

# Academic Senate California State University (ASCSU) Orientation

2022-23 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
  - Faculty trustee provides faculty perspective
  
- Office of the Chancellor (CO)
  - Consults with ASCSU and issues:
    - Executive Orders
    - Coded Memoranda
  
- Campus Presidents
  - Consults with campus senates and implements Executive Orders and Coded Memoranda

# Legal Authority

- ASCSU represents all CSU faculty in shared governance at the systemwide level
- Education code (Title 5)
- Higher Education Employee-Employer Relations Act (HEERA)
  - Section 3561b

# 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, save Immediate Past Chair*)
  - Chair Beth A. Steffel
  - Vice Chair Thomas Norman
  - Secretary Mark Van Selst
  - At-Large Member Elizabeth “Betsy” Boyd
  - At-Large Member Adam Swenson
  - Immediate Past Chair Robert K. Collins
  
- Committee Chairs (*appointed*)
  - Academic Affairs Simon Rodan
  - Academic Preparation & Education Programs Tracy Dawn Hamilton
  - Faculty Affairs Kris Bezdecny
  - Fiscal & Governmental Affairs Steven Rein
  - Justice, Equity, Diversity, & Inclusion Nola Butler-Byrd
  - General Education Advisory Committee Eniko Csomay

# Role of the Academic Senate CSU

- Offers recommendations on all issues of systemwide concern through
  - Resolutions
  - CSU system-wide committee membership
  - Position and white papers
  - Direct communication with the administration
  
- Promotes two-way communication with campus senates
  
- Protects campus autonomy

# Roles of Senators

- Serve as liaison between campus and ASCSU
- 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.)
- Attend ASCSU Plenary, designated standing committee, and designated system-wide committee/task force meetings.

# 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
- **Justice, Equity, Diversity & Inclusions (JEDI)**
  - Promote equity, opportunity & inclusion within the ASCSU
  - Mentorship for new Senators and support of affinity groups with he ASCSU

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

- Admissions Advisory Council
- Commission on Professional and Continuing Education (PaCE)
- Committee on Academic Technology and Online Education (CATOE)
- General Education Advisory Committee (GEAC)
- Innovative Teaching & Learning (ITL) Advisory Board
- Intersegmental Curriculum Workgroup (ICW)
- System Budget Advisory Committee (SBAC)

Full list available: <https://www.calstate.edu/csu-system/faculty-staff/academic-senate/Pages/CSU-Systemwide-Committees.aspx>

# Plenary Meetings

- Reports/Speakers
  - Chair
  - Standing Committees
  - CSU Officers
  - CSSA (California State Student Association)
  - CFA (California Faculty Association)
  - CSU ERFSA (Emeritus and Retired Faculty & Staff 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)
- First reading
  - Presentation of rationale and content
  - Questions/advice provided for the committee
  - Distributed to campuses for feedback
- Second reading
  - Debate and refinement
  - Disposition
- Communication

## General

- The ASCSU follows *Robert's Rules of Order (Newly Revised)* as modified by the Bylaws, Special Rules of Order, and Standing Rules
  - Make sure you are looking at the right version of Robert's!
- The Parliamentarian is here to help!

# Votes

- Majority: More than half
  - A tie fails to reach a majority; thus the motion fails.
  - The Chair may vote to create or break a tie
- 2/3: Two-thirds or more
- 3/4: Three-quarters or more
  
- The denominator is (almost) always votes cast.
  - Abstentions are absences of votes; they do not count in the denominator.

ASCSU specific procedures

# **FIRST AND SECOND READINGS**

# First/Second Readings (Bylaw 6)

- Normally, each resolution comes before the body twice.
  - This requirement can be waived
- This allows for gathering campus feedback and helps identify issues which the committee may address before the final version.

## First reading

- No actions are in order during the first reading
  - No amendments
  - No votes are taken
- Advice to the sponsoring committee(s) is highly encouraged during the first reading
  - Emailed feedback between plenaries is also very helpful

Procedure nerds: Essentially, the resolution in first reading is treated as a report.

## Second reading

- At the second reading, the sponsor introduces the resolution. The resolution then belongs to the body.
- The text of the resolution is now the main motion and open to amendment.

Procedure nerds: No second is required to introduce resolutions originating from committees since multiple ASCSU members (i.e., the committee) agree it is worth considering.

# Waiver of first reading requirement

- The requirement for a first reading may be waived upon **3/4** vote of those present (Bylaw 6b)
  - The motion to waive first reading is debatable
  
- Downsides
  - Limits campus feedback
  - Limits time for reflection
  - Often requires editing of issues which could've been caught at a first reading

## Resolutions seeking waivers

- Generally, waivers should only be sought when the matter is time-sensitive.
  - The importance of an issue is often a reason against granting a waiver; not a reason for it.
  
- Before being introduced
  - Resolution should be rigorously checked for grammar, style, et cetera
  - Authors should seek feedback from colleagues / other committees to identify fixable issues and save time on the floor.

## Waiver process

- The author gives a very brief summary of the content.
- The author moves to waive first reading.
- If a second is obtained, the author presents the case for the waiver
- The waiver is debated
- If approved, the Chair announces that the resolution is in second reading; debate and perfection begin.
  - The author is given the floor first to provide any additional introduction and to speak in favor of the resolution.
- If rejected, the Chair announces that the resolution is in first reading and takes a speakers list for feedback.

ASCSU specific procedures

# DEBATE

# Speakers list

- The Chair recognizes speakers in order of the speakers list
  - The Vice Chair maintains the speakers list
- Visitors may be recognized by the Chair
- When a speaker's position on a motion is unclear, the Chair will rule on whether it was in favor or in opposition

## **Limitation to 3 in favor / 3 against**

- Debate on each motion is limited to a maximum of 3 speakers in favor and 3 speakers in opposition. (AS-3375-19/EX)
- A majority can 'waive' the rule, i.e., permit another 3 in favor; 3 against.

## Special Rule of Order: Point of Interruption

- “When any communication by any speaker during a meeting involves invidious racial narratives, racism, misogyny, or other forms of bias, any member may raise a Point of Interruption to draw attention to the issue.” (AS-3551-22)

### Usage

- The concerned member calls out ‘Point of Interruption’. The speaker pauses.
- The chair recognizes the concerned member and asks them to state the issue.
- The concerned member gives a polite and brief explanation.
- The chair returns the floor to the speaker.

# Limiting Debate

- “Call the Question(s)” / Previous question(s)
  - If passed by 2/3, this motion requires an immediate vote on the pending motion.
  - Requires a second; not debatable.
  - Must be recognized to make the motion
  - Possible to specify more than the immediately pending motion
    - E.g., “Call previous 2 questions” or “Call all pending questions”

## Best practices

- Speakers should begin by declaring their position on a motion prior to presenting any arguments
  - E.g., “Thank you. Colleagues, I speak against this motion....”
  
- If presenting an amendment, make the motion first. Then, if seconded, speak in favor of it.
  - Move before you speak; don’t speak before you move.

ASCSU specific practices

# PERFECTION

# Amendments

- The title and RESOLVED clauses of a resolution may be amended
- The rationale of a resolution is not subject to amendments.
  - Senators may request that the author make changes to the final rationale.
- Provide text of amendments to the secretary, ideally prior to their introduction
- There is no such thing as a “friendly amendment”

# Communication of Resolutions

- Approved resolutions are distributed according to the resolution's distribution list
  
- A resolution packet, including summaries for the Trustees, is sent to Chancellor's Office (CO)
  - Executive Committee and CO leadership discuss resolutions passed, prior to Board of Trustees meetings
  
- CO formally responds to ASCSU resolutions

Part 3

# **STRUCTURE OF THE CHANCELLOR'S OFFICE**

# CSU Executive Administration

- Interim Chancellor: **Jolene Koester**
- Executive Vice Chancellor - Academic & Student Affairs: **Sylvia A. Alva**
- Executive Vice Chancellor - Business and Finance and Chief Financial Officer: **Steve Relyea**
- Executive Vice Chancellor and General Counsel: **Andrew Jones**
- Acting Vice Chancellor - Human Resources: **Leora Freedman**
- Vice Chancellor - University Relations and Advancement: **Vacant**
- Chief Audit Officer: **Vlad Marinescu**

## CSU Academic & Student Affairs Division

### ▪ Officers

- Executive Vice Chancellor and Chief Academic Officer: **Sylvia A. Alva**
- Associate Vice Chancellor & Chief of Staff: **Nathan S. Evans**
- Director of Operations: **Virginia Soto**

### ▪ Department Leadership

- Associate Vice Chancellor, Student Affairs, Equity & Belonging: **Dilcie Perez**
- Associate Vice Chancellor, Academic Programs, Innovations & Faculty Development: **Alison Wrynn**
- Assistant Vice Chancellor and State University Dean, Academic Programs: **Brent Foster**
- Interim Associate Vice Chancellor, Student Success: **Jeff Gold**
- Assistant Vice Chancellor, Educator and Leadership Programs: **Shireen Pavri**
- Interim Assistant Vice Chancellor, CSU Advocacy & State Relations: **Eric Bakke**
- Assistant Vice Chancellor, Research: **Ganesh Raman**
- Assistant Vice Chancellor, Institutional Research & Analysis: **Edward Sullivan**
- Assistant Vice Chancellor, Professional and International Education: **Leo Van Cleve**
- Associate Dean, Academic Programs, Curriculum & Assessment: **Caron Inouye**
- Assistant Vice Chancellor for Academic Technology Services: **Leslie Kennedy**
- Assistant Vice Chancellor for Academic Technology Services: **Tammy Kenber**
- Executive Budget Director: **Jeni Kitchell**

## **CSU Sacramento Office**

### **915 L Street, Sacramento**

- Interim Assistant Vice Chancellor: **Erik Bakke**
- Interim Director, State Relations: **Mary Meuel**
- Legislative Advocate: **Santinder Malhi**
- Legislative Advocate: **Maggie White**
- Legislative Advocate: **Jen Chase**

### **Offsite Meetings**

- Meetings are often held at LAX or SFO airport hotels

Part 4

# **ADDITIONAL IMPORTANT ASCSU INFORMATION**

# 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 Website

<https://www.calstate.edu/csu-system/faculty-staff/academic-senate/Pages/default.aspx>

# Assigned Time

- Members of standing committees (22/23): 0.2 total assignment (6 semester units or 9 quarter units/Academic Year [AY])
  - Members of standing committees are also expected to serve in other capacities
- Standing committee Chairs, GEAC Chair and Legislative Specialist (22/23): 0.4 total assignment (12 semester units or 18 quarter units/AY)
  - Committee chairs meet regularly with the Executive Committee
- Executive Committee members (22/23): 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 24/7
- Campuses are allocated funds to cover assigned time

# Travel (when travel resumes)

- 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 when parking on campuses other than your own

## Know Your Way around the “CO” (after in-person meetings resume)

- 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 Dumke 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.*
- The Academic Senate CSU Office is room 243 (2nd floor)
- Conference room 221 (2nd floor) is used for Executive Committee meetings
- Conference rooms for Standing Committee meetings, are assigned depending on availability. Please refer to the sign on the ASCSU office door for Committee room assignments. Staff try to keep as many on the first floor as possible.
- Lunchroom **during plenary** meetings is generally the Wallace room unless otherwise indicated on the ASCSU office door sign. During Committee meetings, lunch should be taken back to your assigned conference room.
- There is limited use of the 1st floor kitchen for social preparation. Please see office staff for the kitchen access key card.

## Academic Senate CSU Office (when in-person meetings resume)

- Computers and Printers
- Phone
- Copier
- Fax
- Access to the 2<sup>nd</sup> floor kitchen (please note, contents of the refrigerator are CO employee's food and drink).

***Note: CO building is locked at 7 p.m. 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.***



[www2.calstate.edu](http://www2.calstate.edu)