Academic Senate California State University (CSU) Orientation

2008-09 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: John Tarjan
  - Vice Chair: Bob Buckley
  - Secretary: Mark Van Selst
  - At-Large Member: Barbara Swerkes
  - At-Large Member: Darlene Yee-Melichar
  - Immediate Past Chair (ex officio): Barry Pasternack

- Committee Chairs (appointed)
  - Academic Affairs: Jim Postma
  - Faculty Affairs: Robert McNamara
  - Fiscal and Governmental Affairs: Buckley Barrett
  - Academic Preparation & Education Programs: Steven Stepanek
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 2007/08 Directory or http://www.calstate.edu/AcadSen/Records/About_the_Senate/
Other Committees/Task Forces

- Academic Technology Advisory Council (ATAC)
- Access to Excellence
- 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
- Etc…
Plenary Meetings

- Reports
  - Chair
  - Standing Committees
  - CSU Officers
  - CSSA
  - CFA
  - Liaisons
  - Faculty Trustee
  - Other Trustees

- 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 Gary Reichard
  - Chief Academic Officer, Academic Affairs
- Executive Vice Chancellor Richard West
  - Chief Financial Officer, Business & Finance
- Vice Chancellor Gail Brooks
  - Human Resources
- General Counsel Christine Helwick
CSU Academic Affairs Division

- **Officers**
  - Executive Vice Chancellor and Chief Academic Officer — Gary Reichard
  - Associate Vice Chancellor — Keith Boyum

- **Departments**
  - Academic Programs — Lori Roth (Chris Hanson — programs)
  - Academic Technology — Gerard Hanley
  - Extended Education — Keith Boyum
  - 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

- Ann Peacock, Executive Director
  - Executive Assistant for Chair
  - Support for Executive Committee
  - Manage office and supervise staff
  - Budget

- Tracy Butler & Sharon VanSteenwyk
  - Plenary and meeting support
  - Web page and technical support
  - 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
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 (bottled water only)
- 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); 0.23 assignment (10 quarter units/AY)
  - Members of standing committees are also expected to serve in other capacities
- Standing committee chairs: 0.4 assignment (12 semester units); 0.46 assignment, 20 quarter units/AY)
  - Committee chairs meet regularly with the executive committee
- Executive Committee members: 0.4 assignment (12 semester units); 0.46 assignment, 20 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
  - (Executive Director Ann Peacock)
- 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 at 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 Executive 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