Academic Senate California State University (CSU) Orientation

2010-11 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: James Postma
  • Vice Chair: Kevin Baaske
  • Secretary: Diana Guerin
  • At-Large Member: Thomas Krabacher
  • At-Large Member: Susan Gubernat
  • Immediate Past Chair (ex officio): John Tarjan

▪ Committee Chairs (appointed)
  • Academic Affairs: Andrea Renwanz Boyle
  • Faculty Affairs: Bernadette Cheyne
  • Fiscal and Governmental Affairs: Darlene Yee-Melichar
  • Academic Preparation & Education Programs: Mark Van Selst
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 2010/11 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)
- 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 Standing committee(s)
  - From Executive Committee
  - 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 Ephraim Smith
  - 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 — Ephraim Smith
  - Associate Vice Chancellor — Vacant

- Departments
  - Academic Programs — Lori Roth (Chris Hanson — programs
  - Academic Technology — Gerard Hanley
  - Extended Education — Teddi Foley
  - 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/Jacquelyn (Jac) Day (plenary support)
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.
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 are available in a basket next to the Senate nameplates on the table at the back of the auditorium
- Munitz Room (1st floor)
  - Executive Committee meetings
- Anacapa/Coronado/Wallace Rooms (1st floor), rooms 210 or 410 are generally used for standing committee meetings. Rooms may change depending on availability
- 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