

AGENDA
 Executive Committee Meeting
 CSUSM Academic Senate
 Wednesday ~ February 12, 2014 ~ Kellogg 5207

- I. Approval of agenda
- II. Approval of minutes of 02/05/2014 meeting
- III. Chair's report, [Vivienne Bennett](#)
 Referrals to committee: FAC RTP Standards: Psychology
 BLP Policy re self-support delivery of existing programs
- IV. Vice chair's report, [Laurie Stowell](#)
- V. Provost's report, Graham Oberem
- VI. Discussion items
 - A. Discuss and finalize EC recommendations re Halualani & Assoc. *see 2/10/14 email*
 - B. Bonnie Bade's email and draft replies (serve as response to attached CHABSS department chairs' letter?) *see 2/10/14 & 2/11/14 emails*
 - C. Directors as eligible faculty *attached*
 - D. APC Grad. probation, disqualification, & reinstatement policy revisions *attached*
 - E. FAC Sabbatical leave policy revisions *attached*
 - F. FAC Brakebill award policy revisions *attached*
 - G. BLP Self-support delivery of existing programs *attached*
 - H. LATAC Proposed revised charge *attached*
 - I. UCC Flow chart re opposition to a course/program *attached*
 - J. Addressing UCC's workload/creating Graduate Studies Program & Policies Cmte.
 - K. Senate chair & vice chair terms
- VII. EC members' concerns & announcements

Coming soon to EC & Senate	
EC	3/19 President Haynes will attend
Senate	3/5 Graduation Initiative update, Palliative Care presentation

Next meeting: February 19, 12-2 p.m. ~ Kellogg 5207

1 **DATE: January 17, 2014**
2
3 **TO: Vivienne Bennett, Chair, and**
4 **Executive Committee**
5 **Academic Senate**
6
7 **FROM: Concerned Chairs**
8 **College of Humanities, Arts, Behavioral and Social Sciences**
9 Jocelyn Ahlers, Liberal Studies
10 Roger Arnold, Economics
11 Michael Hughes, Modern Language Studies
12 Sheryl Lutjens, Women’s Studies
13 Cyrus Masroori, Political Science
14 Elizabeth Matthews, Global Studies
15 Michael McDuffie, Philosophy
16 Salah Moukhlis, Literature and Writing Studies
17 Liliana Rossmann, Communication
18 Miriam Schustack, Psychology
19 Jill Watts, History
20
21 **RE: Curriculum Process and December Academic Senate Meeting**
22

23 We write to share with the Senate Executive Committee our deep concern about the Senate
24 discussion of the Anthropology course proposals at the December 4, 2013 Academic Senate
25 meeting. The issues of concern are several, and from our perspective, each of them requires urgent
26 action on the part of the entire Senate and its committees.
27

28 First, the procedural concerns: the Senate facilitated a discussion of courses that had already been
29 vetted and approved by two required levels of faculty scrutiny of curricular proposals. In terms of
30 process, the CHABSS curriculum committee had already reviewed, reconciled, re-reviewed, and
31 approved the courses. The CHABSS curriculum committee sent the approved courses forward to
32 UCC with memos from Native Studies, Anthropology, and the committee itself in order to provide
33 UCC with a complete account of the college’s decisions to support the Anthropology courses. The
34 UCC received the Anthropology proposals (after this lengthy and surely delayed review and
35 decision), conducted its own review, and unanimously approved the courses. UCC’s decision to put
36 the courses on the agenda for floor discussion and vote, rather than onto the consent calendar, ran
37 counter to its usual practice. To agendize these courses rather than placing them on the consent
38 calendar had the effect of undermining of the work of the CHABSS CAPC and the UCC; it had the
39 further effect of privileging the concerns raised by the non-approving faculty member above the
40 responses of the proposing department *and* the careful consideration of the curriculum
41 committees. UCC’s decision to not place these courses on the consent calendar represents a
42 change in practice that should be examined and articulated; it also implies that the “do not
43 approve” mark made by one faculty member should take precedence over two years of
44 deliberation, and unanimous approval, by both College and University curriculum committees.
45

46 We therefore request that the Senate consider and articulate the meaning of the “do not approve”
47 box on curricular forms, as well as its procedure for handling irreconcilable opposition to courses
48 and programs in future.

