



ACADEMIC SENATE: EXECUTIVE COMMITTEE

Agenda

TUESDAY, MAY 7, 2024

8:00 A.M. – 9:00 A.M.

Zoom Link: <https://csub.zoom.us/j/87949598031?pwd=T2Zpd09mWVZPbVQwRnlVeDFtNlkrdz09>

In- Person: BDC 134 BPA Conference Room

Members: A. Hegde (Chair), M. Danforth (Vice-Chair), J. Rodriguez, C. Lam, N. Michieka, D. Solano, E. Correa, D. Wu, M. Rush and K. Van-Grinsven (Senate Analyst).

1. CALL TO ORDER
2. ANNOUNCEMENTS AND INFORMATION
 - a. E. Montoya to come to Senate on May 9 with a Time Certain: 10:20 AM.
 - b. 2024-2025 Academic Senate, Executive Committee, and Standing Committee Schedule **(handout)**
 - c. CSU Juneteenth Symposium –June 13-14, Safe Credit Union Convention Center, Sacramento
3. APPROVAL OF AGENDA (Time Certain: 10:05 AM)
4. APPROVAL OF EC MINUTES
 - a. April 9, 2024 **(handout)**
 - b. April 23, 2024 **(handout)**
5. CONTINUED ITEMS
 - a. AS Log (handout; see BOX folder)
 - i. AAC (D. Solano)
 - ii. AS&SS (E. Correa)
 - iii. BPC (D. Wu)
 - iv. FAC (M. Rush)
 - b. Referral 2023-2024 35 Administering SOCI's AAC and FAC - and SOCI Replacement using Class Climate discussion
 - c. Referral 2023-2024 31 Need for an Academic Testing Center_AS&SS and BPC
 - d. Provost Report (J. Rodriguez)

6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)

- a. Elections and Appointments – M. Danforth (***Link to spreadsheet here***)
 - i. School Appointments for University-wide Committees (**handout**)
 - ii. Appointed At-large & Unfilled School Positions & Unfilled Elected Positions (**handout**)
- b. Academic Administrators Self-Study Criteria – FAC (HOLD 3/18/2024)
- c. Considering Support for Scholarship and Creative Activities ([handout](#)) – BPC, FAC? (HOLD 3/18/2024)
- d. Student Ratings in the CSU System ([handout](#)) (HOLD 3/18/2024)
- e. Reconsideration of the role and committee structure for the Committee on Professional Responsibility (CPR) ([handout](#)) – FAC (HOLD 3/18/2024)
 - i. Academic integrity for faculty
- f. Resolution on CCC baccalaureate degrees [AB 927] – EC (HOLD)
- g. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)

7. AGENDA ITEMS FOR SENATE MEETING

Academic Senate Meeting – Spring 2024

Agenda - Session 1

THURSDAY, MAY 9, 2024

10:00 A.M. – 11:00 A.M.

LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411 AND VIRTUAL

Zoom Link: <https://csub.zoom.us/j/89839397226?pwd=NkxIZ241eC8vK3J5Z2R5ZXJBZDg1dz09>

Members: Chair A. Hegde, Vice-Chair M. Danforth, Senator M. Ayuso (alt. for A. Rodriguez), Senator D. Alamillo, Senator J. Cornelison, Senator E. Correa, Senator J. Deal, Senator J. Dong, Senator H. He, Senator A. Jacobsen (alt for A. Lauer), Senator S. Marks (alt for A. Sawyer), Senator M. Rees, Senator M. Rush, Senator T. Salisbury, Senator S. Sarma, Senator D. Solano, Senator M. Taylor (virtual), Senator T. Tsantsoulas, Senator D. Wu, Senator Z. Zenko, Interim Provost J. Rodriguez, and Senate Analyst K. Van Grinsven.

Guests: Interim President V. Harper, E. Montoya,

- A. Call to Order

- B. Approval of Minutes
 - a. April 11, 2024 **(handout)**
 - b. April 25, 2024 **(handout)**

- C. Announcements and Information
 - a. Interim President's Report – V. Harper **(Time Certain: 10:05 AM)**
 - b. GECCo Report – E. Montoya **(Time Certain: 10:15 AM)**
 - c. Elections and Appointments – M. Danforth **(handout)**

- D. Approval of Agenda **(Time Certain: 10:03 AM)**.

- E. Reports
 - a. Interim Provost's Report – J. Rodriguez
 - b. ASCSU Report **(handout)**
 - c. Committee Reports: (Minutes from AAC, AS&SS, BPC and FAC posted on the Academic Senate webpage; Senate Log attached)
 - i. ASI Report – D. Alamillo
 - ii. Executive Committee – M. Danforth
 - iii. Academic Affairs Committee (AAC) – D. Solano **(handout)**
 - iv. Academic Support & Student Services Committee (AS&SS) – E. Correa **(handout)**
 - v. Budget and Planning Committee (BPC) – D. Wu **(handout)**
 - vi. Faculty Affairs Committee (FAC) – M. Rush **(handout)**
 - vii. Staff Report – J. Cornelison

- F. Resolutions **(Time Certain: 10:25 AM)**
 - a. Consent Agenda
 - i. RES 232430 Commencement – Spring 2024
 - b. New Business
 - i. No items.
 - c. Old Business
 - i. RES 232427 Discontinuation of the Minor in Organizational Studies – AAC **(handout)**
 - ii. RES 232428 Policy on Credit-Bearing Certificate Programs – AAC **(handout)**
 - iii. RES232432 Sabbatical Leave and Release Time – FAC **(handout)**
 - iv. RES 232425 Academic Prioritization Policy – AAC and BPC **(handout)**
 - v. RES 232431 Search and Screening Procedures for Administrators – BPC and FAC **(handout)**

- G. Open Forum **(Time Certain: 10:50 AM)**

H. Faculty Recognition **(Time Certain: 10:55 AM)**

I. Adjournment **(Time Certain: 11:00 AM)**

Academic Senate Meeting – Spring 2024

Agenda - Session 2

THURSDAY, MAY 9, 2024

11:00 A.M. – 11:30 A.M.

LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411 AND VIRTUAL

Zoom Link: <https://csub.zoom.us/j/89839397226?pwd=NkxIZ241eC8vK3J5Z2R5ZXBZDg1dz09>

2024-2025 AY Senators: Chair M. Danforth, Vice-Chair D. Solano, Senator C. Lam, Senator N. Michieka, Senator 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, Senator E. Correa, Senator J. Deal, Senator T. Salisbury, Senator A. Rodriguez, Senator J. Cornelison (Staff Representative), Senator E. Pruitt (ASI President), Interim Provost J. Rodriguez, Senator J. Dong (Dean Representative) and Senate Analyst K. Van Grinsven.

A. Call to Order

a. Picture of the 2024-2025 Senate to be taken outdoors **(Time Certain: 11:00 AM)**

B. Introduction of Members (**handout**)

C. Approval of Academic Senate Meeting Schedule 2024-2025 (**handout**)

D. Election of Standing Committee Chairs (Statements of Interest attached - **handout**)

a. Academic Affairs Committee

b. Academic Support and Student Services Committee

c. Budget and Planning Committee

d. Faculty Affairs Committee

E. Adjournment

8. ADJOURNMENT

DRAFT



Commencement - Spring 2024

RES 232430

EC

RESOLVED: That the Academic Senate recommend to the President those appropriate degrees be conferred to students satisfying the requirements of their programs of study.

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

Distribution List:

President
Provost and VP Academic Affairs
General Faculty

Approved by the Academic Senate:
Sent to the President:
President Approved:



Discontinuation of the Minor in Organizational Studies

RES 232427

AAC

RESOLVED: That the Minor in Organizational Studies be discontinued.

RESOLVED: That all policies for program discontinuation be observed including providing a means for all currently active students to finish their plan of study.

RATIONALE: The Minor in Organizational Studies has had low student demand with only a few students enrolled over the past five years.

Attachments:

Organizational Studies Minor - Discontinuation

Distribution List:

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

Approved by the Academic Senate:

Sent to the President:

President Approved:

Academic Senate

California State University, Bakersfield
9001 Stockdale Hwy. • 22 EDUC • Bakersfield, CA 93311



CHANGES TO PROGRAM FORM

Form Number

PROPOSAL ACTION (Select One)

EFFECTIVE CATALOG YEAR: FALL Fall 2024

- PROGRAM REVISION PROGRAM CANCELLATION
 PROGRAM PLACED IN MORATORIUM ADD CONCENTRATION ADD EMPHASIS
 ADD OPTION ADD MINOR

PROGRAM OR SCHOOL & DEPARTMENT (Required)

School/Program: Minor in Organizational Studies
Department: Management & Marketing (M&M)
Proposed by: M&M

RATIONALE FOR DEGREE PROPOSAL (Required):

Provide Rationale for Degree Proposal:
The minor in organizational studies has had low student demand. There have been only a few students enrolled in this minor in the past five years. Therefore, the M&M department has proposed to discontinue offering this minor.

DEGREE INFORMATION (MAJOR, CONCENTRATION/EMPHASIS/OPTION/MINOR)

Degree Title:
The Minor in Organizational Studies requires MGMT 3000, 3080, 3090, and 3100.

REVISIONS TO CURRENT DEGREE DESCRIPTION AND REQUIREMENTS

Degree Description (Attach or copy catalog copy; Use Track Changes to Add/Revise Details):

N/A

ADDING AN OPTION, CONCENTRATION OR SPECIAL EMPHASIS (ATTACH APPROPRIATE DOCUMENTS):

Per [EO 1071](#), before any option, concentration, or special emphasis (or similar subprogram) approved under this delegation, can be implemented, the campus shall obtain a Chancellor’s Office confirmation of compliance with CSU policy and applicable law. Campus notifications shall be submitted to the Department of Academic Programs and Faculty Development (degrees@calstate.edu). The following information must be submitted:

- The exact title of the new subprogram and the complete degree designation and title of the major degree program housing the new subprogram (e.g., Bachelor of Science in Biology with a Concentration in Biochemistry);
- A list of courses and required units constituting that new subprogram;
- Total units required to complete the entire degree, including the combination of subprogram and major program;
- The complete list of courses and required units constituting the major degree program as approved by the Chancellor’s Office;
- A 4-year major-and-subprogram roadmap for freshmen and a 2-year major-and-subprogram roadmap for transfer students;
- The CSU degree program code (formerly called “HEGIS”) that students use to apply to the major degree program;
- The campus-proposed CSU degree program code to be used to report enrollments in the concentration (may be the same as the degree code);
- A detailed cost-recovery budget for self-support subprograms to be offered within state-support major degree programs; and
- Documentation of all campus-required curricular approvals.

ADDING A MINOR

Provide the Program Description and Minor Requirements:

N/A

IMPACT OF DEGREE PROPOSAL ON OTHER PROGRAMS OR DEPARTMENTS

What Is the Impact of This Degree Proposal on Course Offerings from Other Department(S) Or Programs?

Please Include Supporting Emails with This Proposal:

Little impact on other programs or departments given extremely low enrollment in the minor.

IMPACT OF DEGREE PROPOSAL ON COURSE(S)

List All the New and Revised Courses Required for This Degree Proposal (If Applicable):



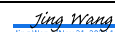

[Attach/Submit All the Course Proposal Forms and Catalog Copy Together with This Form for Curricular Review and Approval](#)

Little impact on any course given extremely low enrollment in the minor.

