AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday ~ September 9, 2015 ~ Reading Room-KEL 5400 ~ 12-12:50 pm

I. Approval of Agenda

II. Chair’s report, Deborah Kristan
   - Referrals

III. Vice Chair’s Report, Michael McDuffie

IV. Provost’s Report, Graham Oberem

V. Vice Provost’s Report, Kamel Haddad

VI. Consent Calendar (attached)

VII. Committee Reports

VIII. Discussion Items
   A. FAC: Assigned Time for Exceptional Levels of Service to Students (attached)

IX. EC members’ Concerns & Announcements

Next meeting: September 16, 2015, 12:00-2:00 p.m., Provost’s Conference Rm – KEL 5207

Members of the Executive Committee:

Deborah Kristan, Chair
Michael McDuffie, Vice Chair
Laurie Stowell, Secretary
David Barsky, APC and ASCSU
Glen Brodowsky, ASCSU
Bob Yamashita, BLP Co-chair
Allison Carr, BLP Co-Chair
Ann Fiegen, FAC (Fall ’15)
Yvonne Meulemans, GEC

Moses Ochanji, NEAC
Linda Shaw, PAC Co-chair
Jill Weigt, PAC Co-chair
Marion Geiger, SAC
Karno Ng, TPAC
Suzanne Moineau, UCC

Ex-Officio (non-voting)
Karen Haynes, President
Graham Oberem, Provost
Kamel Haddad, Vice Provost
Darel Engen, CFA
## NEAC RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Committee (or Senate Seat)</th>
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<tbody>
<tr>
<td>Senator</td>
<td>CEHHS 15-17</td>
<td>Elizabeth Bigham</td>
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<td>Blake Beecher</td>
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<td>Senator</td>
<td>CHABSS 15/16 (one year)</td>
<td>Reuben Mekenye</td>
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<td>Senator</td>
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<td>Scott Greenwood</td>
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<td>Senator</td>
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<td>Allison Merrick</td>
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<td>Mayra Besosa</td>
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<td>Andre Kundgen</td>
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<td>CSM 15/16 (one year)</td>
<td>David Chien</td>
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<td>Library 15/16 (one year)</td>
<td>Torie Quiñonez</td>
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<td>CHABSS-BSS 15-17</td>
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### Programs/Courses Approved at UCC

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### Program/Course Changes Approved at the College

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FAC Assigned Time for Exceptional Levels of Service to Students

For the First Reading in the Senate Sept 9, 2015, carry over from previous year.

Rationale

This policy is being created to comply with a new provision in the Collective Bargaining Agreement, Section 20.37, which provides CSUSM with approximately $18,000 in funds this year as well as for the next 2 years to fund assigned time for exceptional service performed by any faculty unit employee.

This matter is time-sensitive because the first cycle is supposed to be completed before the end of this semester (retroactive for this AY). Thus, the policy must be created, approved and implemented in a very condensed timeline.

The CBA charges campus Senates to develop criteria and procedures for the use of the funds. The following policy does so. Please note:

- Language that is verbatim from the contract is temporarily highlighted for easy identification.
- Relevant sections of the CBA are also included below in the rationale section for ready reference (CBA 20.37; 20.3 b, c)

This document was reviewed by the Executive Committee and the Academic Senate on March 4. FAC gathered feedback received on March 4, and worked with the Senate office to share the working draft with senators.

Questions Raised at the Senate First Reading 3/3/15 (or since):

- FAC and Executive Committee agree that we are setting aside the matter of the timeline until after the document is approved. Then the Senate officers will work with the office of the VPAA to create a timeline that is fair and reasonable, depending on when the document is approved by the President.
- Would these awards impact lecturer entitlements?
  - Per AVP Hunt, these awards will not affect lecturer entitlements. That would be unfair and contrary to the purpose of the program and the CBA.
- What about the case where it is a department chair self-nominating for the award for exceptional service – who signs off?
  - The chair still signs off (this is a common practice on campus).
- A suggestion was made to add instructions about how the award would be reported in the FAR.
- I understand and appreciate concern about not double-dipping with items that are claimed on FARs, but if this is going to be written as a hard and fast rule, it needs to be done carefully since (for the current year) faculty who are doing exceptional service may have decided to declare only the “top of the list” activities in their FARs… and these are exactly the items that would form the basis of one of the retroactive/bankable awards for 2014-15.
  - This issue will have to be addressed by the committee reviewing applications.
Relevant CBA Language

CBA 20.37 Assigned Time for Exceptional Levels of Service to Students

For each fiscal year 2014/15, 2015/16, and 2016/17, the CSU will provide a pool of $1.3 million, allocated based on campus full-time equivalent students (FTES), to provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort.

Assigned time from this pool may be awarded for student mentoring, advising, and outreach, especially as these activities support underserved, first- or second-generation, and/or underrepresented students; the development and implementation of high- or mid-impact educational practices; curricular redesign intended to improve student access and success; service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty; assignment to courses where increases to enrollment have demonstrably increased workload; and other extraordinary forms of service to students.

Such adjustments shall be in addition to any adjustments already in place on a campus. Faculty members already receiving assigned time for the same general category of activity (e.g. assigned time for excess enrollments, assigned time for committee service) shall not be eligible for support from this pool for the same activities.

In 2014/15, assigned time under this program shall be awarded in the spring and be based on work performed during the 2014/15 academic year. Awards shall consist of WTUs and may be banked for use in the 2015/16 academic year. Campuses shall establish timelines for 2015/16 and 2016/17 so that assigned time is taken during the academic year in which the activities occurred. All faculty unit employees are eligible to apply.

Academic Senates on each campus shall develop criteria and procedures for the use of the funds. Applications shall be evaluated by the appropriate faculty committee(s), which shall make recommendations to the appropriate administrator. Consideration shall be given to the items listed in 20.3 (b) and (c). Priority shall be given to applications which demonstrate that the quality of students’ educational experience could not have been maintained without an increase in the faculty member’s workload.

Denials shall specify the reasons. Appeals shall be heard by a faculty committee designated for the purpose. Decisions of the appeals committees shall be final and binding and not subject to Article 10 of this Agreement. Awards granted after appeal in 2014/15 and 2015/16 shall be funded from the pool allocated for this program in the subsequent fiscal year and shall not exceed 10% of the annual pool. Any unused funds from this program in 2014/15 or 2015/16 shall roll over for use in the following Academic Year. Appeals in 2016/17 must be funded from the available funds for 2016/17, including any rollover from previous years.

Campuses shall expend all funds allocated to them under this program. Each campus shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor.
b. In the assignment of workload, consideration shall be given at least to the following factors: graduate instruction; online instruction; activity classes; laboratory courses; supervision; distance learning; sports; and directed study. Consideration for adjustments in workload shall be given to at least the following: class size/number of students; course and curricular redesign; preparation for substantive changes in instructional methods, including development of online and hybrid courses; research, scholarly, and creative activities; advising; student teacher supervision; thesis supervision; supervision of fieldwork; service learning; student success initiatives; assessment and accreditation activities; and service on department, college, or University committees.

c. In determining what is "excessive" or "unreasonable" under this section, the items listed under 20.3(b), as well as the number of students seeking to take courses in the academic area, the distribution of student enrollment, the level of support provided the program, and the effects of the introduction of new instructional technologies, and the prior practices of the University shall be among the primary elements to be considered. The parties agree that consideration of the prior practices of the University shall include the calculation of Weighted Teaching Units in prior years.
Faculty Affairs Committee

Assigned Time for Exceptional Levels of Service to Students

I. PURPOSE

The purpose of this policy is to provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort to write proposals and compete for assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and the mission of California State University San Marcos (CSUSM) pursuant to Article 20, Section 20.37 of the 2014-2017 Collective Bargaining Agreement (CBA) between CSU and the faculty.

II. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)

A. Membership

Membership of EATC shall be composed of:

1. One faculty member from each college, appointed by the Academic Senate.
2. One faculty member to represent the Library/Athletics/Counseling/Extended Learning constituency, appointed by the Academic Senate.
3. A student appointed by the Associated Student, Inc.
4. The Provost or their designee will serve as a non-voting ex officio member.

B. Functions

1. To evaluate faculty applications for assigned time for exceptional levels of service to students
2. To make recommendations based on those evaluations to the Provost and Vice-President for Academic Affairs (VPAA).
3. To periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC)

III. ASSIGNED TIME BUDGET AND REPORTING

Pursuant to the above-referenced article of the CBA, the CSU has agreed to provide resources to each campus for assigned time for exceptional service to students based on the number of full-time equivalent students at that campus.

A. Accountability and Expenditures

1. CSUSM shall expend all funds allocated to them under this program. CSUSM shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year to the EATC, the Academic Senate, and the CSU.
2. In academic years 2014/15 and 2015/16, any unused funds shall roll over for use in the following academic year. All funds must be expended in the 2016/2017 academic year.

3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor.

4. Awards from appeals shall not exceed 10% of the annual budget for assigned time and shall be funded in the subsequent academic year. During the last year of the agreement, appeals must be funded from the funds for that year, including any rollover from previous years.

IV. ELIGIBILITY & RESTRICTIONS

A. Eligibility

1. All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.

2. Faculty who have previously received assigned time under this program and have not filed a final report on their activities are not eligible to apply again until their final report has been received.

3. Faculty members already receiving assigned time for the same general category of activity (e.g. assigned time for excess enrollments, assigned time for committee service) shall not be eligible for support from this program.

B. Restrictions

1. Assigned time can only be utilized during the academic year (August – May) during which the activity is performed with the exception of assigned time granted in the 2014/2015 academic year which may be utilized in the 2015/2016 academic year.

V. TIMELINE

A. For activities in the 2014/2015 academic year and activities planned for the 2015/2016 academic year, applications will be due (TBD).

B. For 2016/2017 academic years applications will be due (TBD).

VI. APPLICATION MATERIALS

An application for assigned time to support exceptional levels of service to students shall consist of:

A. A narrative proposal, not to exceed two pages

   • The narrative shall “demonstrate that the quality of students’ educational experience could not have been maintained without an increase in the faculty member’s workload.” (CBA 20.37)

   • The narrative shall clarify that the service referenced in the application is not being compensated in any other form;

   • The narrative shall provide signature lines for the department chair (or equivalent) and dean.

B. A current curriculum vitae (CV), limited to two pages;

C. A letter from a CSUSM employee, not the proposer, who can speak to the credibility of the project, not the proposer, in support of the application.

D. The narrative shall be reviewed and signed by the department chair (or equivalent) and the dean signifying that they are aware of the proposal and are not currently providing assigned time for the same general activity to the faculty member.
a letter indicating that the department chair and dean are aware of the proposal and are not
currently providing assigned time for the same general activity (see section 4.1.3).

Incomplete applications will not be reviewed.

VII. SUPPORTED ACTIVITIES AND REVIEW CRITERIA

A. The following activities may be supported

1. Student mentoring, advising, and outreach, especially as these activities support underserved,
   first-generation, and/or underrepresented students

2. The development and implementation of high-impact educational practices; curricular redesign
   intended to improve student access and success

3. Service to the department, college, university, or community that goes significantly beyond the
   normal expectations of all faculty

4. Assignment to courses where increases to enrollment have demonstrably increased workload

5. Other extraordinary forms of service to students

B. Review Criteria

1. Demonstrated or hypothesized impact on student success and/or educational experience; impact
   includes the quality of the activity as well as the number of students served. (40%)

2. Demonstration that the impact on and/or quality of student experience could not be maintained
   without an increase in workload and that it is above and beyond the faculty member’s work
   assignment/regular duties (30%)

3. Demonstrated impact on historically underserved populations (20%)

4. Quality of the letter of support (10%)

VIII. RECOMMENDATIONS

A. The EATC shall assign each proposal in rank order.

B. The EATC evaluation will recommend the amount of the award, but the final decision will be
   made by the VPAA.

A. The EATC shall assign each proposal one of four ratings:

1. High Priority

2. Medium Priority

3. Low Priority

4. Not Recommended

A.C. The EATC shall submit its evaluations and the application materials to the VPAA who in
consultation with the appropriate administrator responsible for assigning workload (e.g., Dean or
Vice-President of Student Affairs), shall make the final determination regarding the approval or
denial of assigned time. In addition to the recommendation of the EATC and input obtained via
the consultation process, the VPAA may consider equity across constituencies in his/her decision.
IX. INFORMATION PROVIDED TO APPLICANTS

Once a decision is reached by the VPAA, he/she will forward his/her approval or denial as well as the evaluation of the EATC to the applicant.

X. AWARDS

A. A tenure track faculty member who receives exceptional assigned time from the committee would report the WTUs awarded in his/her Faculty Activity Report (FAR). The equivalent funds would be transferred to the college.

B. An adjunct faculty member who receives exceptional assigned time from the committee would receive the award through the normal Payroll process. The exceptional assigned time awarded from the committee does not affect the entitlements of the adjunct faculty member in their department.

X.XI. APPEALS

A. Appeals Committee

The Appeals Committee shall comprise one member of the EATC, two members of Academic Senate Executive Committee, two members of the FAC, and the VPAA or designee who shall be a non-voting ex officio member. The Appeals committee shall be appointed by the Chair of the Academic Senate.

B. Timeline and Notification of Decisions

Appeals of the decision made by the VPAA shall be made, in writing, to the Chair of the Academic Senate and shall be filed no more than ten working days after the date upon which the VPAA notifies the applicants of his/her decision. The Chair of the Academic Senate will appoint the Appeals Committee within ten working days of receiving the first appeal. The Appeals Committee shall complete their review in no more than thirty working days after receipt of the appeal. The Appeals Committee shall send the appellant notification of its decision. Decisions made by the Appeals Committees shall be final and binding and are not subject to the grievance procedures in Article 10 of the CBA.

XII.XII. CONDITIONS OF ASSIGNED TIME

A faculty unit employee granted assigned time under this program shall provide a final report to the EATC via the Faculty Affairs office no later than one semester following the award of assigned time. The report shall provide evidence that the proposed activities were completed and that the impact on the students was as claimed in the original application. Faculty are ineligible to receive further assigned time from this program until their report is received.

XII.XIII. EFFECTIVE DATES

The policies and procedures in this document are an implementation of Article 20, section 37 of the 2014-2017 CBA. The 2016/2017 academic year marks the end of this program and, barring action...
by the Academic Senate Executive Committee, this policy shall no longer be in effect on or after September 1, 2017.