

Report of the Senate Structure Task Force

Spring 2021-Fall 2021

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I. Task Force Charge

At the end Spring 2021 Academic Senate Executive sent a call for volunteers for the Senate Structure Task Force to all CI employees. All who volunteered agreed to work over summer 2021 towards the following task force charge:

Charge to the Task Force on Representative Senate: Membership and Committees:

Charge to the Task Force on Representative Senate: Membership and Committees:

This task force shall consist of all interested University Employees who volunteer and are able to serve. It is charged with making a recommendation to Senate about whether Senate should become a representative body in 2022-23, and, if the recommendation is to become a representative body, how the body would be constituted. This would include, but not be limited to, the size of the Senate, the nature and scope of representation, and the term of office for senators. The task force will begin with the existing work completed by the 2014-2016 Structure Task Force. The task force shall additionally be charged with making a recommendation on what matters shall require a vote of all faculty (tenure-track and/or temporary faculty), rather than only Senate, as well as making a recommendation for necessary senate and advisory committees, their composition, membership terms, and initial charges. The Task Force will make a recommendation to Senate in October 2021.

II. Call for Task Force Volunteers

This task force shall consist of all interested University Employees who volunteer and are able to serve.

Volunteers consisted of four faculty (lecturer and tenure track), one staff and one MPP administrator. In April 2021 the task force was convened and dates for summer zoom meetings were identified. The task force began by reviewing the task force documents from AY 14-15 and 15-16 and used this data to create a survey that was distributed to all (?) faculty at the end of Spring 2021. The SP21 survey data was used to guide the task force on all elements related to the charge of the committee. The task force used a shared Dropbox and Google docs to communicate and share in and in-between meetings. Notes were taken at each meeting to document the work and shared decisions. And while the task force reached general agreement on many charge elements, there was also the acknowledgement that our recommendations were a base for future conversations and decisions to be made in the fall with additional faculty feedback and input.

III. Recommendations

This report will follow the structure of the charge along with rationale and discourse supporting the recommendations.

A. Representation and Body Constitution

It is charged with making a recommendation to Senate about whether the Senate should become a representative body in 2022-23, and, if the recommendation is to become a representative body, how the body would be constituted. This would include, but not be limited to, the size of the Senate, the nature and scope of representation, and the term of office for senators.

The task force members were in full agreement that the available data, including the most recent survey data, indicated that a **recommendation FOR a representative senate body** was in order. After reviewing the previous task force's recommendations and considering survey feedback, the following proposal for a proportional by discipline/department model is recommended along with continued representation for lecturer faculty and one student, while adding representation for Unity Coalition members, Staff, and

MPP I&II Administrators. The Task Force is recommending three-year staggered terms for all elected senators.

Table 1. Current Faculty Headcount and Representative Options

	FA21 Headcount	OPTION A 2-6=1; 7-12=2	OPTION B 2-9=1; >10 =2	OPTION C 1 seat per chaired unit
Biology	10	2	2	1
Chemistry & Physics	6	1	1	1
Computer Science	10	2	2	1
ESRM	6	1	1	1
Math	10	2	2	1
Anthropology	2	1	1	1
Nursing	5	1	1	1
Health Science	4	1	1	1
	53	11	11	8
Art & PA	12	2	2	1
English	9	2	1	1
Global Languages	4	1	1	1
History	9	2	1	1
	37	7	5	4
Political Science	4	1	1	1
Psychology	12	2	2	1
Sociology	7	1	1	1
Communication	8	2	1	1
Chicana/o Studies	3	1	1	1
	34	7	6	5
Library	8	2	1	1
	8	2	1	1
Business	11	2	2	1
Economics	5	1	1	1
	16	3	3	2
Undergraduate (ECS/LS)	4	1	1	1
Teaching Credentials	10	2	2	1
Grad Programs	3	1	1	1
	17	4	5	3
	162	35	31	23

Table 1 displays Fall 2021 faculty headcount by chaired department and provides three options. Disciplinary affiliations like those in place for the Local Curriculum Committee structure* served as the

initial basis for representation. However, considering equal representation by disciplinary affiliations didn't address concerns raised in the spring 21 survey. Therefore, the Task Force looked further into the possibility of representation based on department/programs with chairs. The prevailing idea was that every department/program with a chair earns one seat on the senate but did not address the differential numbers of tenure track faculty in different programs. Option C allows one senator per department. Option A and Option B are proportional to the total faculty in the department.

Highlighted rows below each group of departments indicate the area total if a direct representative per department model is not preferred but retains the proportionality of representation calculations for ideal size.

It is the intention of the Task Force that senate will expand as newly chaired programs are developed. Additionally, membership should be reviewed every five years to ensure a successful and efficient senate structure.

*Nursing and Health Sciences are counted in Math/Sciences; ** Library is consider a School not a program

Table 2. Proposed Senate Membership

Representative Area	Number	Voting Rights	Elected
Faculty Representation (Option A, B, or C)	A= 35 B= 31 C= 23	yes	By constituent faculty
Lecturer at large	4	yes	By lecturer faculty
Unity Coalition Association Group Members	~5	yes, if faculty limited if staff	By faculty/staff in 5 Association Groups
Student	1	limited	ASI appointed
Staff Representatives	3	limited	By Staff Council
MPP I & II/ex-officio (Advising, Registrar, Curriculum)	3	limited	ex-officio
Total Voting Senators	A= 51 B=47 C= 39		
Senate Chair	1	limited	by all faculty
MPP III & IV-Cabinet	5	non-voting	ex-officio
Center Directors	4	non-voting	ex-officio

In Table 2, voting senator representation for other campus groups is also included: four lecturers, five from the current Unity Coalition Association Groups (AAPI, BFSA, CHILFASA, LGBTQI, WOC), one ASI student representative, three representative members from Staff Council, and three ex-officio MPP's specifically from the advising, registrar, and curriculum offices. Additionally, cabinet members are included on senate as non-voting members as currently specified in the Constitution.

Regarding the Unity Coalition Associations

The number of Unity Coalition Association Groups that may attain voting senator representation may increase to account for the establishment of additional Association Groups in the future. The criteria for new Association Groups to be granted voting senator representation are as follows, they must:

1. Be open to all CSUCI faculty, staff, and administrators
2. Have an elected Executive Board with Officers
3. Have Bylaws/mission statements that were voted on by its membership
4. Represent populations who have historically (and continued) been denied access and/or suffered past institutional discrimination in higher education
5. Have a website or online presence that allows for campus visibility
6. Have established an account with the CSUCI Foundation where dues and donations may be collected
7. Be an active and participating member of the Unity Coalition

B. Elements/Issue requiring a vote of ALL faculty (Senator and Non-senator faculty)

The task force shall additionally be charged with making a recommendation on what matters shall require a vote of all faculty (tenure-track and/or lecturer faculty), rather than only Senate...

Issues ALL FACULTY senator and non-senator faculty (tenure-track and lecturer faculty) may vote are:

- Senate Chair

Issues ALL senator faculty and all tenure track non-senator faculty may vote are:

- All matters relating to Senate Constitution changes/amendments
- All matters relating to Bylaw changes/amendments

Issues ONLY tenure-track faculty senators may vote are:

- policies relating to the promotion to and/or tenure of faculty.
- curriculum

110 **C. Senate Committee Recommendations**
111 *....making a recommendation for necessary senate and advisory committees, their composition,*
112 *membership terms, and initial charges.*
113

114 **1. COMMITTEES OF THE ACADEMIC SENATE**

115 A. Standing Committees of the Senate shall be the:

- 116 1. Executive Committee
- 117 2. Academic Policy and Planning Committee (expanded)
 - 118 a. Local Curriculum Committees
 - 119 b. GE
 - 120 c. SAPP
- 121 3. Appointments, Elections, and Bylaws Committee (new)
- 122 4. Faculty Affairs Committee (expanded)
 - 123 a. Faculty Development
 - 124 b. Centers and Institutes
 - 125 c. Research and Grants
 - 126 d. Professional Leaves
- 127 5. Senate Budget Committee
- 128 6. Committee on Equity and Anti-Racism (new from AY20-21)

129
130 B. Advisory Committees of the Senate shall be the:

- 131 1. Center for Community Engagement Senate Advisory Committee (CCE)
- 132 2. Center for Integrative Studies Senate Advisory Committee
- 133 3. Center for International Affairs Senate Advisory Committee
- 134 4. Center for Multicultural Engagement Senate Advisory Committee
- 135 5. ~~Extended Education Advisory Committee~~
- 136 6. ~~Library Advisory Committee~~
- 137 7. ~~Research and Sponsored Programs Advisory Committee~~
- 138 8. ~~Technology Advisory Committee~~

139
140 C. Special or *ad hoc* committees established by special action of the Senate for the purpose of
141 considering proposals that do not fall within the purview of the current standing committee structure.
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143
144

2. Senate Standing Committee Structure Proposal

Overview: Six standing committees that somewhat mirror the State-wide Academic Senate with two acting as umbrella committees. Subcommittees/responsibilities of the committees are indicated in Table 3. Chairs of Standing Committees are members of Executive with 2 elected as ex-officio senate officers.

Table 3. Senate Standing Committees and Subcommittee Responsibilities

Executive	Senate Budget Committee	Committee on Equity and Anti-Racism	Faculty Affairs	Academic Policy and Planning	Appointments, Elections & Bylaws
Responsibilities with Cross-committee Roles Noted					
Strategic Planning	Strategic Resource Budget Planning	Policy Review: see SP passed on 2.09.21	RTP Policy	Curricular policies	Constitution and Bylaws
Oversight of Advisory Committees	<i>Academic Master Planning</i>		Oversight of Advisory Committees	<i>Academic Master Planning</i>	Senate & Constituency Group Elections
Policy Clearinghouse	<i>Hiring Planning/ Coordinating</i>	<i>Hiring Planning/ Coordinating</i>	<i>Hiring Planning/ Coordinating</i>	<i>Hiring Planning/ Coordinating</i>	possible parliamentary
<i>Enrollment Management</i>	<i>Enrollment Management</i>		Student Research	<i>Enrollment Management</i>	
Oversight of Standing Committees			<i>Subcommittees</i>		
			<u>Professional Leaves</u>	<u>Local Curriculum Committees</u>	
			<u>Centers and Institutes</u>	<u>GE & Transfer Articulation</u>	
			<u>Faculty Development</u>	<u>SAPP</u>	
			Research and Grants	Academic Assessment & Continuous Improvement	

Italicized duties indicate tasks that require overlapping committee responsibility & membership.

Underlined committees are currently existing senate committees.

Standing committees will be composed of senators and non-senator faculty members. Staff may be included as ex-officio to inform the work of the committee.

Recommendations regarding this structure:

- Senators will be elected for 2-year terms-staggered, with no term limits. Elections will serve as the mechanism for ensuring appropriate representation.
- Chairs of the standing committees are senators and exec members (with possible exception of APPC chair)
- Chairs of the standing committees are elected to chair for two-year terms—with possible reassigned time
- All faculty wishing to be on a committee will send preferences to Appointments, Elections, & By-laws [AE&B])
- Committee and subcommittee charge/scope would appear in by-laws.
- Subcommittees within the standing committees will elect their own chairs and would be tasked for various duties as needed and as indicated by the list of items below each heading
- Other senate committee positions, campus-wide committees, MPP search committees and advisory boards would continue to seek faculty appointments through recommendations made by the AE&B committee
- Need a process for selection of ex-officio members on standing committees or be explicit in the bylaws.