NEXT STEPS

- Attach Course Proposal Form(s) to This Proposal (If Applicable)
- Attach Catalog Copy w/ revisions (using track changes) to This Proposal
- Attach Appropriate Documents if Adding an Option, Concentration or Special Emphasis
- Attach Revised Academic Roadmap
- Submit to Department/Program Curriculum Committee for Review & Approval
- Department Submits to School/Program Curriculum Committee for Review & Approval
- School/Program Curriculum Committee Submits Related Forms to GECCo (If Applicable)
- Chancellor’s Office (CO) Notification for Implementation of Option, Concentration or Special Emphasis
- If No Additional Approvals Are Required, School/Program Curriculum Committee Submits to Academic Operations After Final Approvals Have Been Recorded. [See Annual Catalog & Curriculum Deadlines Dates](#)

SCHOOL/PROGRAM COMMITTEE & OTHER APPROVALS:

Department Chair/Program Director: 	Date: Nov 21, 2023
School/Program Curriculum Committee Chair:  <small>BSBA Committee Chair (Nov 21, 2023 14:33 PST)</small>  <small>AARC Committee Chair (Nov 21, 2023 16:58 PST)</small>	Date: Nov 21, 2023 Nov 21, 2023
Dean of School:  <small>Deborah Cours (Nov 23, 2023 20:41 EST)</small>	Date: Nov 23, 2023
Director of GE:	Date:
CO Notification for Implementation of Option, Concentration or Special Emphasis:	Date:
CO Confirmation of Compliance for Options, Concentration or Special Emphasis:	Date:
President’s Approval for Minor:	Date:
WSCUC Approval:	Date:
Director of Academic Operations:	Date:

ACADEMIC OPERATIONS USE ONLY:

Effective Term:	Catalog Year:
CIP Code:	HEGIS Code:
Program Code:	Plan Code:
SubPlan Code:	



Policy on Credit-Bearing Certificate Programs

RES 232428

AAC

- RESOLVED:** That new credit-bearing certificate programs undergo the same process for approval as new degree programs (apart from submission to the Chancellor's Office).
- RESOLVED:** That existing credit-bearing certificate programs must go through this process to be **officially** recognized.
- RESOLVED:** That credit-bearing certificate programs be added to the program review schedule **to be reviewed along with other degree programs** for review by the University Program Review Committee (UPRC) every seven years.
- RESOLVED:** That the Office of the Registrar establish a process for the awarding of certificates including listing certificates on student transcripts and issuing of a document upon program completion.
- RESOLVED:** That IRPA develop a process for tracking students enrolled in credit-bearing certificate programs **and other relevant program review data**.
- RATIONALE:** There is currently no process for the awarding **of most credit-bearing certificate programs** and **no formal process for** review of credit-bearing certificate programs. Establishing this process will allow for formal recognition of certificate programs for students. Additionally, while there is no required Chancellor's Office notification of certificate implementation, WSCUC requires campuses to report academic credit bearing certificates.

Attachments:

UPRC Request to Senate Extended Education Programs
Certificates and Certificate Programs

Distribution List:

President
Provost and VP for Academic Affairs

VP Student Affairs
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
AVP of IRPA
Director of Academic Operations
Office of the Registrar
School Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended University and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:
Sent to the President:
President Approved:



MEMORANDUM

DATE: March 11, 2024

TO: Dr. Aaron Hegde, Chair, Academic Senate

FROM: The University Program Review Committee
Dr. Ángel Vázquez-Ramos, Chair; Dr. Hager El Hadidi; Dr. Jacquelyn Ann K. Kegley; Dr. Yeunjoo Lee; Dr. Dayanand Saini; Dr. Danielle Solano; Dr. Jinping Sun; Dr. Denver Fowler (ex officio)

SUBJECT: Review Of Programs Offered Through Extended Education

During discussion in a recent University Program Review Committee (UPRC) meeting, the committee discussed the review of certificate programs offered through Extended Education. It became apparent to the committee that these (and other programs on self-support) do not have a process for program review. The UPRC respectfully asks the Academic Senate to develop a process for the review of certificate and other programs offered through Extended Education.

Academic Programs, Innovations and Faculty Development
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210

www.calstate.edu/app

Phone 562-951-4677
Fax 562-951-4982
Email degrees@calstate.edu

June 2022

Certificates and Certificate Programs

Campuses are delegated the authority to establish certificates and certificate programs. Please see [Policy 806](#).

There is no required Chancellor's Office notification of certificate implementation, enrollment suspension, or discontinuation.

WSCUC requires campuses to report academic credit bearing certificates. All qualifying certificates in existence prior to July 1, 2016 were grandfathered in. New qualifying certificates must be reported and are subject to varying degrees of review. If the certificate represents a significant departure from the campus' current offerings, it will be subject to substantive change review. Certificates that do not reflect a significant departure must be reported, and WSCUC staff will verify that the new certificate does not represent a significant departure. See the WSCUC guide [Non-degree Programs Process and Procedure](#) for more information.

Since system approval is not required for certificates, until and unless this WSCUC policy is changed there is no need to notify the Chancellor's Office of new certificate programs.

Please direct questions to APIFD at (562) 951-4677 or degrees@calstate.edu.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus



Effect of Sabbatical on Assigned Time and Release Time- Handbook Change

RES 232432

FAC

RESOLVED: That the Academic Senate recommend revisions to the University Handbook regarding the assigned time for members of the UPRC and URC (additions in **bold underline**, deletions in ~~striketrough~~). Changes have been made to reflect the current compositions of these committees. Additionally, language reflecting the WTU in assigned time associated with service on these committees is being added.

202.4.1 University Program Review (UPRC)

The University Program Review Committee (UPRC) is a faculty committee that is responsible for all CSUB degree and credential programs. UPRC reviews all documents submitted to it from the program, dean, and external reviewer (accreditation findings), in order to assess the extent to which CSUB's programs adopt reasoned strategies and resource allocation decisions for continuous improvement. Thus, it is expected that program faculty will use UPRC feedback to improve program quality.

The UPRC is regarded as an important committee with respect to program continuity and, in that capacity, UPRC can make recommendations for program improvement and advancement. However, from time to time, the UPRC may determine that it is necessary for the campus to stop offering a particular program either on a temporary or permanent basis. In such a circumstance, UPRC may recommend a program moratorium (temporary) or discontinuation.

The UPRC is also responsible for monitoring the overall program review process, recommending changes in the policy and procedures of that process, and assuring that program review findings are used transparently and with accountability to inform university-wide curricular and budgetary planning processes. Finally, at the end of the academic year the chair of the UPRC shall submit to the Academic Senate a summary of the major findings and recommendations for all programs reviewed.

The UPRC is composed of seven committee members; Four (4) Tenured Faculty members, one (1) elected from and by each of the four Schools to serve staggered two-year calendar terms; Two (2) At-Large Tenured Faculty members elected by the General Faculty; and One (1) Tenured Faculty member selected by the Senate Executive Committee. Each member is given three WTUs of assigned time for his/her service each year of their service. If a committee member is awarded and

takes a sabbatical during their term, they will forfeit their position on the committee and an election shall be run by the Academic Senate for a replacement representative to serve during the year of the sabbatical and complete any remaining term associated with the replaced position.

305.8 The University Review Committee (URC)

305.8.1 Membership on the URC

The six (6) members of the URC shall be tenured professors, librarians, or counselors. The committee shall select its own chair, who participates in the evaluations and votes on the recommendations. No member of the URC may serve on a unit RTP committee.

Faculty members serving as Chair of the Academic Senate/Faculty, President of the CFA, or Director of the Teaching and Learning Center are not eligible to serve on the URC. Department chairs, faculty members who have served on the URC within the last six years, and faculty members who have served two terms on the URC may choose to accept or decline nomination for election to the URC. A faculty member may decline nomination if he/she is the *only* tenured professor available to serve on the unit RTP committee. All other tenured professors and librarians and counselors of equivalent rank are obligated to accept nomination for election to the URC.

Each member is given three WTUs of assigned time for each year of service. If a committee member is awarded and takes a sabbatical during their term, they will forfeit their position on the committee and an election shall be run by the Academic Senate for a replacement representative to serve during the year of the sabbatical and complete any remaining term associated with the replaced position.

305.8.2 Election of URC Members

The six (6) members of the URC shall be full-time tenured faculty, at the rank of Full Professor or Full Librarian. The election of the ~~six (6)~~ members of the URC shall precede unit RTP committee elections. One member shall be elected by and from the School of Arts & Humanities, the School of Business and Public Administration, the School of Social Sciences & Education, and the School of Natural Sciences, Mathematics & Engineering. Two additional **faculty** members shall be elected at-large. Librarians and counselors (academically-related III) shall be eligible to serve as an at-large member and shall participate in the election of the at-large members. **A liaison from the library will be elected by the faculty of the library if no other librarians are on the committee to assist with the review of librarian files.** Members shall be elected to over-lapping two-year terms.

Rationale: Current WTU in assigned time is awarded at the rate of 3 WTU for the second year of service as part of a two-year term for the UPRC, but according to the *Academic Program Review Policy and Procedures* (Fall 2020) each member of the UPRC “is given three WTUs of assigned time *per year* for the two-year service.” The proposed language aligns with this and aligns the WTUs associated with URC service.

The newly proposed language addresses the occurrence of sabbaticals during a term of service on one of these committees. Currently, positions remain vacant during a sabbatical and this places an undue burden on remaining committee members. This also creates confusion related to who gets the assigned time (e.g., the elected member or an alternate member). We recommend that the new policy be adopted, which stipulates that a sabbatical will result in the forfeiture of a committee position and an election will be held to find a replacement to serve for the sabbatical year and to complete the term.

Distribution List: (update as needed)

- 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

Approved by the Academic Senate:
Sent to the President:
President Approved:



Academic Prioritization Policy

RES 232425

AAC & BPC

- RESOLVED:** That the Academic Senate opposes the Chancellor's Office definition of "low-degree conferring programs" and urges the Chancellor's Office to allow campuses to develop their own timeline, process, and measures for identifying programs in need of action.
- RESOLVED:** That the attached Budget Prioritization Task Force Final Report be reaffirmed.
- RESOLVED:** That an Annual Report Taskforce be formed by the Senate Executive Committee to revise the Annual Report process to address the Budget Prioritization Task Force recommendations for qualitative and quantitative data. **This taskforce should be composed of at least one faculty member from each school and an additional faculty member from the UPRC. Faculty on this committee should be familiar with the annual report process (i.e., former or current department chairs) and include representation from "low-degree conferring programs". The AVP Academic Affairs and Dean of Academic Programs and one school Dean should be included on this committee as well. IRPA staff should be consulted as required.**
- RESOLVED:** That IRPA provide the quantitative data recommended by the Budget Prioritization Task Force to Department Chairs and Program Directors at least 60 days prior to the deadline for annual reports.
- RESOLVED:** That the Annual Reports be reviewed and discussed collectively by the relevant program directors, department chairs, and Deans.
- RESOLVED:** That based on the review of the Annual Report, an action plan should be developed for programs at risk of being identified as "low degree-conferring" and must be developed for programs identified as "low degree-conferring".
- RESOLVED:** That recommendations made in an action plan should consider multiple factors, including, but not limited to, the protection of instruction, the mission of the university, contributions of the program to the discipline and the general education program,

financial and budget impacts, community needs, impacts of discontinuance of a program on other university programs and future prospects of a program.

RATIONALE: Given that the CSU is facing on-going fiscal challenges, a policy and process for the regular review of academic program performance separate from the academic program review process is needed. Review of annual reports can be inconsistent and best practices dictate that these reports should be reviewed, and feedback provided to programs. This stems from a memorandum from the Chancellor's Office to CSU Presidents, dated October 5, 2023, when campuses were asked to include a review of "low degree-conferring programs" in the academic planning reports. Per a 1971 memo, the Chancellor's Office defines "low degree-conferring programs" as those baccalaureate programs producing fewer than 10 degrees in a year and those post-baccalaureate programs producing fewer than 5 degrees in a year. Additionally, campuses were expected to develop and submit action plans for programs identified as in need of action.

Attachments:

Budget Prioritization Task Force Final Report

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

Approved by the Academic Senate:

Sent to the President:

President Approved:

Budget Prioritization Task Force

Final Report

Preamble

As the CSUB campus deals with difficult budgetary times, the faculty and administration must work collaboratively to make CSUB's educational mission the first priority of all budget decisions. New academic programs that are not self-sustaining, new co-curricular programs or expansions that are not self-sustaining, and changes to the academic calendar should not be considered for the foreseeable future.

Introduction

The Budget Prioritization Task Force was formed in December 2009 and began meeting in April 2010 to develop a response to ever-decreasing state support for higher education. We began with the following working assumptions:

1. The budget will be poor for several years.
2. The budget is unpredictable, both in timing (when state budget information is received) and in dollars.
3. Personnel reductions (positions and/or base-time) may be unavoidable.
4. Student demand is increasing.
5. The campus will not close.
6. We have to work under the Chancellor's Office imperative to limit growth.

From there, we developed the following goals for the taskforce:

- Provide advice for additional necessary budget cuts, if any, within the Academic Affairs Division.
- Preserve our capacity to provide key programs to our service region.
- Suggest strategies for prioritization as we move forward in future years.
- Minimize disruption to the campus and maintain capacity for growth to the extent feasible.

Next we developed the following guiding principles:

- The campus must use multiple strategies to achieve reductions. This means that while we hate to see reductions in any area of campus, the highest priority has to be the protection

of instruction. Hence, any cuts must be disproportionately larger to non-instructional areas.

- There should be no across-the-board cuts. Cuts should be based on prioritization, not ease of implementation.
- All cuts and any associated programmatic changes must be managed in a way that prepares us for the future.
- All proposed changes must be supported by qualitative and quantitative evidence.
- Values driving decisions should be explicit and discussed, and transparency and shared decision making should be consistently exercised.

Recommendations

As the CSUB campus responds to budget cuts, the university must focus on its educational mission, and the faculty and administration must work collaboratively to determine the university's academic priorities. Decisions regarding budget priorities must reflect values about the role of the university, about humane treatment of individuals, about fiscal stewardship, and about the long-term survival of the institution. Quality of instruction must not be sacrificed, and further cuts to instruction must occur only after exercising every available option in other areas. Similarly, the university must retain a commitment to quality scholarship especially that which engages students, just as it also should continue to engage the community through ideas, cultural and artistic works, and athletic competition. We must ensure to the extent possible that cuts made today do not jeopardize the ability of the university to operate in the future

CSUB should review all academic programs using both qualitative and quantitative information. Examples of qualitative information that should be considered are:

- Importance of the program in regard to the mission of the university.
- Contributions of the program to the school, university, community, and discipline.
- Future prospects of the program.
- Currency of the program in regard to course requirements and the education it provides to students.

Examples of quantitative data that should be considered are:

- Full-time equivalent students (FTES), emphasizing the major.
- Student-faculty ratio (SFR), including a comparison to other programs in the school, university, and the CSU system.
- Dollar cost per FTES (\$/FTES), including a comparison to other programs in the school, university, and the CSU system.

- Number of graduates, including trends and a comparison to other programs in the school, university, and the CSU system.
- Success in scholarship, especially that which engages students.

Neither of these lists shall be interpreted as being ordered by importance.

As a general principle, academic programs with larger or growing numbers of majors should receive priority. Opportunities to combine departments and/or majors and blend programs should be explored and implemented if it is found that this reduces costs *and* provides students with innovative and high quality educational opportunities. Program moratoria should be considered only if the budget cannot sustain the full array of existing campus programs.

When decisions are made to improve efficiency, they must not be done at the cost of essential curricular content areas. In addition, all efficiencies that were already introduced into the curriculum by various programs, departments, and schools in recent years to respond to the new budgetary realities need to be recognized and be considered for adoption by those programs, departments, and schools who have not done so yet. When examining opportunities for cost savings within academic affairs, strong consideration must be given to the reduction or elimination of processes that distract faculty members from their teaching, scholarship, and service responsibilities. To the extent possible, faculty members who have been assigned to administrative functions should be returned to the classroom.

Similarly, all initiatives that cost the university money or compete with the university for community resources but are not related to teaching, scholarship and community engagement should be suspended, and no new initiatives should begin until financial resources are available to support them. Whenever possible, discretionary funds should be directed toward instruction.

Standards of progress toward degrees should be enforced, and the frequency and diversity of course offerings should fit budget realities. When similar courses are offered in two or more departments, the scheduling should be coordinated to support progress toward degrees and to reflect efficient utilization of resources. While maintenance of quality academic programs is our first priority, where there is flexibility in offerings, programs should strive for efficient scheduling (e.g., fewer major requirements), including potential utilization of courses from other programs whenever possible. All such decisions must, however, align with external discipline accreditation requirements and with best practices for similar programs in the CSU and nation-wide.

Decisions must be made via public processes, and rationales for decisions must be explicit and public. The faculty must fulfill its responsibility for academic leadership and it must hold administrators accountable for their actions as we work collaboratively to respond to the current crisis and as we prepare the university for a better future.

Implementation Guidelines

- Every effort must be undertaken to avoid layoffs. When they are nonetheless required, they should be managed in a humanitarian fashion, in particular giving employees ample time to find new jobs.
- Student needs and concerns should to be taken into consideration and their input in programmatic changes sought and respected.
- All significant budgetary decisions within Academic Affairs should result only after consultation among deans, departments, chairs, and faculty.
- The impact of decisions on community relations (both on the campus and in the broader community) should be considered.

Committee Membership

Dr. Andreas Gebauer, Chemistry, Committee Chair

Dr. Joe Fiedler, Mathematics

Dr. Vandana Kohli, Sociology

Bruce Hartsell, MSSW, LCSW, Social Work

Dr. Christopher Meyers, Philosophy

Janet Millar, MA, LMFT, Counseling

Dr. Robert Provencio, Music (2011-12)

Mandy Reese, MFA, Theatre (2009-11)

Dr. John Stark, Management & Marketing

Dr. Mahmoud Suleiman, Education

Dr. John Tarjan, Management & Marketing



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.

Academic Senate

California State University, Bakersfield
9001 Stockdale Hwy. • 22 EDUC • Bakersfield, CA 93311

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. **Upon authorization of the appointing officer and written approval by the chair of the committee, in consultation with the search and screening committee, search firms may be used to assist in the search and screening process. The written approval will detail which responsibilities may be delegated to/shared with the search firm.**

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 his/her 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.
- b. 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.
- c. The committee shall elect its chair.
- d. A majority of the committee members shall constitute a quorum, although every effort shall be made to have attendance of all committee members at each meeting.
- e. 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.**
- f. 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.
- g. The Search and Screening Committee shall establish appropriate procedures for receiving applications/nominations, acknowledging receipt of all materials, reviewing all materials received, and performing background checks. **A search firm may be utilized to complete these tasks upon written authorization of the chair.**
- h. 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.**

- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. 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 309.6g.**

- 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 309.6e.

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: (update as needed)

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

Approved by the Academic Senate:

Sent to the President:

President Approved: