, Northridge).

The only policies from the CO are the minimum units for majors (BA: 24, BS: 36) and the requirement that we award all the earned degrees at the same ceremony. (Same degree, two majors like B.A. in English and Psychology or different degrees different majors like B.A. English and B.S. Computer Science).

The double counting thing is up to the campus, especially vis a vis minors. There are campuses that allow overlap with minors, but won't allow majors and minors in the same field. That tends to help students in interdisciplinary majors get a minor.

I think the 24/36 unit thing does make sense for double majors to ensure the quality and integrity of the degree (a WASC thing).

Always happy to discuss this kind of thing at length.

Elizabeth

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**From:** Melissa Danforth <[mdanforth@csu.edu](mailto:mdanforth@csu.edu)>  
**Date:** Monday, September 23, 2024 at 10:28 AM  
**To:** Elizabeth Adams <[eadams6@csu.edu](mailto:eadams6@csu.edu)>  
**Cc:** Katherine Van Grinsven <[kvan-grinsven@csu.edu](mailto:kvan-grinsven@csu.edu)>

**Subject: Double majors**

Hi Elizabeth,

The Senate Office received a request to consider updating the double-major policy for CSUB. The requestor included the attached document with policies around the system, but I think that information was gathered from the campus catalogs, rather than looking at systemwide policies. For example, impacted campuses may have more restrictive policies than unimpacted ones.

Is there a systemwide policy on double majors and/or maximum units attempted, perhaps as related to the campus's impactation status?

Relatedly, another complaint Senate frequently hears is the CSUB policy on double-counting courses between two majors or between the major and the minor.

Specifically for double-majors, the catalog says: "Although double-counting of courses from one major to the other is possible, the student must accumulate a minimum number of unduplicated units in each major. For the BA major, the minimum is 24 semester units; for the BS major, the minimum is 36 semester units."

And for minors, the catalog says: "The 12 units (normally four 3-unit courses) used in a minor cannot be drawn from those used to satisfy the major requirements. However, in the case of majors requiring extensive lower division cognates (e.g., Business Administration), students may count one of the cognate courses as one of the four required in the minor."

Is there a systemwide policy on double-counting courses between two majors and/or between the major and minor?

Thanks,  
Melissa

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Dr. Melissa Danforth  
Pronouns: she/they  
Chair, CSUB Academic Senate  
PI, CSUB's S-STEM Scholarship Program  
Professor of Computer Science  
Department of Computer & Electrical Engineering/Computer Science  
California State University, Bakersfield  
Website: <https://www.cs.csub.edu/~melissa/>

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**CSU Campuses with No Double Major Policy**

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- Bakersfield
- Chico
- East Bay
- Sacramento
- San Bernardino
- San Marcos – No double major policy, but does have an excess unit policy

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**Channel Islands**

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**Multiple Majors**

- Students may declare more than one major. If all majors completed lead to the same degree, BA or BS, they will all appear on the diploma. If the majors lead to different degrees, the policy on double degrees applies. Double counting of courses shall conform to the policy in Senate Resolution 34-01.

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**Dominguez Hills**

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**Double Major or Minor**

- A student may complete an additional minor or second major. Units used to satisfy the requirements for an additional major or minor cannot have been used in the first major or minor. The student shall declare the second major or minor at the time the Application for Graduation is filed and have the appropriate advisement form submitted. Whenever a double major is used to satisfy graduation requirements, the upper division courses must not overlap. The completion of an additional major or minor will be noted on the official transcript. A student who completes requirements for two majors under a single degree, BA or BS, may have both majors recorded on the diploma. A student who completes two majors leading to different degrees, for example, philosophy (BA) and public administration (BS), must declare one major as the degree major, in order to determine the appropriate degree to be awarded and notation for the diploma. A student will not be granted two diplomas and two degrees, as distinguished from two majors, at the same time. Note: The residency requirement for a second major is the same as for the primary major: 12 upper division units at CSU Dominguez Hills.

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**Fresno**

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**Double (Concurrent) Major Requirements**

- Undergraduate students may desire to complete the requirements for more than one major at the time of completion of the baccalaureate degree (i.e., graduate with a double major). All requirements for each degree must be met. When students apply for graduation, they must designate which is the primary degree major. Minimum requirements and exceptions for double majors are as follows:
  - Double B.A. majors must include a minimum of 24 units exclusive of the other major, 12 of which must be upper-division.
  - Double B.S. majors must include a minimum of 36 units exclusive of the other major, 18 of which must be upper-division.
- Units may be double-counted for both majors above 24 mutually exclusive units (12 upper-division) in B.A. programs and 36 units (18 upper-division) in B.S. programs.
- Courses in General Education may be used to fulfill major or minor requirements.
- Students may not earn a special major as a double major.
- One Degree with More than One Major and/or Minor: Two majors leading to the same baccalaureate degree (such as a B.A. or B.S.) do not constitute separate baccalaureate degrees. Only one degree and one diploma will be awarded. Only one application fee is required for one degree, regardless of the number of majors and minors. A student may earn a maximum of two majors and two minors so long as all work can be completed within 144 units.
- Graduating with Two Degrees: A student may be awarded more than one baccalaureate degree (such as a B.A. & B.S., B.S. & B.F.A., etc.) at the same time provided that requirements of all degree programs have been completed. Students who complete two different baccalaureate degrees must apply for all degrees in a single degree period by submitting separate applications simultaneously. A fee is required for each application submitted. Students who concurrently complete the requirements for two baccalaureate degrees will be acknowledged on separate diplomas for each degree earned.
- Note: Students may not pursue a baccalaureate and master's degree concurrently.

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**Fullerton****Multiple Majors and Second Baccalaureate Degrees**

- Within the units required for the baccalaureate, it is possible for a student to complete the requirements for more than one major within one degree (for example, a B.A.) when the additional major is within the same degree (in this case, another B.A.). At least 24 units, including 12 at the upper-division level, in each Bachelor of Arts major, or 36 units, including 18 at the upper-division level, in each Bachelor of Science major, must be applied exclusively to the respective major and may not be used to meet requirements in other majors. The student shall declare the additional major with the appropriate department no later than the beginning of the student's final year of study.
- The completion of additional majors will be noted at the time of graduation by appropriate entries on the academic record and in the commencement program.
- Students seeking two bachelor's degrees concurrently (i.e., in two different degree programs such as B.S. and B.A.) may qualify for graduation with the approval and recommendation of the faculty upon completion of the following:
  - minimum of 60 units in residence (30 units for each degree);
  - minimum of 48 upper-division units among the 60 residence units mentioned above;
  - a minimum of 12 upper-division units in residence in courses offered by each of the major departments in which the two degrees are being sought; and
  - all requirements in major fields of study, general education, scholarship (minimum grade-point average), and all other minimum unit requirements.

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**Humboldt****Second Major (Double Major)**

- Students may earn a bachelor's degree with two majors by completing the requirements for both programs. Although both majors appear on the permanent record, the student receives one degree.
- Students may declare and complete a second major only if they meet the following criteria:
  - Declare second major before earning 90 units; and
  - Demonstrate that they can graduate with both majors completed in fewer than 140 total units.
  - Students who choose to complete a second major and cannot complete the required courses in less than 140 units may submit a request for an exception to the department chair and college dean.

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**Long Beach****Declaring a Second Major**

- Students may be allowed to complete the requirements for two baccalaureate programs concurrently in accordance with the Timely Graduation Policy. Students wishing to add a second major must meet the major-specific criteria for the new major as defined in Major Specific Declaration Requirements for CSULB Students.
- While students are encouraged to pursue their academic interests, all degree objectives (e.g., majors, minors, certificates) must be completed within 120% of the units allowed for the primary degree as stipulated in CSULB's Timely Graduation for Undergraduate Students policy. Students must declare all degree objectives before reaching 90 units.
- Also note that CSULB's Academic Progress Rules for Undergraduate Programs policy stipulates that if any one of a student's three GPAs is below 2.5, the student must have the approval of their primary major advisor to add any additional degree objectives. Please note that students whose major GPA is near or below a 2.0 are unlikely to be allowed to pursue additional degree objectives until they have improved their major GPA.
- Before the student satisfies the specified criteria, the student should meet with the department academic advisor to discuss the possibility of adding the additional major. If the major advisor supports the request, the advisor will electronically submit the request to Enrollment Services. Be aware that additional information may be requested to ensure compliance with the policies mentioned above prior to processing the request. One diploma will be issued reflecting both majors. A course, or courses, may be used to satisfy the individual requirements of both majors, without limit, as long as the required pattern of course work is completed for each major.

## Los Angeles

**Changing your Major or Declaring a Second Major**

- Students may change their major or add a second major if they will be able to complete their baccalaureate degree in no more than 120% (144 units for a standard 120-unit program) of the units required by their primary degree program, including a second major or any minors. Undergraduates may declare up to (a) two majors without a minor (b) one major and two minors.
- If you are considering changing your major or declaring a second major, be aware that you must meet any major-specific criteria in the new major. To determine whether your desired major has major specific criteria, see the list of Major Specific Declaration Requirements. You can check how your academic course work applies to the proposed new major's admission requirements or degree requirements by creating a 'What-if Report' available in the 'Academics Section' of the GET Student Center. If you want to see your progress towards meeting the admission requirements, select the 'pre-major' code under the Area of Study drop down, such as Pre-Criminal Justice. If you want to see all of the degree requirements for the major, select the actual major in the Area of Study drop down such as Criminal Justice.
- Once you have satisfied the specified criteria, meet an advisor from the College Advising and Student Success Center to explore the possibility of changing your major. If the advisor supports your request, the advisor will electronically submit your request to Enrollment Services. Be aware that additional information may be requested to insure compliance with the policies mentioned above prior to the processing of the request.
- Note: Due to special requirements, PaGE and Second Baccalaureate students are not allowed to change their degree objective nor are they eligible to declare additional bachelor-level majors or minors.

## Maritime Academy

**Declaring Double Major Procedures**

- Students interested in completing double majors must follow the procedures detailed on the "Application for Double Major" form and meet the minimum standards provided therein. Application for a double major will take into consideration numerous factors including, but not limited to, student academic progress, space restrictions, competitive standards, and time to degree completion.
- Requirements of double majors include:
  1. Each of the two majors must consist of a minimum of 36 non-overlapping major units.
  2. A student who began at Cal Maritime as a freshman must complete coursework for both degrees within five academic years.
  3. A student who began at Cal Maritime as a transfer or second baccalaureate student must complete coursework for both degrees in no more than four years.
  4. The second major of a double major may not be an impacted major.
  5. Approval of double majors is not guaranteed.
  6. Double majors, if granted, are considered conditional and subject to change if: a student fails to meet academic requirements in the first or second major; a student has a change of academic and/or disciplinary status; or, a student fails to enroll in the approved courses as outlined by academic advisors each term for each major.
- In accordance with CSU Executive Order 971, if a student has completed the requirements for two or more majors leading to the same baccalaureate degree, those majors shall be acknowledged on the diploma. If a student has completed the requirements for two or more majors leading to different baccalaureate degrees, those degrees and the completed major or majors leading to each degree shall be acknowledged on the diploma. If more than one major or degree is to appear on the diploma, the student shall be consulted regarding the order in which the student prefers the degree(s) and major(s) to appear.

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**Monterey Bay****Declaring a Second Major**

- Students may declare a second major (i.e., double major) only if they can complete both the requirements for both majors within 144 units. Students must have a minimum cumulative GPA of 2.5 to add additional degree objectives, unless approved by the advisor for their current primary academic program. Students may not declare a second major after completing the requirements of their first major.
- Student requests to declare a second major must be approved by the advisors of both majors. If the student seeking to declare a second major has 90 or more earned units, the request must also be approved by the AVP for Academic Programs. All requests to declare a second major must be accompanied by an advisor-approved educational plan demonstrating that the additional major requirements can be completed within 144 units. When a student completes two majors, both majors will be documented on the transcript, and appropriate diploma(s) will be issued.
- For majors leading to a Bachelor of Arts, 24 units (of which at least 12 units are upper-division and taken in residence at CSUMB) shall only be used for fulfillment of the requirements of one major. Units completed in addition to the 24 units may be used for fulfillment of the requirements of the second major (i.e., double counted).
- For majors leading to a Bachelor of Science, 36 units (of which at least 18 units are upper-division and taken in residence at CSUMB) shall only be used for fulfillment of the requirements of one major. Units completed in addition to the 36 units may be used for fulfillment of the requirements of the second major (i.e., double counted).

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**Northridge****Adding a Second Major**

- Students may add a second major (double major) only if they can complete both majors within 140 units. Students may not add a second major after completing the requirements for their first major. Student requests to add a second major must be approved by the department chairs of the existing major and the second major. If the student seeking to add a major has 90 or more earned units, the request also must be approved by the associate dean (or college designee) of the new major. All requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units. When a student completes two majors, both majors will be recorded on the diploma. Courses taken to satisfy the requirements for one major may be double counted if they satisfy requirements in the second major.
- Double majors in the same department are permitted unless specifically excluded in the University Catalog.

**Changing Major or Option**

- Students seeking to change majors/options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the department chair of the new major/option. If the student has 90 or more earned units, the request also must be approved by the associate dean (or college designee) of the new major/option. Requests to change majors/options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

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**Pomona****Declaration of Minors and Additional Majors**

- Students may declare up to two minors in addition to their primary major if all academic programs can be completed within 36 units above the number of units required for their primary major. Students must receive the approval of the chair of the department offering the proposed academic program.
- Students may declare one major in addition to their primary major if all academic programs can be completed within 48 units above the number of units required for their primary major. Students must receive the approval of the chair of the department offering the proposed academic program.
- Minors or double majors may be declared at any time in a students' career but students are strongly encourage to declare minors and double majors early in their career. After earning 135 totals units, students may declare a minor or additional major only if they are in good academic standing and have the approval of the chair of the department offering the proposed academic program.
- Credits from transfer units, non-traditional college-level work (including AP, IB, and CLEP examinations, and credit by challenge examinations), and military service in excess of 90 quarter units shall be excluded from the unit count for the purposes of the minor and double major policies.\*
- Students may request exceptions to the minor and double major policy by filing a general academic petition.
- \*Students often have credits from these sources that are not applicable to their Cal Poly Pomona degree program for a variety of reasons, including unfamiliarity with how tertiary education works (especially first generation college students), poor advising at Community College, exploration/change of career direction, credits for sports, etc. The intention of this policy is to count up to 90 quarter units that likely fulfill GE and academic program requirements at Cal Poly Pomona without prohibiting transfer students from minoring or double majoring if they have a large number of units that do not further their Cal Poly Pomona degree.

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**San Diego**

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**Multiple Majors**

- Some students may wish to complete up to three majors. In such a case, each major must be declared with the Office of the Registrar, and all requirements for each major must be fulfilled.
- In the case where the same class is required for each major, the class can only be counted towards one of the major requirements. Therefore, you must substitute another class for one of your majors, as approved by your major advisor.

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**San Marcos**

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**Excess-Units Seniors**

- Students seeking a first baccalaureate degree who have earned 150 or more units and who have not yet graduated are considered to be “excess-units seniors” (exception: Nursing majors and Integrated Credential Program students are not subject to this policy). The records of such students will be reviewed and advising will be provided in order to facilitate their graduation. This may include such actions as
  - Automatic graduation of students who have met all graduation requirements;
  - Identification of possible course substitutions that would make it possible for students to graduate;
  - Early priority registration for the purpose of being able to register in courses needed for graduation; and
  - Additional advising and the development of a graduation plan that the student would be expected to follow.
- Students choosing to appeal their automatic graduation must submit a Degree Conferral Appeal. The appeal must include a narrative statement elaborating how excess units were accumulated, their educational intent, and completion timelines. The appeal will be reviewed by a committee consisting of Dean or Designee from the College of the student’s major, a designated academic advisor from the student’s major, and an appropriate faculty representative from the student’s academic department/program.
- Students with more than 130 attempted units may only change their majors if the change of major allows for graduation at a date no later than the earliest date possible with the current major. Similarly, students with more than 130 attempted units may only declare additional majors or minors if the additional majors or minors allow for graduation at a date no later than the earliest date possible with the first major. In these cases, approval from a staff advisor in Advising Services will be needed. Exceptions can be granted by an appropriate faculty advisor such as the department chair or designee.

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**San Francisco**

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**Double Major**

- With careful academic planning, it may be possible for students to complete two majors. When possible, students are encouraged to complete both degrees without exceeding 120 units. Students who are significantly over 120 units may be monitored and required to meet with an academic advisor to track their degree progress. Students who complete two majors may apply for both degrees in a single commencement by submitting one degree application with approval from both major departments. No additional fee is required for the second application.

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**San Jose**

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**Double Major**

- If a student has completed the requirements for two or more majors leading to the same baccalaureate degree (e.g., two B.A. degrees or two B.S. degrees) for the same graduation application period, those majors shall be acknowledged on a single diploma and on the student’s transcripts. Each major, not including courses in preparation for the major, must consist of at least 36 units for Bachelor of Science degree majors, or at least 24 units for Bachelor of Arts degree majors, units that are completely separate and distinct from the other degree. The University has the right to restrict students from pursuing double majors, particularly when resources must be equitably distributed among all students.

**From:** [Melissa Danforth](#)  
**To:** [Yize Li](#); [Danielle Solano](#)  
**Cc:** [Tracey Salisbury](#); [Sarana Roberts](#); [Zachary Zenko](#); [Katherine Van Grinsven](#)  
**Subject:** RE: Resolution regarding Removing Memo in Faculty's PAF  
**Date:** Sunday, August 25, 2024 11:07:06 AM

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Hi Yize,

An email to the Senate chair is sufficient for referring a concern to the Executive Committee. I'm CCing Katie so she can add this to the EC agenda.

Thanks,  
Melissa

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**From:** Yize Li <yli11@csb.edu>  
**Sent:** Sunday, August 25, 2024 9:11 AM  
**To:** Melissa Danforth <mdanforth@csb.edu>; Danielle Solano <dsolano@csb.edu>  
**Cc:** Tracey Salisbury <tsalisbury1@csb.edu>; Sarana Roberts <sroberts21@csb.edu>; Zachary Zenko <zzenko@csb.edu>  
**Subject:** Resolution regarding Removing Memo in Faculty's PAF  
**Importance:** High

Dear Melissa and Danielle,

It was nice seeing both of you at the General Faculty Meeting on Friday. Thank you very much for organizing the meeting, especially the Q&A session with President and Provost and the open forum.

After asking my question regarding memo in Faculty's PAF, a number of colleagues chatting with me. Some of them thought that a most straightforward solution would be talking with the Academic Senate to see whether a resolution regarding removing memo in Faculty's PAF after 3 years could be developed and passed.

As shared during the Q&A session, the rationales are:

- (1) A reprimand letter is removed from Faculty's PAF after 3 years. A memo is an informal letter which could be a result of retaliation or arbitrary action, so it does not make any sense if a memo stays in Faculty's PAF for more than 3 years.
- (2) A memo in Faculty's PAF could have serious impact to faculty's career and professional reputation, especially for faculty being reviewed for tenure and/or promotion (including range elevation for lecturers).

I am Ccing this email to CFA President Tracey Salisbury, Vice President Sarana Roberts, and Faculty Rights Chair Zachary Zenko. Sarana and Zachary attended and presented in



the General Faculty Meeting, and Tracey participated in earlier discussions regarding administrators' placing memo in Faculty's PAF. They can probably provide more relevant information, including genders and races of faculty members whose PAF include memos that were placed by administrators.

This is my first time bringing up an issue officially to the Academic Senate, so I am not quite sure about the exact procedure. If I need to complete any paperwork or send this email to all members of the Academic Senate, please advise. Please also feel free to forward this email to other senators.

Best Regards,

Yize

Yize Stephanie Li, PhD  
Professor of Physics  
Department of Physics and Engineering  
California State University, Bakersfield

**Topic:** CSU Generative AI report and professional ethics

**From:** [Melissa Danforth](#)  
**To:** [Katherine Van Grinsven](#)  
**Subject:** Generative AI request for EC  
**Date:** Friday, October 4, 2024 2:25:05 PM

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Hi Katie,

I received a request by a faculty member who wishes to remain anonymous. They'd like EC to discuss whether the campus should develop a policy for faculty use of generative AI for grading student work.

This somewhat aligns to the systemwide generative AI committee report at <https://genai.calstate.edu/csu-generative-ai-committee> although they were more focused on compliance (e.g., not violating FERPA) instead of professional ethics.

That report was part of the motivation for ITS wanting to form governance structures, and it might inform the faculty survey, so it does add more dimensions to the referrals to AS&SS, but this concern doesn't directly fall under the existing AS&SS referrals.

Can you add this to the new items in the EC agenda as "CSU Generative AI report and professional ethics"?

Thanks,  
Melissa

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Dr. Melissa Danforth  
Pronouns: she/they  
Chair, CSUB Academic Senate  
PI, CSUB's S-STEM Scholarship Program  
Professor of Computer Science  
Department of Computer & Electrical Engineering/Computer Science  
California State University, Bakersfield  
Website: <https://www.cs.csub.edu/~melissa/>



## Evaluation of University-Wide Faculty Directors

RES 242505

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the University Handbook language regarding the evaluation of university-wide faculty directors. (Deletions in ~~striketrough~~, additions in **bold underline**.)

**RATIONALE:** This resolution establishes a process for evaluating university-wide faculty directors (e.g., GECCo Director, Director of the FTLC). The creation of a new handbook section requires the updating of subsequent section numbers.

### 313. Evaluation of University-Wide Faculty Directors

**During the third year of service, all University-wide faculty directors, including those in their final year of service as director and those who are retiring shall be reviewed by the faculty. The Provost and Vice President for Academic Affairs shall meet with the faculty director to discuss how they wish to proceed with the review.**

**The Provost and Vice President for Academic Affairs shall identify the University-wide faculty directors to be reviewed and organize a review committee comprised of one tenured faculty member from each of the Colleges, one Dean's representative, and one student representative appointed by Associated Students, Inc.**

**In preparation for the review, the director shall submit a self-evaluation of their performance for the period under review to the review committee and the Provost and Vice President for Academic Affairs. In addition, the review committee shall offer the opportunity for all faculty to provide feedback. The review committee shall issue calls for feedback and comments multiple times in the review process and shall remind constituents that the process is confidential. Individuals participating in the evaluation of faculty directors shall submit their written comments on a confidential survey that does not collect identifiable information (e.g., names, email addresses). This survey shall include quantitative and qualitative (i.e., open-ended) assessments, including questions about constituency type so that data can be disaggregated and reviewed by the**

committee. The review committee may work with Information Technology Services to develop the survey and build processes for ensuring confidentiality, fairness, and validity. The enclosed comments will then be coded, deidentified, and aggregated by the review committee to ensure the person's confidentiality in the review process.

The review committee is charged with compiling a report on the faculty director's effectiveness based on the feedback collected as well as the self-study provided by the director. This review shall assess the 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, or sooner if the faculty director has left or is leaving that position. The review committee shall submit its written review of the director to the director and to the Provost and Vice President for Academic Affairs by March first (1st) of that year. The Provost and Vice President for Academic Affairs and director shall then meet to discuss the report by March 15th. Reappointment decisions shall be made by April 1<sup>st</sup> of that year.

*(Below are renumbered sections)*

## **3134 RANGE ELEVATION FOR TEMPORARY FACULTY**

Under the current Collective Bargaining Agreement (CBA), temporary faculty have the right in specified circumstances to apply for range elevation, which if granted, shall result in a minimum 2-step salary increase.

### **3134.1 Eligibility**

Temporary faculty (excluding coaches) are eligible for range elevation if they (a) are not eligible for more SSIs in their current range and (b) have been employed in their current range for at least five years.

### **3134.2 Criteria for Range Elevation**

For elevation to the range of Lecturer B or above, the individual must hold a degree appropriate for teaching assignment(s). For teaching faculty, teaching success is the principal requirement for range elevation; service and scholarly work are not required. For Lecturers whose assignments include non-teaching tasks, successful performance on those tasks is required.

### **3134.3 Application**

Application shall consist of 1) a written statement explaining and justifying the applicant's request, and 2) a complete vita.

### **3134.4 Procedures for Consideration of Range Elevation Requests**

- A. Eligible individuals must apply prior February 1 for range elevation to be effective at the beginning of fall semester.
- B. Applications are submitted to the Provost, department or program chair, and to the appropriate school dean. In addition to the application, all levels of review shall review the applicant's personnel action file. The unit committee provides its evaluation to the department chair, who may add his/her own evaluation. The chair forwards the application and all recommendations to the appropriate dean on March 1. All levels of review shall provide copies of evaluations to the applicant.
- C. The appropriate school dean shall make a decision and notify the applicant no later than March 15.

### **3134.5 Appeals of Range Elevation Denials**

Faculty who are denied range elevation may appeal the decision to a Peer Review Panel within fourteen (14) calendar days of notice of denial. The Peer Review Panel shall convene and review each case within thirty (30) days of the appeal. The panel shall allow appellants to make presentations to the Panel and to be represented by CFA, at each appellant's discretion. The Panel shall render a decision within thirty (30) days of hearing an appeal. The decision of the Peer Review Panel shall be final and binding on the parties.

#### **3134.5.1 Formation of Peer Review Panel**

In the spring term of each year, if one or more individuals is denied range elevation, the faculty shall elect members to a Peer Review Panel, which shall hear appeals of denials of range elevations as described in section 313.5. Membership in the Peer Review Panel shall include one representative from each school within the University and one at-large member. Faculty members serving on a department range elevation committee in that academic year are not eligible to serve. All other members of the faculty who consent to serve shall be eligible for election.

### **306.2.2 Criteria for Periodic Evaluation of Faculty**

- a. For temporary teaching faculty, evaluations shall focus on teaching performance. For temporary faculty with non-teaching duties, including temporary librarians and counselors, evaluations shall focus on the performance of assigned duties, which may include teaching. Evaluation criteria and procedures shall be made available to the faculty member no later than 14 days after the first day of instruction of the academic term.
- b. In the evaluation of the teaching performance of temporary faculty, departments should use the same criteria and processes as used for probationary faculty, and as enumerated in Faculty Handbook section 305.4.2.6, Evaluation of Teaching Effectiveness.
- c. Evidence of service and scholarly activity that is included in the file should be addressed. However, if service and/or scholarly activity are not part of the temporary faculty member's assigned duties, omission of such evidence is acceptable.
- d. The temporary faculty member, with advice and direction from the unit chair, shall be responsible for the preparation of a Periodic Evaluation File (PEF). The temporary faculty shall insert appropriate materials to document teaching or other performance. In selecting the documents, the temporary faculty should refer to Appendix G Contents and Organization of the RTP File (WPAF), and to Faculty Handbook section 305.4.2.6, Evaluation of Teaching Effectiveness.
- e. Temporary faculty in Groups 1, 3 or 4 shall submit SOCI's in accordance with during the fall semester, prior to the beginning of the evaluation process for the first established departmental policy and for a minimum of two classes for each year taught since their last periodic evaluation. Temporary faculty in Group 1 shall be reviewed during the Spring PEF cycle. Temporary faculty in Group 3 or 4 shall be reviewed yearly during the Spring RTP cycle.
- f. Temporary faculty in Group 2 shall be reviewed only in their third year, unless the temporary faculty member or the President requests a review in the first or second year. Such faculty shall submit SOCI's for a minimum of two classes each year since the most recent review. The review will occur during the Spring RTP cycle.
- g. A unit committee elected by the department faculty from the tenured faculty shall review the PEF for faculty in groups 1 – 3, and prepare a report on the faculty's performance. The report shall be placed in the PEF. For temporary faculty in Group

- 4 only, a written review may be conducted solely by the chair or other appropriate administrator, and placed in the PEF.
- h. The responsible school dean shall review the PEF for temporary faculty in Groups 1 – 3, and prepare a report on the faculty member’s performance. The report shall be placed in the PEF.
  - i. Temporary faculty in Group 5 shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. The faculty member may request that an evaluation be performed.
  - j. Successful periodic evaluations do not automatically result in range elevations.

For information on range elevations, see Section 3134.

**Distribution List: (update as needed)**

President  
Provost and VP for Academic Affairs  
AVP Academic Affairs and Dean of Academic Programs  
AVP Enrollment Management  
AVP Faculty Affairs  
AVP GRaSP  
AVP IRPA  
School Deans  
Dean of Libraries  
Dean of Antelope Valley Campus  
Dean of EEGO  
Department Chairs  
General Faculty

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Approved by the Academic Senate:

Sent to the President:

President Approved: