Academic Senate
California State University
(ASCSU) Orientation
2019-20 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: Catherine Nelson
  - Vice Chair: Robert K. Collins
  - Secretary: Beth Steffel
  - At-Large Member: Darlene Yee-Melichar
  - At-Large Member: Thomas Norman

- **Committee Chairs (appointed)**
  - Academic Affairs: Susan Schlievert
  - Academic Preparation & Education Programs: Susan Holl
  - Faculty Affairs: Steven Filling
  - Fiscal & Governmental Affairs: David M. Speak
  - General Education Advisory Committee: 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
  - 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. They do not receive assigned time from the ASCSU. Thus, are not appointed or expected to attend ASCSU standing committee, systemwide committee/task force meetings.
- Second and third year senators are expected to attend the ASCSU Plenary meetings, designated standing committee meetings, and designated system-wide committee/task force meetings. Second and third year senators do receive assigned time from the ASCSU.
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

- Accessible Technology Advisory (ATI) Committee
- Admission Advisory Council
- Commission on the Extended University
- Committee on Academic Technology and Online Technology (CATOE)
- General Education Advisory Committee (GEAC)
- Institute for Teaching and Learning (ITL) Board
- Intersegmental Curriculum Workgroup (SB 1440)
- System Budget Advisory Committee (SBAC)

Full list available:
https://www2.calstate.edu/csu-system/faculty-staff/academic-senate/Pages/CSU-Systemwide-Committees.aspx (Systemwide Committees/Task Forces)
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)
- 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
- Steve Relyea, Executive Vice Chancellor and Chief Financial Officer - Business & Finance
- Andrew Jones, Executive Vice Chancellor and General Counsel
- Evelyn Nazario, Vice Chancellor - Human Resources
- Garrett P. Ashley, Vice Chancellor - University Relations and Advancement
- Larry Mandel, Vice Chancellor and Chief Audit Officer - Audit & Advisory Services
CSU Academic & Student Affairs Division

Officers
- Executive Vice Chancellor - Academic & Student Affairs: Loren J. Blanchard
- Chief of Staff & Senior Advisor: Nathan S. Evans
- Director of Operations: Lilian A. Audet

Department Leadership
- Associate Vice Chancellor, Student Affairs & Enrollment Management: LuoLuo Hong
- Associate Vice Chancellor, Academic Programs, Innovations & Faculty Development: Alison Wrynn
- Assistant Vice Chancellor, Student Success Initiatives, Research & Innovation: Jeff Gold
- Assistant Vice Chancellor, Educator Preparation and Public School Programs: Marquita Grenot-Scheyer
- Assistant Vice Chancellor/Senior Strategist, Academic Success and Inclusive Excellence: James T. Minor
- Assistant Vice Chancellor, Research: Ganesh Raman
- Assistant Vice Chancellor, Institutional Research & Analysis: Edward Sullivan
- Assistant Vice Chancellor International Programs, Summer Arts & ASCSU Relations: Leo Van Cleve
- Self-Support Strategy & Partnership/Extended Education: Sheila Thomas
- Academic Technology Services: Vacant (as of 9/19/19)
Advocacy & State Relations
(915 L Street, Sacramento Office)

- Kathleen Chavira
  - Assistant Vice Chancellor
- Nichole Munoz-Murillo
  - Director, State Relations
- 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. Parking validation stickers are available at the security desk in the front lobby.
- Plenary Sessions convene in the Dumke Auditorium
  - *Note: food and beverages are NOT allowed in the auditorium*
- Each seat in the Dumke has Ethernet plug-in. Blue Ethernet cords are available in a basket next to the name tents (CSU tablecloth draped table in the back). 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.
- Lunch room *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.
Part 4

ADDITIONAL IMPORTANT ASCSU INFORMATION
Academic Senate CSU Website

https://www2.calstate.edu/csu-system/faculty-staff/academic-senate/
Academic Senate CSU Staff

- Tracy Butler, Director
  - Executive Assistant to the Chair
  - Support for the Executive Committee
  - Manages office and supervises 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 (just outside the office before the 2nd floor kitchen).
- Phone and tablet charging stations (on a table under the window in the back of the Senate office)

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 (19/20): 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 (19/20): 12 semester units or 18 quarter units per academic year
  - Committee chairs meet regularly with the Executive Committee
- Executive Committee members (19/20): 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
  - 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.
  - In order to ensure the least expensive lodging rate for plenary meetings, please have the ASCSU Office staff reserve your rooms for the year. Please contact Reem Osman in the office, for further information (rosman@calstate.edu; 562.951.4011)
  - 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 $55 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.