Academic Senate
California State University (ASCSU) Orientation
2015-16 Academic Year
Part 1

CSU GOVERNANCE
Governance Structure

- Board of Trustees (BOT)
  - Appointment of Chancellor and Presidents
  - Fiduciary responsibility and advocacy for the CSU
  - Establish system policies at a broad level

- Office of the Chancellor (CO)
  - Executive Orders
  - Coded Memoranda

- Campus Presidents
Legal Authority

- ASCSU provides the means for the faculty to participate in the collegial form of governance, which is based on historic academic traditions and recognized by California law.

- Title 5
  - Education code

- HEERA
  - Higher Education Employee-Employer Relations Act
Purpose: Academic Senate CSU

- Provides the official voice of the faculty in matters of system-wide concern
- Promotes academic excellence
- Advances principles of academic freedom and freedom of inquiry
- Is the formal policy-recommending body on system-wide academic, professional, and academic personnel matters
- Serves as primary consultative body on academic implications of system-wide fiscal decisions

(Academic Senate CSU Constitution, Article 1, Section 1)
Officers

- Executive Committee (*elected*)
  - Chair: Steven Filling
  - Vice Chair: Christine Miller
  - Secretary: Robert K. Collins
  - At-Large Member: Darlene Yee-Melichar
  - At-Large Member: Praveen Soni

- Committee Chairs (*appointed*)
  - Academic Affairs: Catherine Nelson
  - Academic Preparation & Education Programs: Denise Fleming
  - Faculty Affairs: Manzar Foroohar
  - Fiscal & Governmental Affairs: Tom Krabacher
  - General Education Advisory Committee: Bill Eadie
Role of the Academic Senate CSU

- Offers advice on all issues regarding the operations of the system while respecting the principle of campus autonomy through
  - Resolutions
  - Academic Senate and CSU system-wide committee participation
  - Position and white papers
  - Direct communication with the administration
- Promotes two-way communication to/from campus senates
Roles of Senators

- Participate as a member/leader of committees, task forces, boards, etc.
- Facilitate communication between Academic Senate CSU and other groups (campuses, Office of the Chancellor, other segments, state government, etc.)
- First year senators are expected to attend all ASCSU Plenary meetings. First year senators are usually not appointed or expected to attend system-wide committee/task force meetings. First year senators do not receive ASCSU assigned time.
- Second and third year senators are expected to attend ASCSU Plenary, designated standing committee, and designated system-wide committee/task force meetings. Second and third year senators receive ASCSU assigned time.
Standing Committees

- **Academic Affairs (AA)**
  - Curricular issues
  - Other academic issues (admissions, support, accreditation, etc.)

- **Academic Preparation & Education Programs (APEP)**
  - Academic preparation of students prior to matriculation within CSU
  - Programs in the CSU that provide for the professional development of school teachers, administrators, and counselors

- **Faculty Affairs (FA)**
  - Professional development
  - Retention, tenure, and promotion

- **Fiscal & Governmental Affairs (FGA)**
  - Legislation and associated lobbying
  - Budget and associated lobbying

Full listing of committee responsibilities included in Bylaw 4.d.
The standing committees – and the full senate – have listserves that include liaisons and others.

(Academic Senate CSU Bylaws, Bylaw 4: Committees and Specialists)
Other Committees/Task Forces

- Academic Technology Advisory Council (ATAC)
- Accessible Technology Advisory (ATI) Committee
- Admission Advisory Council
- Commission on the Extended University
- General Education Advisory Committee (GEAC)
- Institute for Teaching and Learning (ITL) Board
- SB 1440 Implementation Oversight Committee
- System Budget Advisory Committee (SBAC)

Full list available:
http://www.calstate.edu/AcadSen/Committees/SystemwideCommList.shtml
(Systemwide Committees/Task Forces)
Plenary Meetings

- Reports/Speakers
  - Chair
  - Standing Committees
  - CSU Officers
  - CSSA (California State Student Association)
  - CFA (California Faculty Association)
  - CSU ERFA (Emeritus and Retired Faculty Association)
  - CO Liaisons
  - Faculty Trustee
  - Other Trustees/Outside Speakers

- Resolutions
- Thursday Evening Social promotes informal discussions, information-sharing, relationship-building
Part 2

RESOLUTIONS AND PROCEDURAL RULES
Resolution Process

- Sponsorship
  - From Standing committee(s)
  - From Executive Committee
  - From the floor (rare)

- Introduction
  - Moved and seconded on “first reading” with description of rationale and purpose.
  - Questions/advice provided for the committee
  - Distributed to campuses for feedback

- Debate and refinement on “second reading”

- Disposition

- Communication
First/Second Readings

- Allows for communication with campuses
- Resolutions are not amended during the first reading
- Advice to the sponsoring committee(s) is appropriate during the first reading
- The requirement for a first reading may be waived upon 2/3 vote of the body
  - Appropriate if time-sensitive
  - Limits campus feedback
  - Limits time for reflection and perfection
Speaking to the Motion

- The Chair recognizes speakers in order
  - The Vice Chair maintains the speaker list
- 3 for, 3 against convention for resolutions and amendments to avoid redundancy
- Speakers should declare their position on a motion (or offer their amendment) prior to presenting any arguments
- Visitors may be recognized by the Chair
- The Chair may rule on the relevancy of comments
- It is sometimes appropriate (although rare) for the Academic Senate CSU to resolve itself into a “committee of the whole” or to allow “informal consideration” to better facilitate sharing of information and viewpoints in a less constrained format that appropriate for processing resolutions
Amending Resolutions

- Any senator may propose amendments to a resolution or its title (during its second reading)
- Motions to Amend, Divide, or Substitute in order
  - Amendments require a majority vote
- Rationales should not be amended on the floor. Advice should be given directly to chair(s) of the sponsoring committee(s)
- So-called “friendly” amendments are not “friendly” until deemed so by the body
- Provide text of amendments to the secretary, ideally prior to their introduction
Limiting Debate

- 3 pro, 3 con convention
- “Call the Question”
  - If passed by a 2/3 vote, this motion requires an immediate vote on the issue on the floor. This motion is not debatable.
- “Move all Questions Before the House” (rare)
  - If passed by a 2/3 vote, this motion requires an immediate vote on all items previously moved and seconded but not yet disposed. This motion is not debatable.
Disposition of Resolutions

- Approval (unanimous, without dissent, approved)
- Rejection (withdrawn, died)
- Referral to committee for refinement
- Table pending reconsideration by the body
  - At the final meeting in May, unresolved resolutions die
Communication of Resolutions

- Standard distribution (resolutions passed):
  - Senators and campus senates
  - A hardcopy resolution packet is sent to CO leadership

- Executive Committee and CO leadership discuss resolutions passed prior to Board of Trustees meetings

- Official CO response to ASCSU resolutions is received from the Executive Vice Chancellor and Chief Academic Officer
  - The CO response is reviewed by the ASCSU Executive Committee and/or the sponsoring committees
Part 3

STRUCTURE OF THE CHANCELLOR’S OFFICE
CSU Executive Administration

- Chancellor Timothy P. White
- Loren J. Blanchard, Executive Vice Chancellor, Academic & Student Affairs
  - Nathan Evans, Chief of Staff
  - Associate Vice Chancellor, Academic Affairs (Vacant)
  - Garrett Ashley, Vice Chancellor, University Relations and Advancement
  - Larry Mandel, Vice Chancellor and Chief Audit Officer
  - Lori Lamb, Vice Chancellor, Human Resources
- Steve Relyea, Executive Vice Chancellor and Chief Financial Officer, Business & Finance
- Framroze Virjee, Executive Vice Chancellor, General Counsel
CSU Academic Affairs Division

- **Officers**
  - Executive Vice Chancellor for Academic & Student Affairs — Loren J. Blanchard
  - Chief of Staff – Nathan Evans
  - Assistant Vice Chancellor - Vacant

- **Departments**
  - Academic Programs & Faculty Development — Christine Mallon
  - Academic Technology Services — Gerard Hanley
  - Extended Education — Sheila Thomas
  - International Programs — Leo Van Cleve
  - Research & Resources — Ed Sullivan
  - Research Initiatives & Partnerships — Zed Mason (Interim)
  - Student Academic Support — Eric Forbes
  - Teacher Education & Public School Programs — Joseph Aguerrebere
CSU Sacramento Office
915 L Street, Sacramento

- Karen Zamarripa
  - Assistant Vice Chancellor, Advocacy & State Relations
- Ryan Storm
  - Assistant Vice Chancellor for the Budget
- Wess Larson
  - Senior Legislative Director

Offsite Meetings
- Meetings are often held at LAX or SFO airport hotels
Know Your Way around the “CO”

- If driving, park in the Catalina Landing enclosed parking structure
- Plenary Sessions convene in the Dumke Auditorium
  - *Note: food and beverages are NOT allowed in the auditorium*
- Each seat has Ethernet plug-in and blue Ethernet cords are available in a basket on the table at the back of the auditorium (next to the name tents). Wireless is also available.
  - *Use Ethernet whenever possible. The wireless network can be overloaded if there are too many connections.*
- Munitz Room (1st floor)
  - *Executive Committee meetings*
- Anacapa/Coronado/Wallace Rooms (1st floor), rooms 210 (2nd floor) or 410 (4th floor) are generally used for standing committee meetings. Rooms may change depending on availability
- Lunch room (1st floor)
- Limited access to 1st floor kitchen - preparations for socials
Part 4

ADDITIONAL IMPORTANT ASCSU INFORMATION
Academic Senate CSU Website

www.calstate.edu/acadsen
Academic Senate CSU Staff

- Tracy Butler, Director
  - Executive Assistant for Chair
  - Support for Executive Committee
  - Manage office and supervise staff
  - Budget

- Carrie Kato
  - Plenary and meeting support
  - Technical support
  - Academic Senate CSU communications

- Theresa Dykes
  - Administrative Support – California Open Educational Resources Council (COERC)
Academic Senate CSU Office

- Computers and Printers
- Phone
- Copier
- Fax

Note: CO building is locked at 7 PM when security personnel leave. Exiting the building at 7 or after will trip the building alarm and initiate an armed police response. Please be certain to leave the building no later than 6:50.
Assigned Time

- Members of standing committees (15/16): 0.2 total assignment (6 semester units or 9 quarter units/AY)
  - Members of standing committees are also expected to serve in other capacities
- Standing committee chairs (15/16): 0.4 total assignment (12 semester units or 18 quarter units/AY)
  - Committee chairs meet regularly with the Executive Committee
- Executive Committee members (15/16): 0.4 total assignment (12 semester units or 18 quarter units/AY)
  - Executive Committee members meet during the Academic Year and the summer
- Chair, Academic Senate CSU: full time
  - The Chair is on call full-time
- Campuses are allocated funds to cover assigned time
Travel

- Verify any questions with the senate office (Director Tracy Butler).
- Covered for all authorized Senate-related meetings (first year Senators are not reimbursed for travel expenses to attend standing committee meetings).
- State/CSU rate or less must be used for air travel (YCAL/VCAL), and rental cars.
  - Maximum hotel rate reimbursement is $120/night (early booking is advised).
  - Use occupancy tax waivers and travel letter at hotels.
  - Tolls, parking and CSU approved mileage are reimbursed.
  - Less expensive to take a shuttle to a hotel than to the Office of the Chancellor.
  - If renting, Senators are expected to use only one car per campus and to share rides with members of their delegation and/or other Senators. Taxis to and from the airport are to be shared.
- Meals will be reimbursed up to the maximum CSU per diem rates ($50 daily, receipt required for any expense $25 or over). An additional $7 incidental allowance may be claimed for each 24-hour period. For travel for less than 24 hours, lunch may not be claimed. No meals can be claimed when they are provided at meetings. **To minimize costs, inform the Director if you cannot attend Academic Senate CSU meetings.**
- Save travel receipts and submit your travel claim to your campus within 2 weeks. ASCSU will reimburse your campus for your travel expenses.
- Use the system parking permit only when parking on campuses other than your own.