3.Standing Committee Membership and Charges

1. Executive Committee

Chair: The chair of the Executive Committee shall be the Chair of the Academic Senate.

a. Membership: The members of the Executive Committee shall be as follows:

- Chair, Senate (who shall be the Chair of the Executive Committee)
- Vice Chair, Senate (who shall be the Chair of the Senate Budget Committee)
- Third Officer, Senate (who shall be the Chair of the Committee on Equity and Anti-Racism)
- Immediate Past Chair, Senate (for 1 year following term as chair)
- Chair of the Academic Planning & Policies Committee
- Chair of the Faculty Affairs Committee
- Chair of the Appointments, Elections, and Bylaws Committee
- One (1) Lecturer Representative (elected by Lecturer Faculty Senators)
- One (1) General Faculty Representative to the ASCSU (usually the senior senator)
- One (1) representative from Unity Coalition
- Provost/Vice President for Academic Affairs or designee
- President or designee
- One (1) representative from Associated Students
- One (1) Staff Senator (selected annually by and from the xxx current staff senators)
- President or designee, CI Chapter of the California Faculty Association (non-voting)
- Seats available for One (1) faculty member from EACH of the Schools and the Library should none hold ex-officio positions above (elected by the School or Library)

b. Charge:

1. Setting the agenda for the Senate's general meetings, to act in place of the Senate when the Senate is not in session, and to exercise such other powers as the Senate may delegate.

a. The Committee shall establish the agenda for each Senate meeting and instruct the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.

b. The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to the appropriate committees.

c. The Committee shall be empowered to act for a Standing committee in lieu of referral on matters requiring immediate attention. Such action shall be reported at the next regular meeting of the Senate.

d. The Committee may act for the Senate on matters that call for immediate action or attention. Such action shall require an absolute two thirds majority vote of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.

e. The Committee shall present issues of major interest for attention during the academic year at the first fall meeting of the Senate.

f. The Committee may work for the Senate during the summer as needed and shall maintain communication and consult with Senators as need arises.

g. At the first Senate meeting of the academic year, the Chair of the Senate shall report to the Senate on any activity of the Executive committee occurring since the last meeting of the full Senate.

2. Making recommendations to the Senate concerning the formulation, revision, adoption, and review of policies and procedures related to all academic matters delegated to the President of CSU Channel Islands by law and the Trustees and Chancellor of the California State University. Areas of responsibility shall include, but not be limited to, those dealing with academic, personnel, and fiscal policies and procedures.

3. Having responsibility for oversight of Academic Senate committees including:

~~(1) Recommending to the Senate the creation of all new standing committees;~~

~~(2) Proposing changes to the Constitution or By laws necessitated by the creation of new standing committees;~~

(3) Proposing the creation of such ad hoc committees as it deems necessary to insure the performance of Senate duties;

~~(4) Proposing methods for selecting the membership of Academic Senate committees.~~

~~(5) Selecting faculty representatives to University-wide Committees; it may at its discretion request that the Committee on Committees hold an election.~~

(6) Serving as a budget committee for the Senate with the primary responsibilities for:

(a) preparing and submitting all necessary Senate budget requests to the Provost and Vice President for Academic Affairs; and

(b) supervising administration of Senate budget expenditures when (or if) necessary.

(7) Receiving reports from faculty representatives on University-wide committees regarding the activities of their committees at least once each semester.

c. Meetings:

1. The Executive Committee shall meet every two weeks, on the weeks that the full Senate does not meet. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the

request of the President of the university or at the request of an absolute majority of the Executive Committee.

2. The Executive Committee may meet with the President of the University, at the initiative of the Committee or the President, to consider problems or issues of the university.

d. Challenge and Censure:

1. A senator may challenge an action taken by the Executive Committee on behalf of the Senate. The matter shall be submitted immediately to a vote. A simple majority of the Senate shall uphold the action of the Executive Committee.

2. The Executive Committee may be censured for its actions; such action shall require a simple two-thirds majority of the Senate present and voting.

2. The Academic Policy and Planning Committee

a. Chair: The AVP of Academic Planning will co-chair the committee with one of the faculty chairs elected before the last meeting of the preceding academic year. The faculty co-chair will serve on Senate Executive for the duration of their term whether they are a senator or not.

b. Membership: Voting faculty chair members of the local curriculum committees elected from the following academic constituencies:

1 from Math & Sciences

1 from Arts & Humanities

1 from Behavioral & Social Sciences

1 from Professional Studies composed from the School of Business and Economics, Nursing, Health Sciences and the School of Education

Additional voting members (see charge for voting limitations)

1 GE committee chair

1 SAPP chair (new)

Additionally, if not represented in the above chair positions:

1 representative elected from Library/Counselors

1 faculty elected from either MVS or SOE representing the school that does not hold the chair position

AVP for Academic Programs and Planning

Dean of Extended Education

Academic Deans of Schools and Library

Director of Institutional Research

AVP of Enrollment Management

Chief Academic Budget Officer

AVP of Physical Campus Planning

1 student representative

Administrative Staff from the above-named departments or as identified by the AVP of Academic Planning may be invited to attend as ex-officio non-voting members.

c. Within APPC are subcommittees with defined membership and charges.

i. The General Education Committee shall consist of five faculty members elected from the following constituencies:

a. 1 from Math & Sciences,

b. 1 from Arts & Humanities,

c. 1 from Business and Economics,

- 295 d. 1 from Behavioral and Social Sciences, and
296 e. 1 from Education.
- 297 ii. The Student Academic Policies and Procedures Committee shall consist of ~~six~~ seven voting
298 members:
- 299 a. five at-large faculty
300 b. Director of Admissions and Records or his/her designee
301 c. Director of Advising or his/her designee
- 302 iii. Each of the four Local Curriculum Committees (LCC) will have at least five voting
303 members elected by the faculty from the representative content areas/affinity groups. LCCs
304 may have one faculty member from each program represented as voting members. Faculty
305 members, including the chairs, on each LCC will serve two-year staggered terms.:
- 306 a. Math & Sciences
307 b. Arts & Humanities
308 c. Behavioral & Social Sciences
309 d. Professional Studies
310 e. Additionally, one staff member from each of the following areas may be ex-officio
311 non-voting members:
- 312 i. Academic Advising,
313 ii. Either the Registrar's Office or Student Systems
314 iii. Academic Planning, and an
315 iv. Academic Program Analyst or Coordinator from one of the programs
316 represented by the committee.
- 317 d. Charge
- 318 a. The Academic Planning and Policy Committee is charged with:
- 319 1. Making recommendations to the Senate for all university curricular policy
320 matters, including alternative modes of instruction (e.g., distance
321 learning courses), Title V regulations, Executive Orders, and credit and
322 non-credit offerings by Extended University-to be voted on by Faculty
323 members only
- 324 2. Regular review of curricular-related Senate policies and updating as needed
325 – to be voted on by Faculty members only
- 326 3. Review and approval for all new degrees/programs, majors, minors,
327 emphases, concentrations, options, credentials, certificates for
328 placement on the Academic Master Plan through the Academic Senate
329 process
- 330 4. Soliciting input from campus and community constituencies on new program
331 priorities
- 332 5. Identifying emerging fields and degree opportunities that further CI's
333 mission
- 334 6. Providing cost estimates for new and projected programs
- 335 7. Providing recommendations on degrees, majors, minors, emphases,
336 concentrations, options, credentials, certificates, and other programs
337 to the Academic Senate, Provost, and the President
- 338 8. Coordinating the introduction of state-support and self-support programs by
339 working closely with the Dean of Extended Education and the Deans of
340 Academic Programs/Schools
- 341 9. Disseminating its findings to the wider campus community

10. Maintaining the Academic Master Plan, University Catalog, and Schedule of Classes in conjunction with the Academic Planning/Curriculum Office
11. Setting procedures and policies, timelines, and deadlines for curricular matters relating to the University Catalog and Schedule of Classes
12. Setting the timeline and deadlines for the submission of new course proposals, course modifications, and program modifications to the local curriculum committees, including the frequency of program modifications
13. Reporting and compiling empirical data and information on program needs in the region and the state every three years
14. Developing and evaluating growth models every three years for new and existing programs that support university growth
15. Reassess need for new local curriculum affinity groups and related programs every three years

b. General Education Committee: The responsibilities of the General Education Committee shall include:

1. Studying, reviewing, interpreting, and recommending, in consultation with appropriate disciplines, General Education programs for approval by the Academic Senate through the APPC
2. Reviewing and recommending the designation and classification of courses appropriate to the General Education programs
3. Reviewing, on a regular basis, the existing GE-designated courses to ensure continued adherence to GE classification and quality standards; and recommending changes in GE-designated courses to the Academic Senate after consultation with affected disciplines, departments and/or programs
4. Responsibility for the University Catalog and Class Schedule statements on General Education, including identification and classification of General Education courses
5. Aiding in the development, facilitation and creation of new courses and program proposals in General Education; and
6. Assessing the effectiveness of the General Education program and courses designated as General Education courses.
7. When functions of the General Education Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.

c. Student Academic Policies and Procedures Committee. The responsibilities of the Student Academic Policies and Procedures Committee shall include:

1. Reviewing existing policies, drafting and recommending new policies to the ~~Senate~~ APPC that deal with academic issues relating to students in order to promote high academic standards
2. Formulating, reviewing, and recommending policies regarding the granting of academic honors and awards to students; and
3. Providing advice on the interpretation of Student Academic Policies and the implementation of procedures arising from them.
4. When functions of the Student Academic Policies and Procedures Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees

- d. Local Curriculum Committees in the areas of: Math & Sciences; Arts & Humanities; Behavioral & Social Sciences; and Professional Studies are charged with:
1. Review and approval of minor course modifications (title, course description, inactivating, prerequisites, grade mode)
 2. Review and approval of new course proposals and major course modifications
 3. Review and approval of program modifications
 4. Initial review and approval of new emphases, concentrations, options, minors, credentials, certificates for the Academic Master Plan and for implementation
 5. Initial review and approval of new programs/degrees for the Academic Master Plan and for implementation
 6. Collaborating with other local curriculum committees for cross-listed courses
 7. Collaborating with Academic Planning/Curriculum Office to convey curricular decisions for the University Catalog and Schedule of Classes
 8. Collaborating with the APPC to communicate needed or revised curricular policies
 9. Reassess the need for new affinity grouping or distribution of programs within the groupings with the APPC

e. Meetings:

- i. The Academic Policy and Planning Committee shall meet a minimum of twice a semester. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the request of the President of the university or at the request of an absolute majority of the APPC voting members.
- ii. The GE Committee shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.
- iii. The Student Academic Policies Committee shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.
- iv. The Local Curriculum Committees shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.

3. Appointments, Elections, and Bylaws Committee (new)

a. Chair: The Chair of the Appointments, Elections, and Bylaws Committee shall be a senator, elected during the regular annual election within the Senate, for a two-year term. The Chair will serve on Senate Executive.

b. Membership: The membership of the Appointments and Elections Committee shall be as follows:

- Chair, Academic Senate (ex-officio)
- One (1) Senator elected as chair
- Four (4) Faculty members at-large
- One (1) non-MPP Staff member, recommended by Staff Council
- One (1) Student member, recommended by Associated Students

The Senate Parliamentarian, appointed annually by the Senate Executive Committee, shall also serve on the Committee. Any member of the Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.

c. Terms & Appointments:

- i. Elected members shall serve two-year terms except the committee chair as stated above and the student member who, shall serve a one-year term
- ii. Nominees for faculty, staff, and student members shall be forwarded to the Senate and be affirmed by a vote of the Senate during the regular annual election within the Senate.

d. Charge

- i. The Committee, through the Senate Office, shall determine vacancies on Standing, Ad hoc, and Campus committees and notify appropriate appointment bodies, each year by the end of January.
- ii. The Committee shall solicit nominations for members and chairs of Standing, Ad hoc, and Campus committees, and shall fill vacancies that may occur in committees during the academic year.
- iii. The faculty members of the Committee shall solicit nominations for Faculty elections of senate officers and other faculty representatives as directed by the Constitution.
- iv. The Committee shall develop procedures for and administer elections of faculty members to the Senate. All such procedures are subject to the approval of the Senate.
- v. The Committee shall oversee and administer all elections within the Senate.
- vi. The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee, including conducting elections for candidate vacancies on the University Retention, Tenure, and Promotion Committee.
- viii. The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.
- ix. The Committee shall review periodically the Constitution and Bylaws of the Senate and related university policies regarding shared governance and committee work, and it shall recommend to the Senate such changes as may be desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.
- x. Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee. Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate.
- xi. The Committee shall consider each year, as may be necessary, revision of the list of Standing and Ad hoc committees and of the membership and functions of each committee.
 - (1) Recommending to the Senate the creation of all new standing committees
 - (2) Proposing changes to the Constitution or By-laws necessitated by the creation of new standing committees
 - (4) Proposing methods for selecting the membership of Academic Senate committees.
 - (5) Selecting faculty representatives to University-Wide Committees; it may at its discretion request that the Committee on Committees hold an election.

e. Meetings: The Appointments, Elections, and By-laws Committee shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee.

4. Faculty Affairs Committee

a. Chair: The Chair of the Faculty Affairs Committee shall be a senator, elected during the regular annual election within the Senate, for a two-year term. The Chair will serve on Senate Executive. Chairs of subcommittees shall be elected by the committee membership at the first meeting in the fall semester.

b. Membership: The Faculty Affairs Committee shall consist of seven voting members ~~elected~~ from the following constituencies for 2-year staggered terms:

- 1 from Math & Sciences
- 1 from Arts & Humanities
- 1 from Business and Economics
- 1 from Behavioral and Social Sciences
- 1 from Education
- 1 from the Library/Counselors and
- 1 lecturer

c. Within the Faculty Affairs Committee are subcommittees with defined membership.

i. The Committee for Centers and Institutes shall consist of

- a. five voting at-large faculty members for 2-year staggered terms.
- b. The directors of centers and institutes will serve as ex officio members.

ii. Research and Grants Committee shall consist of seven members ~~elected~~ from the following constituencies for 2-year staggered terms:

- 1 from Math & Sciences
- 1 from Arts & Humanities
- 1 from Business and Economics
- 1 from Behavioral and Social Sciences
- 1 from Education
- 1 from the Library/Counselors and
- 1 lecturer

iii. The Professional Leave Committee shall consist of six tenured faculty ~~elected~~ from the following constituencies for 2-year staggered terms:

- 1 from Math & Sciences
- 1 from Arts & Humanities
- 1 from Business and Economics
- 1 from Behavioral and Social Sciences
- 1 from Education
- 1 from the Library/Counselors

iv. Faculty Development Committee shall consist of seven faculty members from the following constituencies for 2-year staggered terms:

- 5 Tenured and Probationary Faculty
- 2 Lecturer Faculty

d. Charge

i. Faculty Affairs Committee. The responsibilities of the Faculty Affairs Committee shall include:

- a. Providing information and policy recommendations to the Academic Senate whenever it believes that faculty rights and welfare need protection or enhancement:
- and

- b. Making policy recommendations regarding such matters as:
- (1) Criteria and standards for the appointment, retention, promotion, evaluation, and tenure of academic employees as well as preservation of the principle of peer review and evaluation through the direct involvement of appropriate faculty in these decisions
 - (2) Professional activities of the University faculty
 - (3) Financial support of University faculty activities
 - (4) Faculty consultation in the appointment and review of administrative personnel in positions affecting the University Faculty
 - (5) Granting of awards and honors to members of the University Faculty, including conferral of Emeritus/ a status
 - (6) Professional development, including minimum criteria and standards to be used for programs designed to enhance and maintain professional competence such as the awarding of sabbaticals and other academic leaves
 - (7) Academic freedom and shared governance
 - (8) Professional ethics, disciplinary procedures, and other professional matters not collectively bargained.
- c. When functions of the Faculty Affairs Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.

ii. Committee for Centers and Institutes (CCI). The responsibilities of the Committee for Centers and Institutes shall include:

- a. Creating the definitions and procedures for the establishment of Centers and Institutes at CI
- b. Accepting and reviewing proposals for the creation of Centers and Institutes
- c. Recommending proposals concerning Centers and Institutes to the Academic Senate for action
- d. Communicating with the Academic Senate on the progress of existing Centers and Institutes
- e. Supporting all centers and institutes under development
- f. Assessing and recommending structural relations and responsibilities among centers and institutes
- g. Serving the Provost, Academic Senate, and Centers and Institutes, in an advisory capacity
- h. Reviewing annual reports of all existing centers and institutes, and
- i. Reviewing periodic reports of all existing centers and institutes and making recommendations regarding continuance or discontinuance to the Academic Senate.
- j. When functions of the Committee for Centers and Institutes also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees

iii. Research and Grants Committee. The responsibilities of the Research and Grants Committee shall include:

This committee shall provide input regarding faculty and university research, scholarship and creative activities at the institution and make general recommendations for preparing reports of research activity undertaken at the University. Specific responsibilities include:

- a. Reviewing and evaluating Research Scholarship and Creative Activities (RSCA) faculty grant applications;
- b. Recommending priorities to the appropriate Research and Sponsored Programs administrator;
- c. Developing and reviewing policies;
- d. Working with the appropriate Research Sponsored Programs administrator to gather input on Research and Sponsored Programs service needs, and to develop a strategic plan;
- e. Advising the appropriate Research and Sponsored Programs administrator on evaluation of Research and Sponsored Programs services and programs.

iv. The Professional Leave Committee. The responsibilities of the Professional Leave Committee shall include:

- a. Reviewing sabbatical leave applications based on approved criteria and making recommendations as specified in the Senate Policies on Sabbatical and Difference-in-Pay leaves
- b. Making modifications as needed to sabbatical leave criteria and application forms in consultation with the provost
- c. Recommending applications to the Provost in the following order:
 - (1) Meritorious applications to be granted in number as communicated by the Provost to the PLC
 - (2) Meritorious applications to be granted if additional funding becomes available- only this category shall be ranked and
 - (3) Non-meritorious applications

v. Faculty Development. The responsibilities of the Faculty Development Committee shall include:

- a. Recommending priorities for the Director of Faculty Development and for campus faculty development programs and services, defining "faculty development" for CSU Channel Islands;
- b. Reviewing budget proposals and expenditures for the Faculty Development Office, recommending best use of fiscal, human and physical resources;
- c. Guiding the planning of a Faculty Center, a facility devoted to professional development of the faculty;
- d. Working with the Director of Faculty Development to develop a mission statement and strategic plan for faculty development at CI;
- e. Advising the Director of Faculty Development on evaluation of faculty development programs and services; and
- f. Recommending revisions to the position description of the Director of Faculty Development.

e. Meetings

- i. The Faculty Affairs Committee shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee

- ii. The Committee for Centers and Institutes Committee shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee
- iii. The Research and Grants Committee typically meets on the second Friday of each month during the academic year from 10:00 am - 12:00 p.m. or as needed to conduct the work of the committee
- iv. The Professional Leaves Committees shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee

5. Senate Budget Committee

a. Chair: The Chair of the Senate Budget Committee shall be a senator, elected during the regular annual election within the Senate, for a two-year term. The Chair will serve on Senate Executive as the Second Officer.

b. Membership: The Senate Budget Committee shall consist of seven voting members ~~elected~~ appointed to three-year staggered terms from the following constituencies:

- 1 from Math & Sciences
- 1 from Arts & Humanities
- 1 from Business and Economics
- 1 from Behavioral and Social Sciences
- 1 from Education
- 1 from the Library/Counselors, and
- 1 at-large faculty
- the immediate past-Chair as an ex officio, non-voting member
- the Senate Vice Chair as ~~an ex-officio, non-voting member~~
- and a budget analyst as an ex-officio, non-voting member

c. Charge

i. Senate Budget Committee. The Senate Budget Committee shall serve as the deliberative body of the faculty on budget and resource use for annual and long-range planning issues.

The responsibilities of the Senate Budget Committee shall include:

- a. Producing an analysis of the University-wide budget with a corresponding resolution for the Senate to vote on to express the faculty's position on the proposed budget, providing recommendations regarding areas that may warrant emphasis in the budget planning, policy, communication, and allocation process
- b. Participating in the budget planning process for Academic Affairs with the Vice President for Academic Affairs
- c. Advising the President of the University by providing input and recommendations throughout the planning, implementation, and subsequent review of the budget expenditures including advice on key campus priorities
- d. Upon request of the Executive Committee of the Academic Senate or University Administration, the Senate Fiscal Policies Committee shall nominate members to serve on committees that require the particular expertise of its members

d. Meetings: The Senate Budget Committee shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.

6. Committee on Equity and Anti-Racism (new from AY20-21)

671 a. Chair: The term of office of the Chair shall be two years. ~~A faculty member may serve up to three~~
672 ~~consecutive one-year terms as Committee Chair. After one year off, the faculty member shall become~~
673 ~~eligible for election as Chair.~~ The Chair is responsible for establishing the agenda for each meeting. The
674 chair will serve on Senate Executive Committee as the Third Officer.

675
676 b. Membership

677 i. The Senate Committee on Equity and Anti-Racism shall consist of seven voting members with
678 no two representatives may be from the same department/program for 2-year staggered terms:
679 • five at-large tenure/tenure track faculty representatives and
680 • two lecturer faculty representatives

681
682 ii. The Senate Committee on Equity and Anti-Racism shall consist of the following ex-officio non-
683 voting members:

- 684 • the Executive Director of Equity and Inclusion, or designee
- 685 • the AVP for Faculty Affairs, or designee
- 686 • the Ombudsperson, or designee
- 687 • a member of the Staff Council, chosen by the Staff Council
- 688 • a Representative of the President's Advisory Council on Inclusive Excellence
- 689 • the CFA Representative
- 690 • the Chief Diversity Officer
- 691 • and a Student representative.

692
693
694 c. Charge: Senate Committee on Equity and Anti-Racism. The responsibilities of the Senate Committee
695 on Equity and Anti-Racism shall include:

- 696 i. All work of the committee shall be through the lens of: equity, anti-racism, diversity and/or
697 inclusion, as they are currently defined and as pertains to faculty.
- 698 ii. New policies, policy changes, and any campus wide shared definitions in the following areas
699 shall be reviewed by this Committee: faculty hiring; MPP hiring; retention, tenure and
700 promotion; compensation and workload; unit, department or program bylaws; and revisions,
701 additions and evaluations to campus wide shared definitions
- 702 iii. Any other policy or other governing documents such as Program/Department bylaws, may be
703 referred to this committee from the senate, or senate exec, or from any faculty member, for the
704 purpose of review
- 705 iv. Reviews and recommends the University's methods to improve recruitment, hiring and
706 retention of diverse faculty and ensure equity in compensation and workload, accounting for
707 cultural taxation. Advocate for similar conditions for all CSUCI employees.
- 708 v. Advocates for access to programming to educate faculty (and other campus employees) about
709 Diversity, Equity, Inclusion and Anti-Racism
- 710 vi. Heightens faculty's awareness of the campus' diversity, equity and inclusion goals, policies,
711 and procedures; and works with Colleges and Departments to achieve these goal
- 712 vii. Prepares, with the assistance of Faculty Affairs, an annual report on diversity, equity, and
713 inclusion to be presented to the Faculty Senate, with recommendations, in the spring semester.
714 This report shall include:

- 715 a. Areas in which policy and procedure and funding need to be established to promote
716 equity, anti-racism, diversity and/or inclusion

b. Short-term and long-term goals for campus diversity, equity and inclusion, and evaluates progress toward achieving those goals

d. Meetings: The Senate Committee on Equity and Anti-Racism shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.

Table 4. Standing Committee positions by Academic Constituency Groups

Committee/ Group	APPC +subs	A,E, &BC	FAC + subs	SBC	CEAR	TOTAL
Math/Sci (9 programs)	11		3	1		15
Arts & Humanities (5 programs)	7		3	1		11
B&SS (5 programs)	7		3	1		11
EDUC (3 programs)	5		3	1		9
MVS (2 programs)	4		3	1		8
Library	3		3	1		7
Lecturer			2		2	4
at-large	5	4	5	1	5	20
	17+	4	25	7	7	85

727 **4. Senate Advisory Committees Membership and Charges**

728 Members of advisory committees shall be ~~elected~~ appointed for staggered two-year terms to ensure
729 that each committee has rotating membership (see section 5.4 for voter and membership eligibility).
730 Unless noted, Advisory Committee seats are open to faculty in all disciplines and indicated as such by
731 the phrase "at-large". Every effort will be made to ensure representation from as many disciplines and
732 constituencies as possible.

733
734 **1. Center for Community Engagement Senate Advisory Committee (CCE)**

735 a. Chair: The Faculty Director serves as chair and is appointed through the Center by-laws process.

736
737 b. Membership: The Center for Community Engagement Senate Advisory Committee (CCE) shall include
738 three at-large faculty members. The faculty members will serve with the co-directors as a steering
739 committee of the CCE's Advisory Board, ~~with the Faculty Director serving as chair.~~

740
741 c. Charge: The responsibilities of the Center for Community Engagement Senate Advisory Committee
742 shall include:

- 743 i. Acting with the Faculty Director as the Senate advisory body to the Center for Community
744 Engagement to assure the development of this mission element in every appropriate area and
745 assuring that the center's by-laws and practices are in line with all appropriate policies.

746
747 d. Meetings: TBD

748
749 **2. Center for Integrative Studies Senate Advisory Committee**

750 a. Chair: The Faculty Director serves as chair and is appointed through the Center by-laws process.

751
752 b. Membership: The Center for Integrative Studies Senate Advisory Committee shall consist of three at-
753 large faculty members. The faculty members will serve with the co-directors as a steering committee of
754 the CIS's Advisory Board.

755
756 c. Charge: The responsibilities of the Center for Integrative Studies Senate Advisory Committee shall
757 include:

- 758 i. Acting with the Faculty Director as the Senate advisory body to the Center for Integrative
759 Studies to assure the development of this mission element in every appropriate area and
760 assuring that the center's by-laws and practices are in line with all appropriate policies.

761
762 d. Meetings: TBD

763
764 **3. Center for International Affairs Senate Advisory Committee**

765 a. Chair: The Faculty Director serves as chair and is appointed through the Center by-laws process.

766
767 b. Membership: The Center for International Affairs Senate Advisory Committee shall consist of five
768 faculty members. The faculty members will serve with the co-directors as a steering committee of the
769 CIA's Advisory Board.

770
771 c. Charge: The responsibilities of the Center for International Affairs Senate Advisory Committee shall
772 include:

i. Acting with the Faculty Director as the Senate advisory body to the Center for International Affairs to assure the development of this mission element in every appropriate area and assuring that the center's by-laws and practices are in line with all appropriate policies

d. Meetings: TBD

4. Center for Multicultural Engagement Senate Advisory Committee

a. Chair: The Faculty Director serves as chair and is appointed through the Center by-laws process.

b. Membership: The Center for Multicultural Engagement Senate Advisory Committee shall consist of three at-large faculty members, who will serve two-year staggered terms. The faculty members will serve with the co-directors as a steering committee of the CME's Advisory Board.

c. Charge: The responsibilities of the Center for Multicultural Engagement Senate Advisory Committee shall include:

i. Acting with the Faculty Director as the Senate advisory body to the Center for International Affairs to assure the development of this mission element in every appropriate area and assuring that the center's by-laws and practices are in line with all appropriate policies.

d. Meetings: TBD

*****The following advisory committees are in the current senate committee structure. We recommend these committees dissolves and be reconstituted in the respective advisory entities.***

5. Extended Education Advisory Committee

a. Chair: Previous bylaws silent on this.

b. Membership: The Extended Education Advisory Committee shall consist of five at-large faculty members and five members from the community, who shall be recommended by the AVP of Extended University and confirmed by the Senate Executive Committee.

c. Charge: The responsibilities of the Extended University Advisory Committee shall include:

i. Advising the AVP of Extended University on strategic planning efforts on an ongoing basis, including an emphasis on integration with State-supported university efforts, assessing community needs, and resources allocation

ii. Making recommendations concerning policies and procedures for Extended University

iii. Advising the AVP of Extended University on program evaluation and assessment of student learning in continuing education programs

iv. Encouraging faculty and community awareness of Extended University programs.

d. Meetings: TBD

6. Library Advisory Committee

a. Chair: Previous bylaws silent on this.

b. Membership: The Library Advisory Committee shall consist of three at-large faculty members elected from among the non-Library faculty.

- 820
- 821 c. Charge: The responsibilities of the Library Advisory Committee shall include:
- 822 i. Coordinating with other standing and special committees regarding recommendations for
- 823 support of the library, instructional technology and information literacy from University budgets
- 824 ii. Formulating and recommending plans for integration of writing labs, math labs, and faculty
- 825 development into the library
- 826 iii. Working and consulting with the AVP of the Library to modify and implement a strategic plan
- 827 for the library
- 828 iv. Assessing and reviewing the library collection in relation to the requests of faculty and staff
- 829 v. Encouraging faculty awareness of current library and information science practices,
- 830 instructional technology issues, and database applications in information literacy and library
- 831 service
- 832 vi. Assisting in formulating and reviewing services, collections, and practice within the
- 833 framework of differences between undergraduate and research-oriented libraries
- 834 vii. Consulting, when appropriate with the Technology Advisory Committee
- 835

836 d. Meetings: TBD

837

838 **7. Research and Sponsored Programs Advisory Committee—converted into Research and Grants**

839 **Committee above in Faculty Affairs**

840 a. Chair: Previous bylaws silent on this.

841

842 b. Membership: The Research and Sponsored Programs Advisory Committee shall consist of five at large

843 faculty members.

844

845 c. Charge: The responsibilities of the Research and Sponsored Programs Advisory Committee shall

846 include:

- 847 i. Reviewing and evaluating Research Scholarship and Creative Activities faculty grant
- 848 applications
- 849 ii. Recommending priorities to the appropriate Research and Sponsored Programs administrator
- 850 iii. Developing and reviewing policies, sign-off procedures, and forms
- 851 iv. Working with the appropriate Research Sponsored Programs administrator to survey faculty
- 852 on Research and Sponsored Programs service needs, develop a strategic plan, and making
- 853 recommendations to the Faculty Affairs Committee about the faculty recognition program
- 854 v. Advising the appropriate Research and Sponsored Programs administrator on evaluation of
- 855 Research and Sponsored Programs services and programs
- 856

857 d. Meetings: TBD

858

859 **8. Technology Advisory Committee**

860 a. Chair: Previous bylaws silent on this.

861

862 b. Membership: The Technology Advisory Committee shall consist of three at-large faculty members.

863

864 c. Charge: The responsibilities of the Technology Advisory Committee shall include:

- 865 i. Coordinating with other standing and special committees regarding recommendations for
- 866 support of technology from University budgets; Making recommendations concerning principles

and procedures, including procedures for faculty consultation governing the development, improvement, and use of instructional technology

ii. Formulating, reviewing, and recommending all policies and procedures related to the academic and administrative uses of information technology, and promoting among various campus constituencies the appropriate use of on- and off-site technologies for instruction, learning, and research. These include but are not limited to:

- a. Allocation of information technology resources in Academic Affairs
- b. Access and utilization of technology resources
- c. Privacy and security of information systems
- d. Curricular uses of information technology
- e. Acting as an advisory body on information technology to the Chief Information Officer and the Academic Senate

d. Meetings: TBD

5. Special or *ad hoc* committees established by special action of the Senate for the purpose of considering proposals that do not fall within the purview of the current standing committee structure.

- i. Each special Academic Senate committee shall include at least one representative from each affected constituency (tenure track and temporary faculty, students, staff or administrators)
- ii. The Academic Senate shall have the power to create *ad hoc* committees for specific assignments which cannot be handled adequately by the Academic Senate at-large, by one of the existing committees, or by an administrative officer
- iii. *Ad hoc* committees shall be constituted in a manner suited to their tasks and should, where appropriate, include at least one representative from each affected constituency (tenure track and temporary faculty, students, staff or administrators)
- iv. *Ad hoc* committees and all subcommittees shall cease to exist upon completion of their specific assignments or at the end of the academic year unless specifically authorized by the Senate to continue beyond that date

D. Elections and Election Order

The annual election of Senate officers, some Standing Committee chairs, and members of the Appointments and Elections Committee for the following academic year, shall be conducted at a Senate meeting within one month after the election of new Senators.

- i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.
- ii. The Senate Chair will be elected by ALL faculty to a two-year term. Should the elected senate chair be a current senator, their seat will be open in the subsequent senator elections.
- iii. Incoming and continuing Senators may vote in person or by proxy. Outgoing Senators may vote if the incoming Senator has not yet been determined or is absent from the meeting and has not delegated a proxy.
- iv. Elections for committee chairs shall be conducted in the following order should positions be open:
 - a. Vice Chair/Second Officer (Chair of Senate Budget Committee—2-year term)
 - b. Third Officer (Chair of Committee on Equity and Anti-racism—1 year term—needs resolving with policy)
 - c. *Chair of Academic Policies Committee-1 year term (one of the LCC chairs elected by LCC chairs may be reelected)* needs resolving with policy
 - d. Chair of Faculty Affairs Committee—2-year term
 - e. Chair of Appointments, Elections, and Bylaws Committee-2-year term
 - f. Appointments, Elections, and Bylaws Committee members—2-year term
- v. Senate Officers and Appointments and Elections Committee members shall be elected for two-year staggered terms unless otherwise noted in the by-laws.
- v. All nominees for an office shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of the votes cast.
- vi. The numerical results of all ballots shall be made available to senators.

Table 5. Election Order— early Spring

Position	Who is eligible	Elected by
Senate Chair	All faculty with 4 years on campus and a workload of at least 6 WTUs	All faculty
Senators by Constituent Group TBD	All faculty in the constituent group with a workload of at least 6 WTUs and a minimum of 2 years of employment at CI	All faculty in the constituent group
LCC Chairs	All Faculty in LCC constituency	All Faculty in LCC constituency
<i>At-large Lecturer Senators</i>	All lecturer faculty with a workload of at least 6 WTUs and a minimum of 2 years of employment at CI	<i>All faculty in the constituent group</i>

Senate Exec Lecturer Representative	Lecturer senators	Newly elected lecturer senators
Unity Coalition Exec Member	TBD by Unity Coalition	TBD by Unity Coalition
Senate Budget Chair (2 nd Officer)	Returning Senators on the SBC	Newly Elected & Returning Senators
Equity and Anti-Racism Chair (3 rd Officer)	Returning Senators on CEAR	Newly Elected & Returning Senators
APPC Chair	Tenured Faculty LCC Chairs	Newly Elected LCC Chairs
Faculty Affairs Chair	Returning Senators on FAC	Newly Elected & Returning Senators
Appointments, Elections, & Bylaws Chair	All Senators	New Elected & Returning Senators
Appointments, Elections, & By-laws Committee	Nominated faculty, staff, & students	Newly Elected & Returning Senators

E. Additional model notes

The following items are requested to elevate the work of senate to be an efficient and thoughtful body on the CSUCI campus. Research was conducted several years ago and the requests below are in line with many other campuses our size.

1. Request Senate Chair be ex-officio member of Cabinet and Provost Council

2. Request assigned time for Senate Officers and Standing Committee Chairs

Continued compensation for:

- Executive Committee/Senate Chair—12/WTU year
- Senate Budget Committee Chair (2nd officer)—6 WTU/year
- Committee on Equity and Anti-Racism Chair (3rd officer)—6 WTU/year

New Compensation for:

- Faculty Affairs Committee Chair—6 WTU/year
- Academic Policy and Planning Committee Chair—6 WTU/year
- Appointments, Elections, and Bylaws Committee Chair—3 WTU/year
- Compensation for Lecturer Senators