

Academic Senate California State University (ASCSU) Orientation

2017-18 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
- Vice Chair
- Secretary
- At-Large Member
- At-Large Member

Christine M. Miller
Catherine Nelson
Simone Aloisio
Thomas Krabacher
Robert K. Collins

- Committee Chairs (*appointed*)

- Academic Affairs
- Academic Preparation & Education Programs
- Faculty Affairs
- Fiscal & Governmental Affairs
- General Education Advisory Committee

Jodie Ullman
David Barsky
Thomas Norman
Steven Filling
Kevin Baaske

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. and are not usually appointed or expected to attend system-wide committee/task force meetings. They 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 do 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 listservs 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
- Garrett P. Ashley, Vice Chancellor, University Relations and Advancement
- Larry Mandel, Vice Chancellor and Chief Audit Officer
- Melissa Bard, Vice Chancellor, Human Resources
- Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
- 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 & Senior Advisor: Nathan Evans
 - Director of Operations: Lilian Audet
 - Program Manager: Leo Cota

- Departments Leadership
 - Academic Programs: Alison Wrynn
 - Academic Programs & Faculty Development: Christine Mallon
 - Academic Research & Resources: Edward Sullivan
 - Academic Technology Services: Gerry Hanley
 - International & Off-Campus Programs: Leo Van Cleve
 - Research: Ganesh Raman
 - Self-Support Strategy & Partnership/Extended Education: Sheila Thomas
 - Student Academic Support: Eric Forbes
 - Student Success Initiatives Research & Innovation: Jeff Gold
 - Teacher Education & Public School Programs: Marquita Grenot-Scheyer

CSU Sacramento Office **915 L Street, Sacramento (Advocacy & State Relations)**

- Kathleen Chavira
 - Assistant Vice Chancellor
- George Conant
 - Legislative Director
- Andrew Martinez
 - Senior Legislative Advocate

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
- Reem Osman, Administrative support
 - Plenary and meeting support
 - General administrative support for the Academic Senate CSU and the Director
 - Academic Senate CSU communications

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 (17/18): 0.2 total assignment (6 semester units or 9 quarter units per academic year)
 - Members of standing committees are also expected to serve in other capacities
- Standing committee chairs (17/18): 0.4 total assignment (12 semester units or 18 quarter units per academic year)
 - Committee chairs meet regularly with the Executive Committee
- Executive Committee members (17/18): 0.4 total assignment (12 semester units or 18 quarter units per academic year)
 - 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 (supplied by staff in the ASCSU office) 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 of \$50 daily (a receipt is 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 of travel. ASCSU will reimburse your campus for your travel expenses.
- The system parking passes cannot be used for parking at the Chancellor's Office or parking on a Senator's home campus. They may be used for all other campuses.



www.calstate.edu