Academic Senate
California State University (ASCSU) Orientation
2013-14 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 systemwide concern
- Promotes academic excellence
- Advances principles of academic freedom and freedom of inquiry
- Is the formal policy-recommending body on systemwide academic, professional, and academic personnel matters
- Serves as primary consultative body on academic implications of systemwide fiscal decisions

(Academic Senate CSU Constitution, Article 1, Section 1)
Officers

- Executive Committee (elected)
  - Chair: Diana Wright Guerin
  - Vice Chair: Steven Filling
  - Secretary: Glen Brodowsky
  - At-Large Member: Darlene Yee-Melichar
  - At-Large Member: Susan Gubernat

- Committee Chairs (appointed)
  - Academic Affairs: Christine Miller
  - Academic Preparation & Education Programs: Andreas Gebauer
  - Faculty Affairs: Manzar Foroohar
  - Fiscal & Governmental Affairs: Praveen Soni
  - 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 systemwide 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. First year senators are usually not appointed or expected to attend systemwide committee/task force meetings. First year senators do not receive ASCSU assigned time.
- Second and third year senators are expected to attend ASCSU Plenary, designated standing committee, and designated systemwide committee/task force meetings. Second and third year senators receive ASCSU 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

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

- Academic Technology Advisory Council (ATAC)
- Accessible Technology Advisory (ATI) Committee
- Admissions Advisory Council
- Cal State Online Board
- Commission on the Extended University
- General Education Advisory Committee (GEAC)
- Institute for Teaching and Learning (ITL) Board
- SB 1440 Implementation Oversight Committee
- System Budget Advisory Committee (SBAC)

Full list available: [www.calstate.edu/AcadSen/Committees](http://www.calstate.edu/AcadSen/Committees) (Systemwide Committees/Task Forces)
Plenary Meetings

- Reports/Speakers
  - Chair
  - Standing Committees
  - CSU Officers
  - CSSA (California State Student Association)
  - CFA (California Faculty Association)
  - CSU ERFA (Emeritus and Retired Faculty 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 White
- Ephraim Smith, Executive Vice Chancellor Chief Academic Officer, Academic Affairs
  - Ron Vogel, Associate Vice Chancellor Academic Affairs
  - Garrett Ashley, Vice Chancellor, University Relations and Advancement
  - Larry Mandel, University Auditor
  - Gail Brooks, Vice Chancellor, Human Resources
- Sally Roush, Interim Executive Vice Chancellor, Chief Financial Officer, Business & Finance
- Framroze Virjee, General Counsel
CSU Academic Affairs Division

- **Officers**
  - Executive Vice Chancellor and Chief Academic Officer — Ephraim Smith
  - Associate Vice Chancellor — Ron Vogel

- **Departments**
  - Academic Programs & Policy — Christine Mallon
  - Academic Technology — Gerard Hanley
  - Extended Education — Sheila Thomas
  - International Programs — Leo Van Cleve
  - Research & Resources — Marsha Hirano-Nakanishi
  - Research Initiatives & Partnerships — Jim Till (Interim)
  - Student Support — Eric Forbes
  - Teacher Education — Beverly Young
CSU Sacramento Office
915 L Street, Sacramento

- Karen Zamarripa
  - Assistant Vice Chancellor, Advocacy & Institutional Relations
- Ryan Storm
  - Interim Assistant Vice Chancellor for the Budget
- Wess Larson
  - 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
- Plenary Sessions convene in the Dumke Auditorium
  - Note: food and beverages are **NOT** allowed
- 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.
- Munitz Room (1st floor)
  - Executive Committee meetings
- Anacapa/Coronado/Wallace Rooms (1st floor), rooms 210 (2nd floor) or 410 (4th floor) are generally used for standing committee meetings. Rooms may change depending on availability
- Lunch room (1st floor)
- Limited access to 1st floor kitchen - preparations for socials
Part 4

ADDITIONAL IMPORTANT ASCSU INFORMATION
Academic Senate CSU Website

www.calstate.edu/acadsen
As the official voice of the faculty in matters of systemwide concern, the Academic Senate of the California State University provides the means for the faculty to participate in the collegial form of governance which is based on historic academic traditions as recognized by California law.

- The Constitution of the Academic Senate of the California State University, Preamble.

**Executive Committee, Academic Senate CSU 2013-2014**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Campus</th>
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<tbody>
<tr>
<td>Diana Wright Guerin</td>
<td>Chair</td>
<td>Fullerton</td>
</tr>
<tr>
<td>Steven Filling</td>
<td>Vice Chair</td>
<td>Stanislaus</td>
</tr>
<tr>
<td>Glen Brodowsky</td>
<td>Secretary</td>
<td>San Marcos</td>
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<td>Susan Gubernat</td>
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**Staff**

**Tracy Butler**, Director  
(562) 951-4013

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**Content Contact:**  
Academic Senate  
(562) 951-4013

**Technical Contact:**  
webmaster@calstate.edu
Academic Senate CSU Staff

- Tracy Butler, Director
  - Executive Assistant for Chair
  - Support for Executive Committee
  - Manage office and supervise staff
  - Budget

- Carrie Kato
  - Plenary and meeting support
  - 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. 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 (13/14): 0.2 total assignment (6 semester units or 9 quarter units/AY)
  - Members of standing committees are also expected to serve in other capacities
- Standing committee chairs (13/14): 0.4 total assignment (12 semester units or 18 quarter units/AY)
  - Committee chairs meet regularly with the Executive Committee
- Executive Committee members (13/14): 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 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
  - 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