

Academic Senate California State University (CSU) Orientation

2009-10 Academic Year

Academic Senate CSU

- Provides the official voice of the faculty in matters of systemwide concern
- Provides the means for the faculty to participate in the collegial forms of governance which is based on historic academic traditions as recognized by California law.
- Promotes academic excellence
- Is the formal policy-recommending body on systemwide academic, professional, and academic personnel matters (see Academic Senate CSU constitution: preamble and purposes)

Officers

- Executive Committee (elected)
 - Chair
 - Vice Chair
 - Secretary
 - At-Large Member
 - At-Large Member
 - Immediate Past Chair (ex officio)

 - Committee Chairs (appointed)
 - Academic Affairs
 - Faculty Affairs
 - Fiscal and Governmental Affairs
 - Academic Preparation & Education Programs
- John Tarjan
Bernadette Cheyne
Diana Guerin
Barbara Swerkes
Catherine Nelson
Vacant
- Jim Postma
Kevin Baaske
Buckley Barrett
Bob Buckley

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
 - Through senate and CSU systemwide committee participation
 - Through position papers
 - Through direct communication with the administration
 - *Note: Be careful to differentiate personal and senate views*
- Two-way communication to/from local senates

CSU Policies/Procedures

- Board of Trustees
 - Appointment of Chancellor and Presidents
 - Fiduciary responsibility and advocacy for the CSU
 - Establish system policies
- Office of the Chancellor (CO)
 - Executive Orders
 - Coded Memoranda
- Title 5
 - Education code
- HEERA
 - Higher Education Employee-Employer Relations Act

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 Senate Plenary meetings. Some first year senators may be appointed and expected to attend systemwide committee/task force meetings. First year senators will not receive any assigned time.**
- **Second and third senators are expected to attend Senate Plenary, designated standing committee, and designated systemwide committee/task force meetings. Second and third year senators will receive 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
- Each committee has their own listserve

Refer to the Academic Senate CSU Constitution, Bylaw 4: Committees and Specialists, in the 2009/10 Directory or http://www.calstate.edu/AcadSen/Records/About_the_Senate/

Other Committees/Task Forces

- Academic Technology Advisory Council (ATAC)
- Admissions Advisory Council
- Commission on the Extended University
- CSU Doctorate in Education Advisory Committee
- General Education Advisory Committee (GEAC)
- Lower Division Transfer Patterns (LDTP) Project
- Mental Health
- Etc...

Plenary Meetings

- Reports/Speakers
 - Chair
 - Standing Committees
 - CSU Officers
 - CSSA (California State Student Association)
 - CFA (California Faculty Association)
 - Liaisons
 - Faculty Trustee
 - Other Trustees/Outside Speakers
- Resolutions
- (Socials and informal discussions)

Resolution Process

- Sponsorship
 - From committee
 - From Executive
 - From the floor (rare)
- Introduction
 - Moved and seconded on “first reading” with description of rationale and purpose.
 - Questions for the committee
- 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
 - Endeavor 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 (rarely) appropriate 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
 - 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 Chair
- 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

- Passage
- Rejection (withdrawn, died)
- Referral to committee for refinement
- Tabling 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 resolutions passed is received from the Executive Vice Chancellor and Chief Academic Officer
 - The CO response is typically reviewed by the ASCSU Executive committee and/or the sponsoring committees

CSU Executive Administration

- Chancellor Charles Reed
- Executive Vice Chancellor Jeri Echeverria
 - Chief Academic Officer, Academic Affairs
- Executive Vice Chancellor Ben Quillian
 - Chief Financial Officer, Business & Finance
- Vice Chancellor Gail Brooks
 - Human Resources
- General Counsel Chris Helwick

CSU Academic Affairs Division

- Officers
 - Executive Vice Chancellor and Chief Academic Officer — Jeri Echeverria
 - Associate Vice Chancellor — Vacant

- Departments
 - Academic Programs — Lori Roth (Chris Hanson — programs)
 - Academic Technology — Gerard Hanley
 - Extended Education — Marilyn Crego
 - International Programs — Leo Van Cleve
 - Research — Marsha Hirano-Nakanishi
 - Research Initiatives & Partnerships — Elizabeth Ambos
 - Student Support — Allison Jones
 - Teacher Education — Beverly Young

Academic Senate CSU Staff

- Tracy Butler, Program Director
 - Executive Assistant for Chair
 - Support for Executive Committee
 - Manage office and supervise staff
 - Budget
- Sharon VanSteenwyk
 - Plenary and meeting support
 - Technical support
 - Academic Senate CSU communications
- Yvonne Benavides (plenary support)

Academic Senate CSU Office

- Computers and Printers
- Phone
- Copier
- Fax

Note: CO building is locked at 7 PM when security personnel leave

Office of the Chancellor

- If driving, park in the Catalina Landing enclosed structure
- Plenary Sessions convene in the Dumke Auditorium
 - *Note: food and beverages are not allowed*
- Wireless, ethernet connections
- Munitz Room (1st floor)
 - **Executive Committee meetings**
- Anacapa/Coronado/Wallace Rooms (1st floor), rooms 210 or 410 for standing committee meetings
- Cafeteria (1st floor)
- Access to 1st floor kitchen - preparations for socials

CSU Sacramento Office

915 L Street, Sacramento

- Karen Zamarripa
 - Assistant Vice Chancellor Advocacy & Institutional Relations
- Robert Turnage
 - Assistant Vice Chancellor for the Budget
- Wess Larson
 - Associate Director Advocacy & Institutional Relations

Offsite Meetings

- Meetings are often held at LAX or SFO airport hotels
- The CSU has wireless accounts at some hotels (LAX Crowne-Plaza)

Assigned Time

- Members of standing committees: 0.2 assignment (6 semester units or 9 quarter units/AY)
 - Members of standing committees are also expected to serve in other capacities
- Standing committee chairs (09/10): 0.3 assignment (9 semester units or 13.5 quarter units/AY)
 - Committee chairs meet regularly with the executive committee
- Executive Committee members (09/10): 0.3 assignment (9 semester units or 13.5 quarter units/AY)
 - Executive Committee members meet during the Academic Year (AY) 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
 - (Program 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 hotels, air travel (YCAL/VCAL), and rental cars
 - 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
 - Senators are expected to rent 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 (B: \$10, L: \$15, D: \$25). An additional \$5 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 Program Director if you cannot attend Academic Senate CSU meetings**
- Save travel receipts and submit your travel claim within 2 weeks

Academic Senate CSU Website

<http://www.calstate.edu/AcadSen>

- Academic Senate CSU Calendar of events
- Senate rosters:
 - Academic Senate CSU
 - Campus Senate Chairs
 - Standing committees
 - Membership and contact information
 - Agendas and minutes
 - Related documents
- Systemwide committees
- Plenary information
 - Minutes
 - Agenda
 - Resolutions – search function available
 - Chair’s report
- Senate publications/reports
- What’s New (current information)
- Faculty Trustee reports
- Academic Senate CSU Newsletter

CSU The California State University

www.calstate.edu