



## Academic Senate: Executive Committee

### Agenda

TUESDAY, OCTOBER 15, 2024

10:00 A.M. – 11:30 A.M.

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

**Zoom link:** <https://csub.zoom.us/j/87837519583?pwd=19t2SvRRSY1BoVKfvHvYARostNh0MC.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:** none.

1. Call to Order
2. Announcements and Information
3. Approval of Agenda (Time Certain: 10:05 AM)
4. Approval of EC Minutes
  - a. September 24, 2024 (handout)
  - b. October 8, 2024 (handout)
5. Continued Items (Time Certain: 11:00 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. Elections and Appointments (D. Solano) (handout)

- i. Elections:
    - 1. Student-centered Enterprises, Inc. (SEI) Board
  - ii. Appointments:
    - 1. Academic Affairs Committee (AAC)
    - 2. Exceptional Service Award Committee
      - a. Two (2) Executive Committee members
    - 3. Criteria for Proposing New Schools Taskforce
      - a. Standing Committee appointments
        - i. AAC: Dr. Heidi He- NSME
        - ii. AS&SS: Dr. Pratigya Sigdyaal - BPA
        - iii. BPC: Dr. Rhonda Dugan – SSE
        - iv. FAC: Dr. Amber Stokes – NSME
      - b. Two (at-large) faculty members
    - 4. FAC Memo: Task Force for Periodic Evaluation (handout)
    - 5. Office of Equity, Inclusion and Compliance (EIC) Taskforce (HOLD; call in progress)
  - iii. Review of committees' activity (HOLD; Senate Office to compile list)
- b. Time, Place, Manner Policy (handout)
- c. CFA Report – possible addition to Senate Agenda.
- d. 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)
- e. RTP:

- i. Unit Review Committee Procedures (handout)
- ii. PAF Insertion/deletion
- f. Double-Major Policy: Timeline for Declaring (handout)
- g. Faculty concerns about SSD Testing- AS&SS
- h. CSU Generative AI report and professional ethics (handout)
- i. Department Formation follow-up (HOLD follow up w/ Academic Programs)
- j. Resolution on CCC baccalaureate degrees [AB 927, SB 895] – EC (HOLD)
- k. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)

7. Agenda Items for Senate Meeting (Tabled)

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 by Senate	Sent to President	Approved by
9/3/2024	2024-2025 #01 Proposal for New Concentration_BS in Biochemistry- ACS Certified	RES IP	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.	<b>RES 242506</b> New Concentration_Bachelor of Science in Biochemistry Certified by the American Chemical Society (ACS) Concentration <i>(1st reading 10/10/2024)</i>	-			
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	-	10/10/2024		
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	-	10/10/2024		
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 <i>(1st reading 10/10/24)</i>	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. <b>Carry over referral 2021-2022 #41 Sixth-year Lecturer Review – Handbook Change</b> <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. On EC agenda 10/10/24		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 of 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 <i>(1st reading 9/12/24; on hold)</i>	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 SOCIs		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 SOCIs. <i>Update: FAC memorandum included in Senate packet 9/26/24 and sent to Brian Chen and Chris Diniz, ITS.</i>		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. <i>Update: AS&amp;SS Recommendations sent to ITS, Chris Diniz 10/11/2024.</i>					
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.					
10/11/2024	2024-2025 #18 Revision of RES 232431 Search and Screening Procedures for Administrators		FAC and BPC	Revision of RES 232431 Search and Screening Procedures for Administrators addressing whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat. RES 232431 Passed in Senate; not approved by President. EC discussed with President Harper in EC on October 8, 2024.		Handbook 309			

## Elections and Appointments

October 11, 2024

### Student-centered Enterprises, Inc. (SEI) Board (unfilled from 2023-2024)

- One (1) General Faculty Member to ~~replace or re-appoint~~ \*Correction: re-elect or replace\* Becky Larson, to serve a one-year term, May 2024-2025.
- **Action Items for EC:** Do we want to re-send the call with the correction that it is an election, or do we want to move forward with appointment for this year?  
Recommendation was sent to President; however, appointment is not needed.

#### Statements Received:

- Md Naser- Communications
- Becky Larson – Mathematics
- Delila Solis - Ethnic Studies (*initially recommended*)

### Academic Affairs Committee (AAC)

- One (1) At-Large General Faculty Member appointed by the Academic Senate to serve a one-year term, May 2024-2025.
- **Action Items for EC:** Appointment needed.

#### Statements Received:

- *Matthew Herman – Geological Sciences*
  - Dear Dr. Solano and Academic Senate,

I am writing to express my interest in serving on the Academic Affairs Committee. After working on the programs offered by the Department of Geological Sciences and having discussions with other NSME faculty about their programs, I have become very excited about AAC-related activities. I have worked on the Geology program review, collaborated with colleagues during our department retreat to focus on the future of the Geology program, and developed new courses (including GE and majors courses) for the department. I have also worked on (and am very interested in) building and encouraging interdisciplinary courses and programs. I think this background would make me a good fit for the position on the AAC.

## Exceptional Service Award Committee

The Exceptional Service Awards Committee meets in early Spring to review and evaluate applications received by the Senate Office under the provisions of CBA Article 20.37 “Assigned Time for Exceptional Levels of Service to Students” and following the process established in Senate RES 212237. The committee consists of two (2) members selected from the Senate Executive Committee and three (3) at-large faculty members appointed by the Senate Executive Committee.

Note: Faculty members applying for the Exceptional Service Award in Spring are **not** eligible to serve on this committee.

- **Action Items for EC: Appoint two members from EC.**

## Criteria for Proposing New Schools Taskforce (ad hoc) (New Taskforce)

RES 212212 renamed existing "schools" as "colleges" and stated that no new colleges or schools could be created until policies and procedures for their creation are developed. The Executive Committee of the Academic Senate is forming a task force with faculty across disciplines charged with developing policies and procedures for formation of new schools to report to the Senate by the end of Spring 2025.

Structure: Four FT General Faculty (one from each standing committee) appointed by the EC, two FT General Faculty at-large appointed by the EC, one Dean representative, and one staff member. Candidates to make a brief statement why they want to be on the task force. See EC minutes 8/27/2024.

- **Action Items for EC:**
  - Review to ensure standing committee members are correct
  - Two (2) at-large appointments needed.

### Current Roster:

- AAC: Dr. Heidi He- NSME
- AS&SS: Dr. Pratigya Sigdyaal - BPA
- BPC: Dr. Rhonda Dugan – SSE
- FAC: Dr. Amber Stokes – NSME

### Appointments needed:

- Two (2) At-Large Full-time General Faculty appointed by the Academic Senate Executive Committee to serve a one-year term, May 2024-2025.

*Statements of Interest: 9/26/2024*

- Md Naser- Communications

- Statement: I write this email to nominate myself for the following committees:

Criteria for Proposing New Schools Taskforce  
Student-centered Enterprises, Inc. (SEI) Board

I believe that my background in chairing a department would help the Taskforce to come-up with data driven criteria for proposing new schools.

I also believe that I can contribute to the SEI Board since my entire academic career has been centered around student success and empowerment.

- Yangsuk Ko- Mathematics (New since 9/24/24 EC meeting)

- Statement: I'd like to let you know that I would be willing to serve in **Criteria for Proposing New Schools Taskforce (ad hoc)** (New Taskforce) if it is still open. I'm interested in this taskforce for two reasons. First NSME where I belong is likely to create a school, once CSUB move to college system. Second, I have always believed that there should be strong feedback from faculty when the administration wants to further expand the ever expanding administrative structures, especially at the time of budget constraints like now.

**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:** [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

**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  
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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.

**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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