



ACADEMIC SENATE 101

Fall 2025

Tuesday, August 19 1:45-3:45pm

Coordinators of Meeting Logistics

- Chair: Jessica DeShazo
- Vice Chair: Devika Hazra
- Secretary: Clare Larkins
- Senate Office: Rhonda Roquemore & Vanessa Shih

LET'S RUN A MEETING!

AGENDA

LAND ACKNOWLEDGEMENT

Land Acknowledgement

With great respect, Cal State LA acknowledges the Tongva people as the traditional caretakers of Tovaangar (TOE-von-gar) – the Tongva world, including the Los Angeles Basin, South Channel Islands, San Gabriel and Pomona Valleys, and portions of Orange, San Bernardino, and Riverside Counties. Cal State LA is located within these lands. As an institution located on unceded Tongva land, we pay our respects to the ancestors, elders, and our relatives/relations, past, present, and emerging.

Prepared by Dr. Kimberly Robertson (Mvskoke) and
Tongva Elder Julia Bogany, 2020

ANNOUNCEMENTS

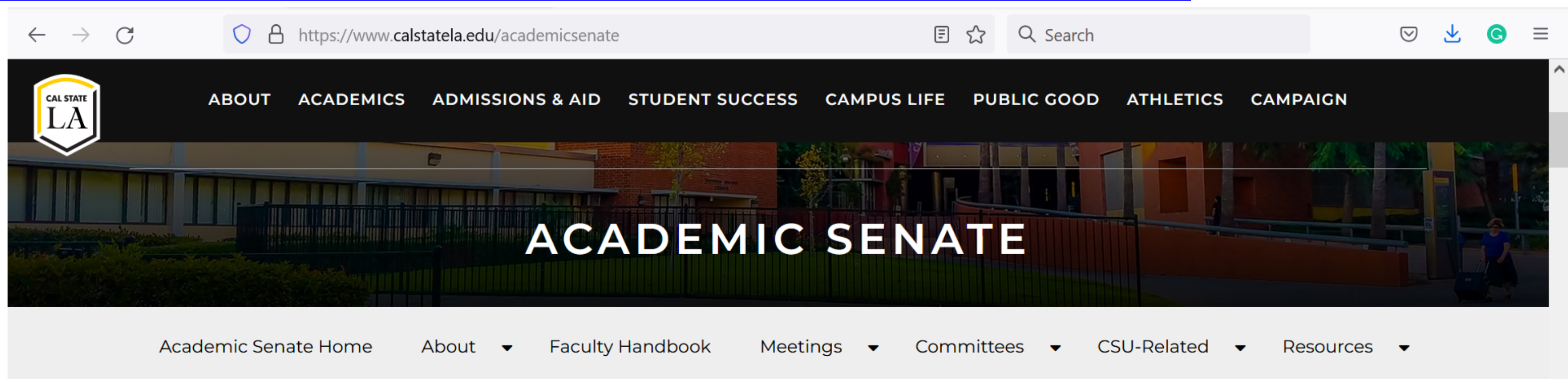
Announcements

- Senate will meet in-person this year.
 - **Where:** The first meeting will be in Rosser Hall, ACSB 132.
 - **When:** Tuesday, August 26th, 1:45-3:45pm

Announcements

- Check out the Academic Senate website for helpful information:

www.calstatela.edu/academicsenate



The Academic Senate at Cal State LA fosters faculty participation in University policy making. The Senate is a representative body that acts for the faculty, provides for faculty planning and consideration in the development of policy, and ensures regular communication between faculty and administration in policy matters.



QUESTIONS FROM THE FLOOR

Questions from the Floor

- This includes any quick questions you have. As an elected representative, you can also raise questions from other faculty who have not been elected to be an Academic Senator.
- Verbal questions
- Response in real-time when possible

INTENT TO RAISE QUESTIONS

Intent to Raise Questions (IRQs)

- This includes any concern/question you and your colleagues have
- **WRITTEN** questions
 - Due to Senate office (AcademicSenate@calstatela.edu) by 12 noon the day before Senate meets!
- Response will also be in writing
- Response will also be in writing

APPROVAL OF THE MINUTES OF THE MEETING OF...

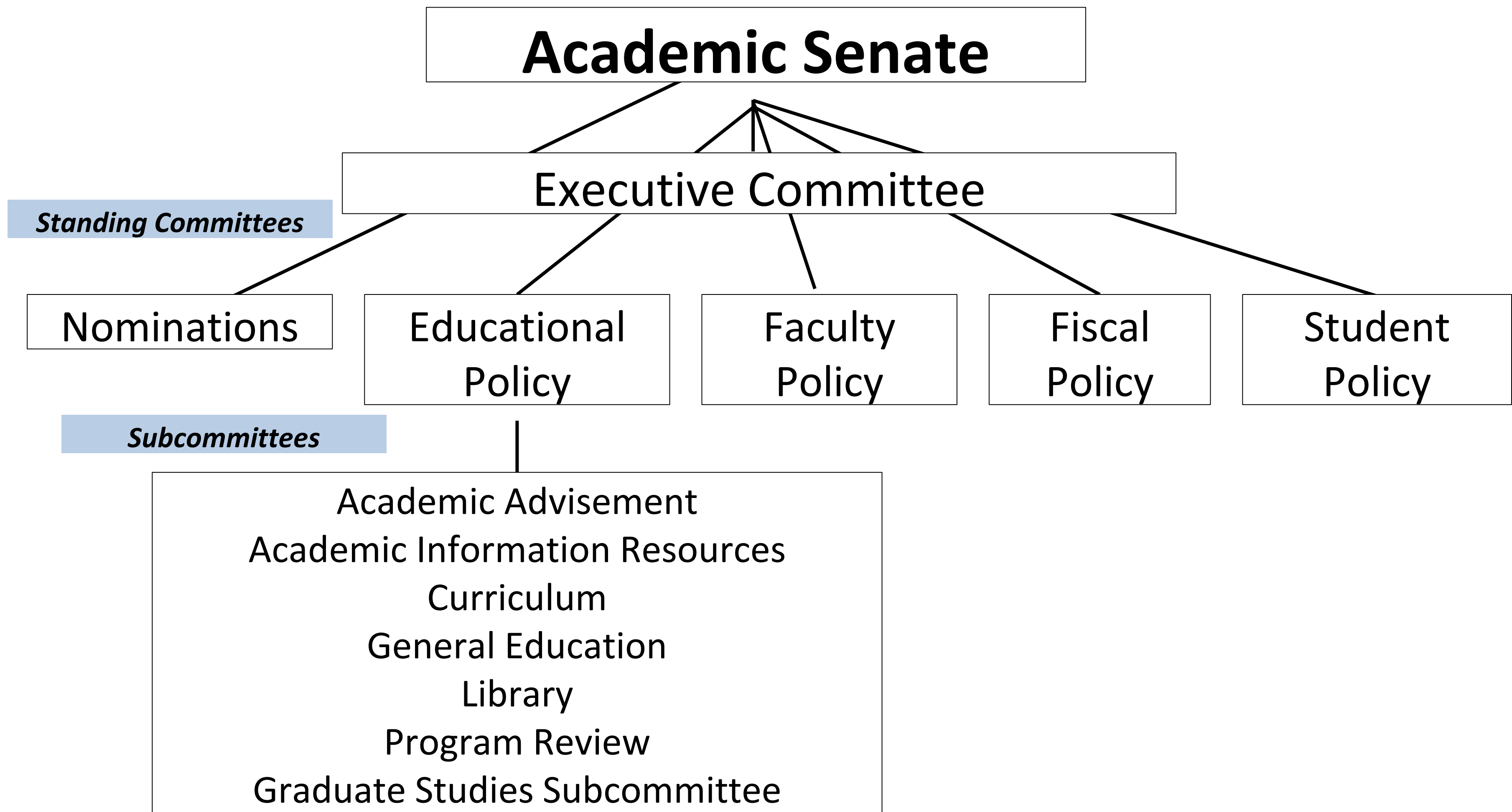
APPROVAL OF THE AGENDA

SENATE CHAIR'S REPORT

Shared Governance

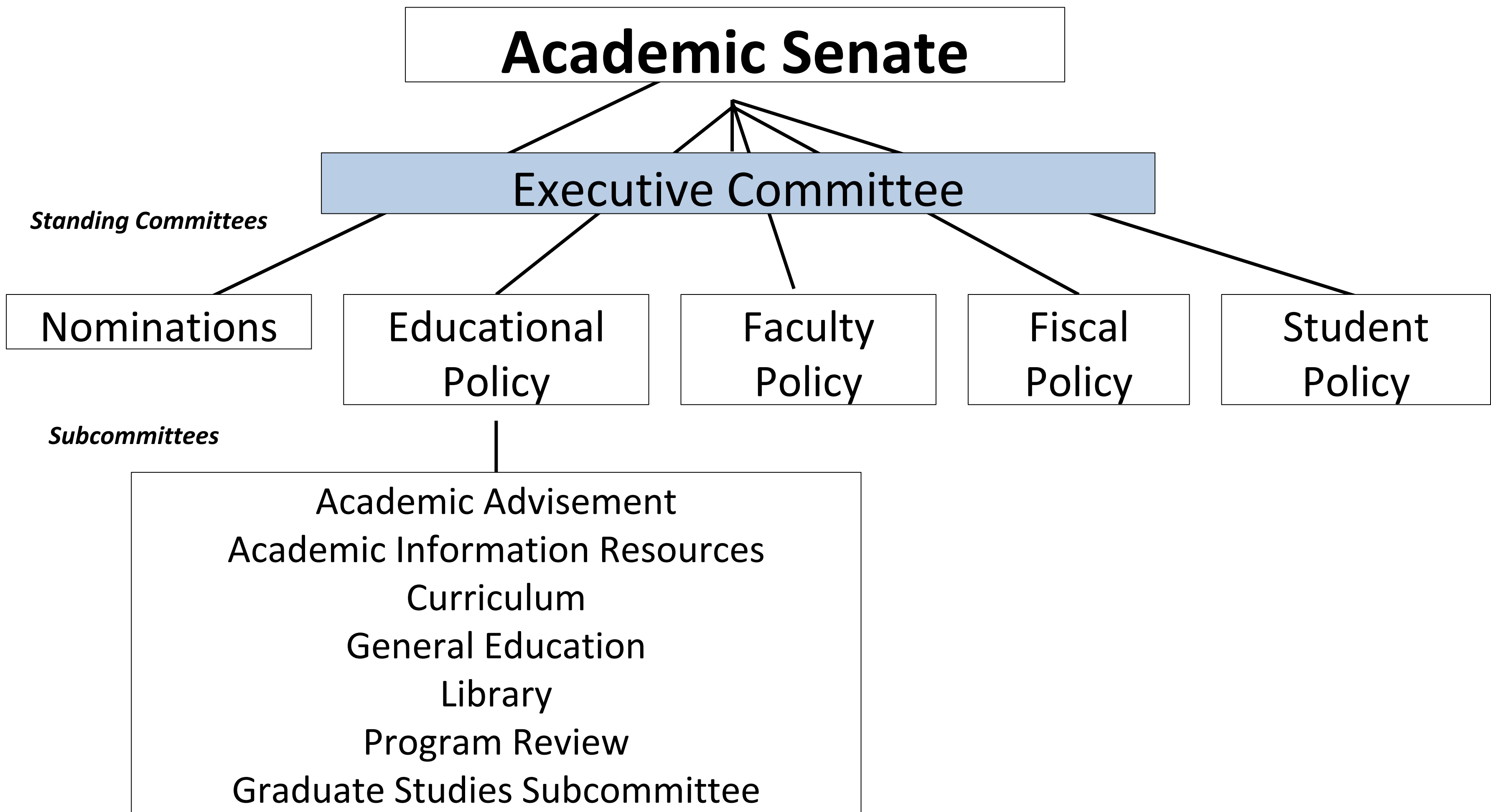
- The basic principle of shared governance is the recognition of the professional competence and expertise of the faculty, as well as that of the administration, in the University's decision making process.
- Faculty areas of responsibility in shared governance:
 - Curriculum and Instruction
 - Faculty Affairs
 - ▶ determination of membership in the general faculty; criteria and standards for appointment, retention, tenure and promotion; review of tenured faculty; emeritus status; and professional awards and leaves. The faculty shall also have primary responsibility for ensuring appropriate representation and participation on department, school and University committees.

Source: Faculty Handbook, [Appendix U](#)



Academic Senate Membership

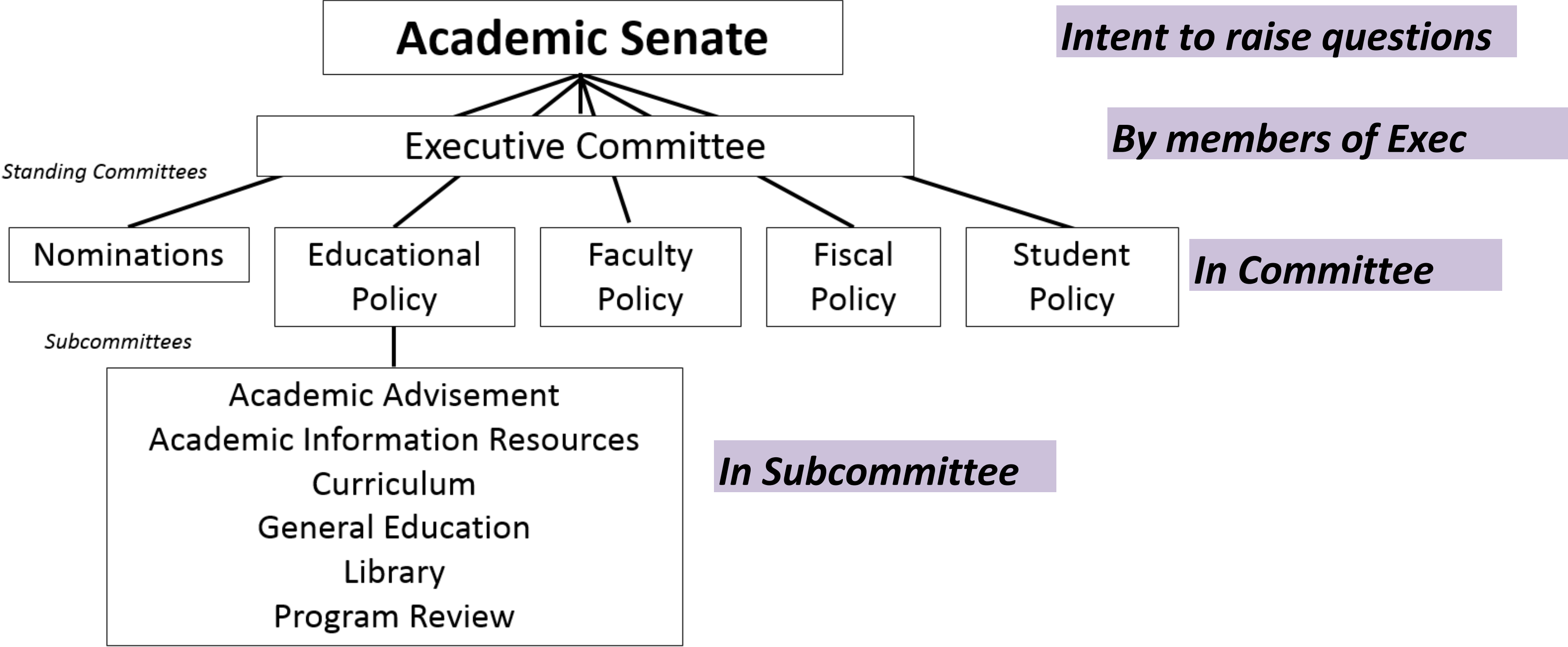
- 35 Faculty representatives from each college and the library and student affairs
- 5 At-Large Senators
- 2 Academic Senators from CSU
- 8 Lecturer and 2 Staff Senators
- 6 Student Senators
- 2 Emeriti Faculty Senator, 6 Ex Officio College Deans and Dean of the Library
- Ex Officio Immediate Past Chair
- Honorary Administrators (President, Provost, and Vice Presidents)
- Honorary Member - CFA President

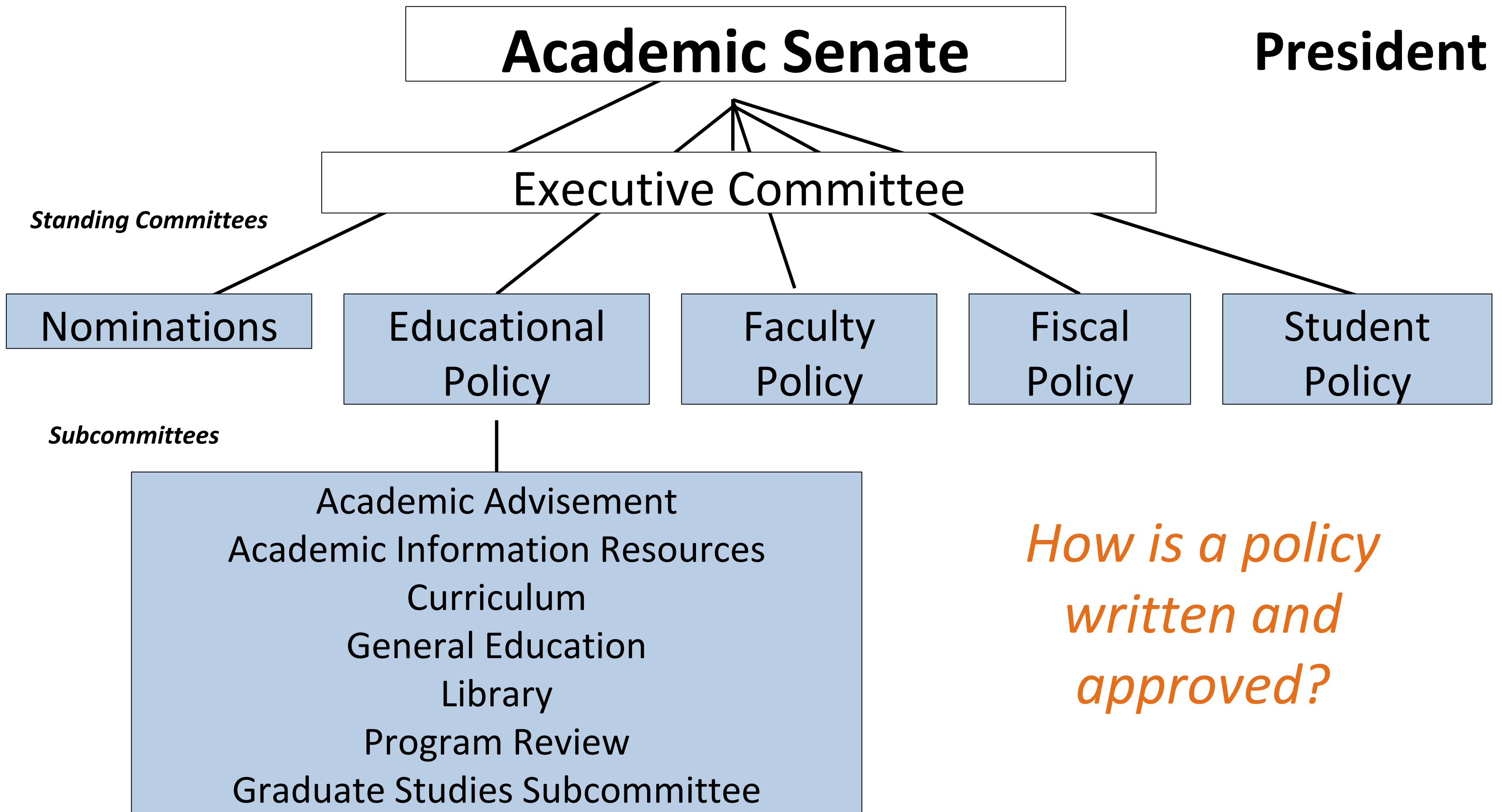


The 2025-2026 Executive Committee

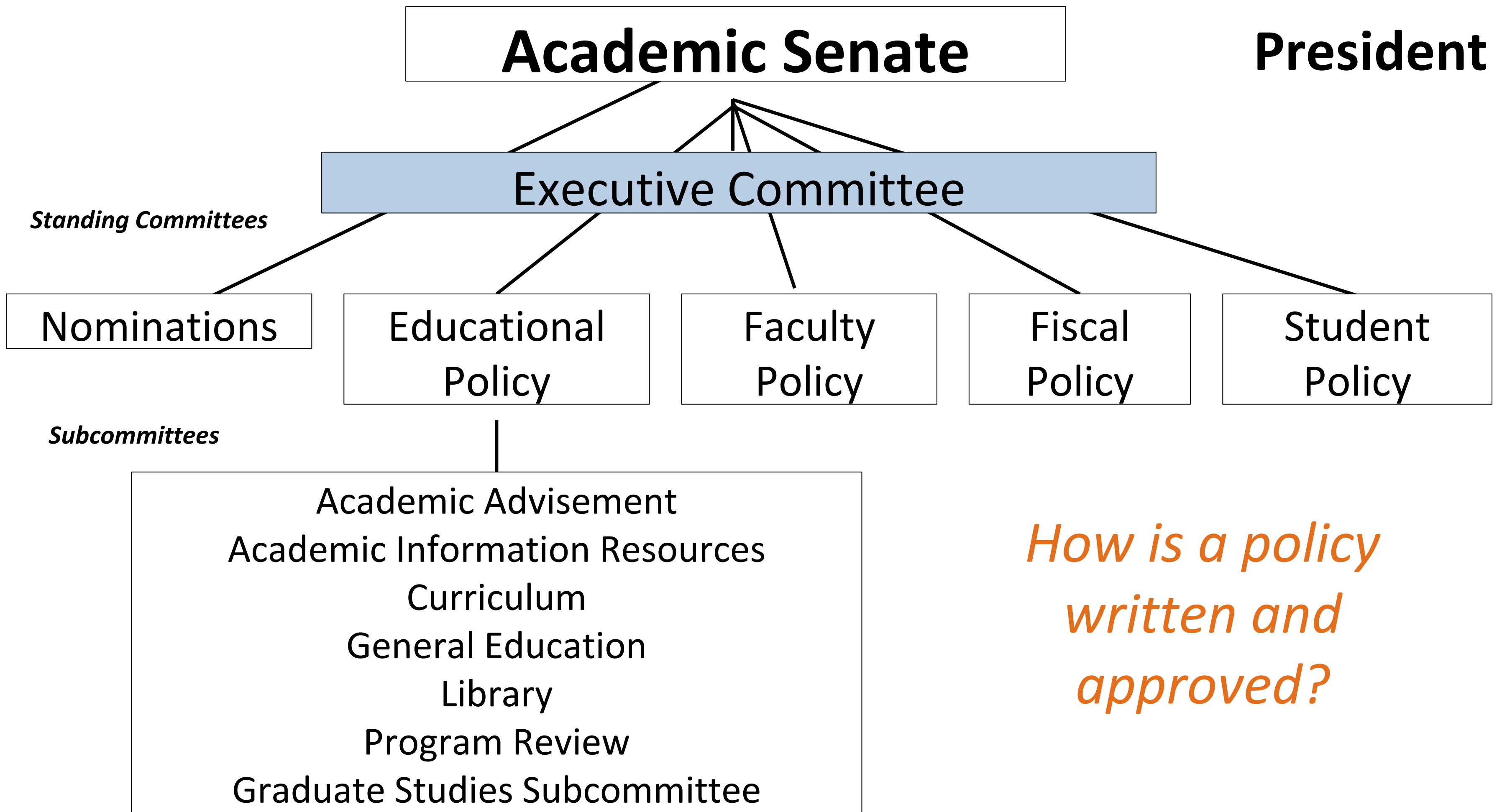
- Chair: Jessica DeShazo, Political Science
- Vice Chair: Devika Hazra, Economics
- Secretary: Clare Larkins, Special Ed. & Counseling
- At Large: Talia Bettcher, Philosophy
- At Large: Weronika Cwir, Computer Science
- At Large: Maria Oropeza-Fujimoto, Applied/Adv. Ed.
- At Large: Edith Porter, Biology
- Immediate Past Chair: Andre Avramchuk, Management

Where can a new policy or a policy modification originate?





*How is a policy
written and
approved?*



*How is a policy
written and
approved?*

Academic Senate

President

Executive Committee

Standing Committees

Nominations

Educational
Policy

Faculty
Policy

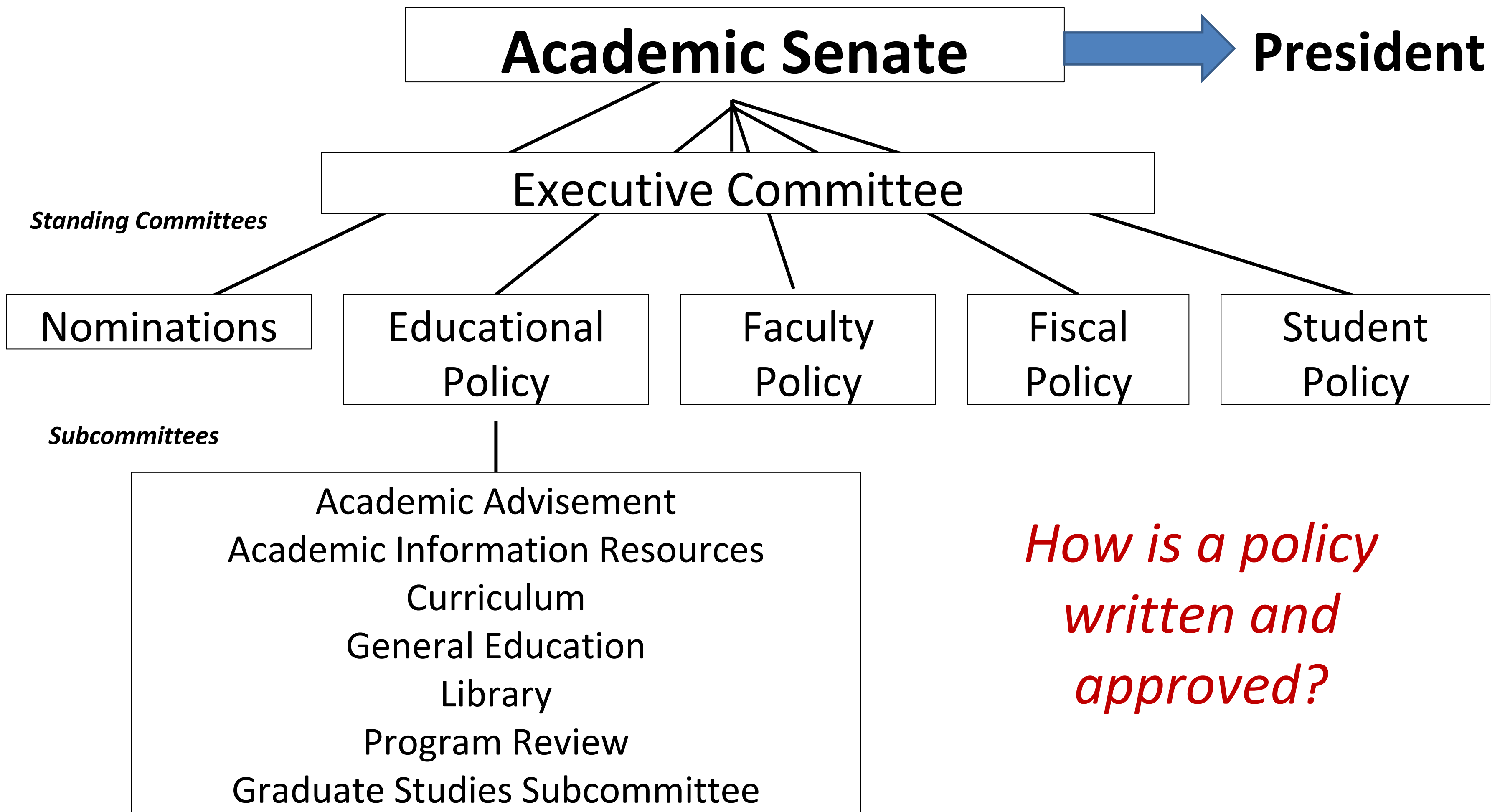
Fiscal
Policy

Student
Policy

Subcommittees

Academic Advisement
Academic Information Resources
Curriculum
General Education
Library
Program Review
Graduate Studies Subcommittee

*How is a policy
written and
approved?*



*How is a policy
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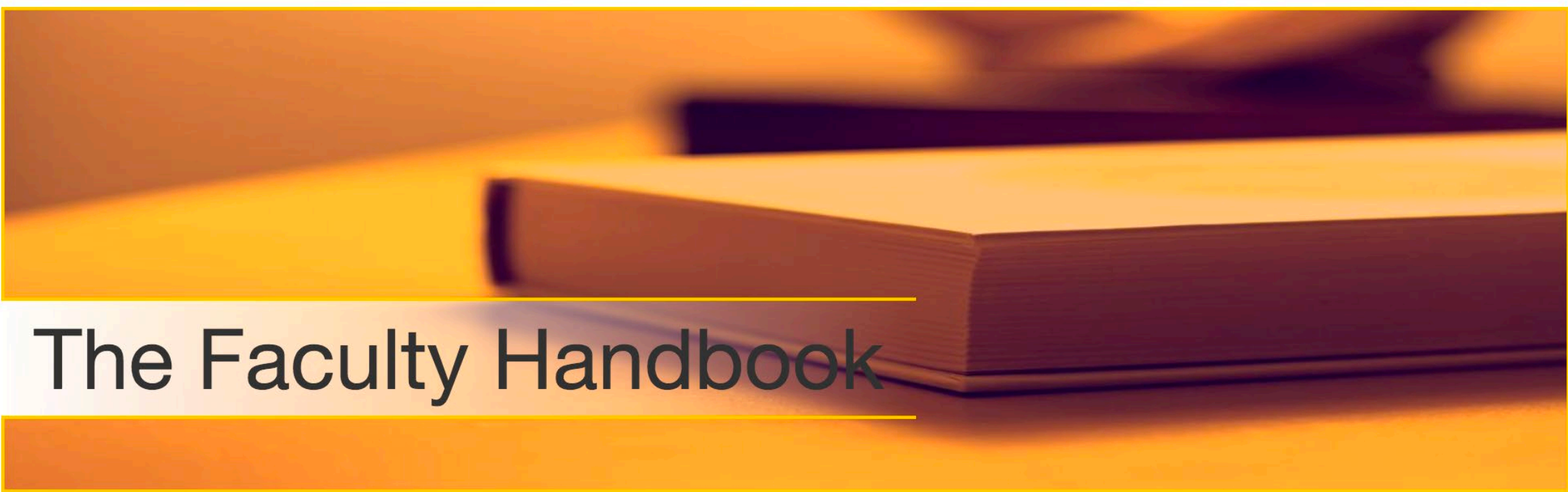
Faculty Handbook

www.calstatela.edu/academicsenate/handbook



Faculty Handbook

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Foreword	Message From the President
Chapter I	Organization of the California State University, and California State University, Los Angeles
Chapter II	Governance of the University
Chapter III	Administration of the University
Chapter IV	Curricular Policies
Chapter V	Instructional Policies
Chapter VI	Personnel and Professional Policies
Chapter VII	Research Policies
Chapter VIII	Other Opportunities, Resources Facilities and Benefits

Questions about Chair's report?

Parliamentarians & Robert's Rules

Why Robert's Rules



Please review the Robert's Rules primers:

- <https://www.calstatela.edu/academicsenate/roberts-rules-order#overlay-context=academicsenate>

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we take a vote on this now"	Yes	No	No	No	Majority
End debate	"I move the previous question"	Yes	No	No	No	Majority
Postpone consideration of something	"I move we postpone until..."	No	Yes	No	Yes	Majority
Amend a motion	"I move that this be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

FIRST READING: 25-00

First-Reading Rules:

- Clarifying questions and, hopefully, answers from the Floor
- No debate (speaking for or against)
- Five-minute limit (can be extended)

SECOND READING: 25-00

Second-Reading Rules:

- Questions and answers
- Speaking for or against (debate)
- Motions to amend
- Vote to approve or not approve

NEXT STEPS:

Senate decisions are recorded in the minutes

Approved policies go to the President for signing

QUESTIONS?