

INTRODUCTION SLIDES

<https://bit.ly/AS25-IntroSlides>

Introduce yourself to the rest of the Academic Senate and peruse others' introductions.

These will help us (BK) get your names right!



CSULB ACADEMIC SENATE 2025-26 NEW SENATOR ORIENTATION AUGUST 21, 2025

Neil Hultgren, Ph.D., English
Academic Senate Chair

Brian P. Katz (BK), Ph.D., Mathematics & Statistics
Academic Senate Vice Chair

Chris Warren, Ph.D., Psychology
Academic Senate Secretary



CALIFORNIA STATE UNIVERSITY

LONG BEACH

LAND ACKNOWLEDGMENT

CSULB is located on the sacred site of Puvungna. We acknowledge that we are on the land of the Tongva Gabrieleño and the Acjachemen/Juaneño Nations who have lived and continue to live here. We recognize the Tongva and Acjachemen Nations and their spiritual connection as the first stewards and the traditional caretakers of this land. We thank them for their strength, perseverance, and resistance. We pay our respects to the Ancestors, Elders, and our relatives, past, present and emerging.

NEW SENATOR ORIENTATION AGENDA

- Welcome and Introductions
- Senate Structure and Roster
- Typical Agenda and Flow of Meeting
- Parliamentary Procedure
- Voting
- Your Responsibilities as a Senator
- Preview: Policies Coming your Way

WELCOME AND INTRODUCTIONS

Senate Executive Committee

- Neil Hultgren, CLA, Chair
- Brian Katz (BK), CNSM, Vice Chair
- Chris Warren, CLA, Secretary
- Perla Ayala, COE, at-large
- Aparna Nayak, CLA, at-large
- Brian Trimble, COTA, at-large
- And one vacant at-large position for F25

Elections of at-large members and officers take place at our last meeting in May. Nominations for the at-large members are taken from the floor.

INTRODUCTIONS: NEW & RETURNING SENATORS

1. Tell us your name,
position, college/division, and
department/office
2. Tell us what brought you to the Senate

SHARED GOVERNANCE IN HIGHER EDUCATION

- *Share the governance of our institution with all its constituents*
 - "Shared governance" in higher education refers to structures and processes through which faculty, staff, administration, and students participate in the **development of policies** and in **decision-making** that affect the institution.
- *What is the difference between unions and shared governance?*
 - Union (e.g., CFA): Focus on “terms and conditions of employment” of their members
 - Shared Governance: Address all important issues of the institution, not only employment issues
 - Supports the overall academic quality of the institution

WHAT THE ACADEMIC SENATE DOES

- Make and revise policies in conjunction with Councils & Committees, e.g.,
 - Curriculum & Educational Policies Council (CEPC)
 - Faculty Personnel Policies Council (FPPC)
 - University Resources Council (URC)
 - Institution and Program Assessment Council (IPAC)
- Approve curriculum (new programs, majors, and graduate degrees)
- Facilitate reviews of administrators
- Serve as a forum for news from the Chancellor's Office, the ASCSU, the President, and leaders.

ACADEMIC SENATE



CALIFORNIA STATE UNIVERSITY
LONG BEACH

Executive Committee

Advisory Council
on Strategic
Enrollment
Management

Campus
Academic
Calendar
Committee

Diversity, Equity,
Inclusion, Access
Culture and Clm
ate Committee
(DEIA-CCC)

LGBTQIA+
Campus Climate
Committee

Committee
on Athletics

Faculty
Advisory
Committee on
Technology

Graduate
Studies
Advisory
Committee

Nominating
Committee

Panel of
Professional
Responsibility

Curriculum and Educational Policies Council

Academic
Appeals
Committee

General Education
Governing
Committee

Grade
Appeals
Committee

Graduation Writing
Assessment Requirement
(GWAR) Committee

International
Education
Committee

GWAR Placement Exam
Advisory Committee

Faculty Personnel Policies Council

University
Awards
Committee

University Mini-Grant,
Summer Stipend
Committee

University Resources Council

Lottery
Committee

Institutional and Program Assessment Council

General Education
Evaluation Committee

Academic Senate Organizational Chart

= Elected by Colleges

Each box hyperlinked

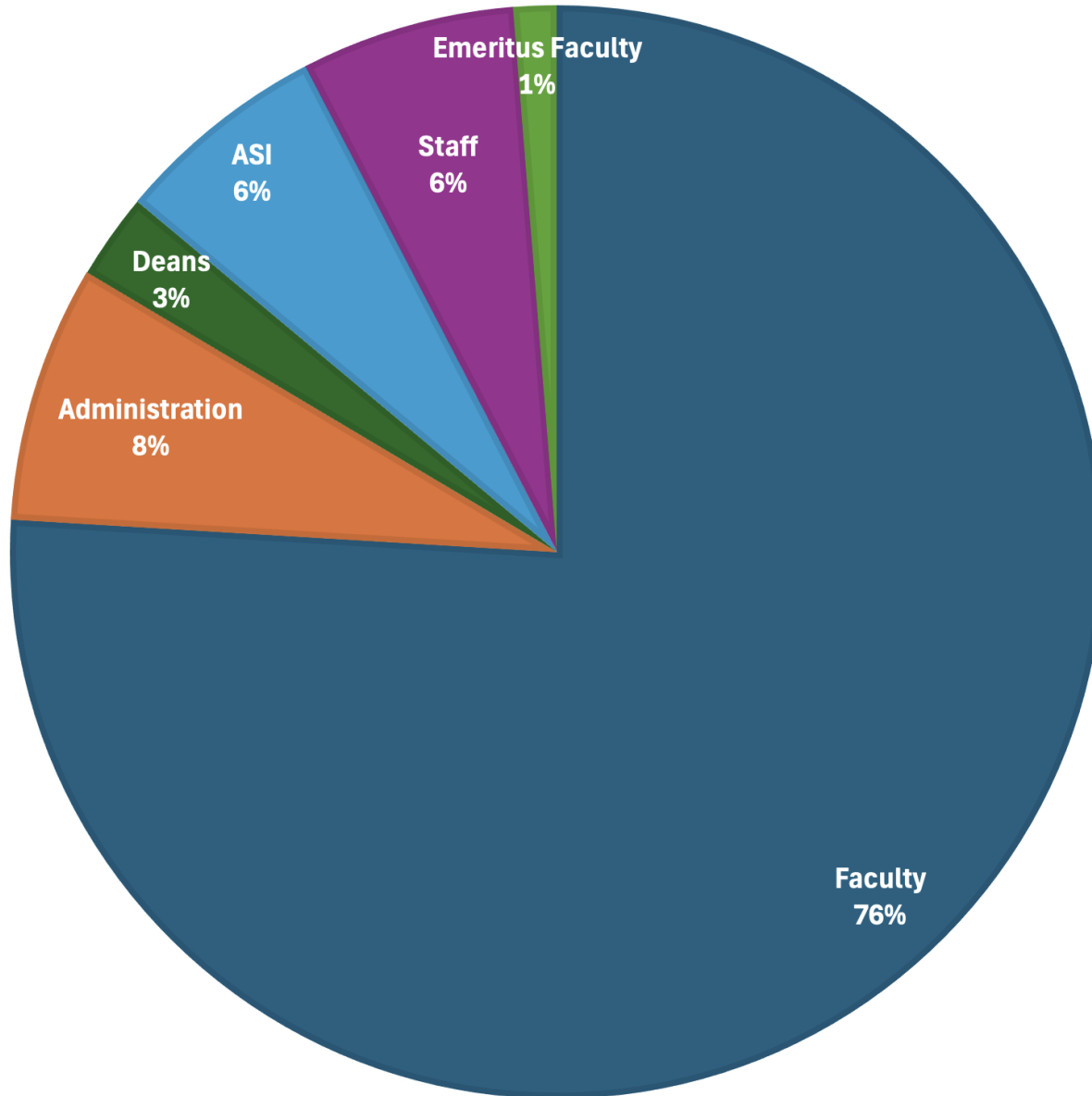
Updated May 2024

SENATE STRUCTURE & ROSTER

- 60 Faculty, including Librarians and Counseling and Psychological Services (CAPS) Psychologists
- 5 Staff Members, including the Chair of Staff Council
- 5 Students elected by Associated Students, Inc. (ASI), including the ASI president
- 1 Emeritus Faculty
- 2 Voting Deans
- 5 Voting Administrators: President, Provost, & AVPs from Academic Affairs
- Nonvoting Members: remaining Deans, VPs, 3 Statewide Senators, CFA Co-President

ACADEMIC SENATE COMPOSITION

■ Faculty ■ Administration ■ Deans ■ ASI ■ Staff ■ Emeritus Faculty



THE ROLE OF THE EXECUTIVE COMMITTEE

- Works as a consultative body
- Helps the flow of information and presentation of policy issues
 - By discussing issues as they come up *before* they are referred to the Academic Senate
- Serves as the agenda-making body of the Academic Senate
- Organizes annual retreat and spring legacy lecture
- Organizes officer elections

TYPICAL AGENDA

ACADEMIC SENATE MEETING #16

Thursday, April 24, 2025, 2:00 – 4:00 pm

Towner Auditorium (PSY 150)

Or on Zoom: <https://csulb.zoom.us/j/97606370449> (Meeting ID: 976 0637 0449)

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
 - 3.1 Academic Senate meeting of April 17, 2025
4. REPORTS OF STANDING COMMITTEES AND COUNCILS
 - 4.1 Executive Committee: Announcements
 - 4.2 Nominating Committee: Nominations
5. CONSENT CALENDAR
 - 5.1 None.

TYPICAL AGENDA, CONTINUED

6. SPECIAL ORDERS

- 6.1 Report from President Conoley - TIME CERTAIN 2:10 PM
- 6.2 Report from CFA Long Beach Faculty Rights Chair Kelly Janousek

7. NEW BUSINESS

- 7.1 [Time Certain 2:30 PM] Proposed Merger of the Classics Program with the Comparative World Literature Program – FIRST READING
Guests: Kathryn Chew, Director, Comparative World Literature; Paul Scotton, Director, Classics; Donna Nicol, Associate Dean for Personnel and Curriculum, College of Liberal Arts; Deborah Thien, Dean, College of Liberal Arts
- 7.2 [Time Certain 2:40 PM] Resolution on the CSU Chancellor's Office GWAR Policy and Writing Instruction – FIRST READING
Guest: Norbert Schürer, CSULB Senator and ASCSU Senator
- 7.3 Proposed Revision to the Charge of the Advisory Council for Strategic Enrollment Management (ACSEM) – FIRST READING

8. OLD BUSINESS

- 8.1 Resolution Recommending the Creation of a CSU Systemwide Staff Council and the Creation of the position of Staff Trustee on the Board of Trustees – SECOND READING

HOW IT WORKS -- CURRICULUM CREATING A NEW ACADEMIC PROGRAM

New Program Proposals

- Must be approved by Departments, Colleges, and the Vice Provost of Academic Programs

Forward to the Academic Senate Councils for Review

- Review by the Curriculum and Educational Policies Council (CEPC)
- Review by the University Resources Council (URC)

Forward to the Academic Senate for Review and Approval

- The proposed program must be reviewed and approved by the entire senate.

HOW IT WORKS -- POLICY MAKING CHANGES TO A POLICY

Request to Open a Policy (by administrators, faculty, staff)

- The request will be reviewed by Academic Senate Executive Committee

Exec Forwards the Request to Senate Council(s) for Review

- For example, Faculty Personnel Policies Council (FPPC) reviews and makes recommendations on policies related to academic personnel matters

Forward to the Academic Senate for Review and Approval

- All amended policies and regulations must be reviewed and approved by the entire senate.

Policy **review** involves a careful, deliberative process of amending a policy.

WHERE TO FIND MEETING MATERIALS

- Ann keeps the Academic Senate (AS) Agenda updated on the AS Website:

<https://www.csulb.edu/academic-senate>

- As dictated by the AS Rules and Regulations, we need to circulate the agenda at least five days before the meeting.
 - We do our best to circulate it one week in advance.

AS PARLIAMENTARY PROCEDURE

We follow **Robert's Rules of Order, Newly Revised**, as stipulated by AS Rules and Regulations.

a. **Motions** need a second and a majority vote.

- We start our meetings by moving and approving the agenda.
- After this, we move and approve the minutes from our last meeting.

b. **Amendments** need a second and a majority vote.

- This is important when we are revising policy, but we will also amend the agenda and minutes as needed.

MORE PARLIAMENTARY PROCEDURE!

These can be helpful when things get complicated:

- c. **Point of Order:** You can say this at any time if you want to understand if procedure is being followed appropriately.
- d. **Point of Clarification:** Ensure the understanding of what the speaker has said is correct, reducing misunderstanding
- e. **Call the Question:** Vote on the motion; if there are no objections, we just proceed to vote; if there are objections, we need a 2/3 majority. The 2/3 majority is often difficult.

EVEN MORE THE PARLIAMENTARY PROCEDURE!

- It will most likely seem overly formal and a little overwhelming at first. All of us are still learning.
 - We have a parliamentarian to help us when needed. That person will be elected soon.
- Don't worry about being confused
 - Feel free to ask us questions before or after the meeting.

VOTING

We will use the polling software, Poll Everywhere, to manage the voting during Senate meetings. You will want to use this QR code and link for the voting:



Pollev.com/neilhultgren106

The link and QR code do not change from week to week—it will be easier if you note down the link now and bookmark it now.

Let's try a few polls!

YOUR RESPONSIBILITIES AS A SENATOR BEFORE THE MEETING

- Read the agenda well in advance of the meeting
- Read minutes, supporting documents, and policies well in advance of the meeting
- Work with your other college/unit senators
 - Inform your unit's members about items of interest beforehand and bring their comments to the senate
 - Example: Faculty Council Chair (if you're a faculty member)
 - This is why we have first and second readings!
- Make amendments to **online policy drafts** before the meetings. There will be links to the policy drafts in the emails you receive with the agenda. We will say more about this in the "After the Meeting" section.

YOUR RESPONSIBILITIES AS A SENATOR DURING THE MEETING

- Listen, debate, and contribute ideas collegially.
- Follow the procedures described at the start of the meeting for making amendments, commenting, and, if you're on zoom, for using the zoom chat.
- If you're going to comment, you'll want to signal to BK, the Vice Chair, that you'd like to be added to the speaker's list. In the room, you can raise your hand. On zoom, you simply need to write the word "comment" in the chat—please don't post the comment itself. BK will call on you.

YOUR RESPONSIBILITIES AS A SENATOR DURING THE MEETING (CONTINUED)

- When you comment on an amendment, tell us right away if you're speaking **for** or **against** the amendment. We only have time for three comments for an amendment and three comments against an amendment.
- Wait until others have had a chance to speak before you make a second comment.
- Get to know other Senators!

YOUR RESPONSIBILITIES AS A SENATOR AFTER THE MEETING

- Report back to your constituents on policies passed or policies for which we completed a first reading,
 - Get feedback from your constituents where necessary,
 - Share this work among the different Senators from your part of the university
 - Think about amendments you would like to propose before the next meeting and add your proposed amendment, as a **comment bubble**, to the policy document linked on the Academic Senate Website.
- The deadline for amendments to be submitted is 5:00 pm Wednesday evening before each meeting.**

GENERAL RESPONSIBILITIES

- Don't forget that we have **alternates** if you need to miss a meeting. Contacting them earlier is better. You can email them directly or email Ann for assistance.
- If you anticipate an extended absence from Senate due to a sabbatical, external grant, or some sort of leave, tell the Senate Office in advance and notify your college council or unit.
- Don't forget your Senate meeting time when you work to pick out classes or schedule other meetings. Senate always meets on Thursdays from 2:00 pm to 4:00 pm.
- Try to attend in person. Communication is easier this way.
- Be patient. We're a big group and we are conducting large hybrid meetings about important policies.

PREVIEW: POLICIES COMING YOUR WAY

- Proposed revision of PS 17-19 Policy on the Rights & Privileges of Emeritus Faculty (AS- 1132-20/FPPC)
- Proposed revision of PS 95-02 Selection and Term of NCAA FAR Representative
- Proposal to revise PS 12-12 GWAR policy (AS 1207-23/CEPC)
- Plus patents, copyright, deadlines to add classes, and a task force about SPOT.

THANK YOU

Thank you for your attention today, for your willingness to serve on Senate, and for the insights you'll bring to our work this year.

Your preparations for each meeting (reading everything!), attention to the work we do, and communication with your constituents all contribute to Senate being a successful democratic organization and ensure that different groups have a seat at the table in CSULB's shared governance work!

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QUESTIONS?

Neil:

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BK:

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Chris:

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