49
50 Second, concerns about the personnel affected: the UCC and Senate Executive opened the
51 discussion of the new Anthropology courses to the full Senate and visitors, at the expense of the
52 Assistant Professor who proposed and would teach these courses. As stated above, this discussion
53 took place at the instigation of UCC itself, rather than because a Senator requested that the courses
54 be removed from the consent calendar for floor discussion; such an action runs contrary to the
55 usual practice and happened in spite of UCC’s unanimous approval of the courses. These facts
56 together had the effect of heightening the impact of the discussion, because they implied that UCC
57 and the Senate shared the concerns raised by the objecting faculty. This was compounded by the
58 fact that the discussion was allowed to focus in many points on the qualifications of the proposer of
59 the courses, rather than the course content and curricular value. Decisions about who might or will
60 teach proposed new courses are solely a departmental responsibility, and subjecting the courses to
61 the scrutiny of a large group of Senators, ad hoc observers, and non-faculty guests had costly
62 consequences for Dr. Laurette McGuire, who was hired to teach the very courses that had been
63 proposed. The debate about the courses impugned Dr. McGuire’s credentials, expertise, and
64 experience, and did so publicly; in essence, her competence, rather than the content of the courses
65 and their curricular appropriateness, became part of the debate. One outcome of this is that Dr.
66 McGuire has, understandably, withdrawn from the Senate; another, broader, outcome is to create a
67 general climate of fear and hostility on the Senate floor, particularly for junior faculty members who
68 may wish to participate in the Senate.

69
70 It is our recommendation to you that the Senate take immediate action to restore Dr. McGuire’s
71 reputation and to do so publicly.

72
73 Beyond the inappropriate critique of an assistant professor’s ability and right to teach courses for
74 which she was hired, important matters of disciplinarity and interdisciplinarity are raised.
75 Specifically, who has the right or privilege of criticizing Anthropology’s disciplinary methods, subject
76 matter, and development? More broadly, what assumptions about the relationships among
77 disciplines inform the curriculum process? And the necessary interdisciplinarity which means,
78 among other things, that our social and intellectual realities can be studied from varied disciplinary
79 perspectives at the same time, and that one department or unit does not own a part of reality? As
80 Department Chairs, these questions concern us greatly. We would like to see a careful look at the
81 spaces of conflict created by the curriculum process, including, for example, how approvals are
82 sought and from whom and what understanding of the horizontal approvals (or vetoes) is
83 imbedded in curricular traditions. It also seems crucial to us that we restate the principles of
84 collegiality, respect, and trust that have for so long informed our acceptance of each department’s
85 integrity and responsibility to hire qualified faculty to teach courses that are not owned by
86 individuals.

87
88 We look forward to hearing from the Senate leadership on these issues.

Directors as “eligible faculty”

Constitution & Bylaws excerpt: Article 3: Faculty Membership

Voting members of the Faculty shall consist of tenured and tenure-track persons holding faculty rank, library faculty, Student Services Professional-Academic Related faculty (hereafter, SSP-AR), and full-time temporary faculty holding at least one-year appointments in academic departments.¹ Faculty with the voting franchise shall be called eligible faculty.

Persons with substantial managerial and supervisory responsibilities that involve faculty and academic programs are excluded from membership. Persons holding MPP appointments are excluded.² Persons with work assignments that are substantially similar to the duties and responsibilities of persons holding MPP appointments are excluded.^{3,4,5}

Endnotes

1. Disputes shall be resolved by the Executive Committee of the Academic Senate.

2. MPP, addressing the employment rights, benefits, and conditions of The CSU employees designated as 'management' or 'supervisory' under the HEERA. The Calif. Code of Regulations, Title 5.Education.Division 5: Board of Trustees of The CSU, Article 2.2: Management Personnel Plan uses definitions as specified in HEERA. Supervisory and managerial employee work assignments are described in HEERA.

3. HEERA California Codes, Government Code, Section 3580.3 "Supervisory employee...With respect to faculty or academic employees, any department chair, head of a similar academic unit or program, or other employee who performs the foregoing duties primarily in the interest of and on behalf of the members of the academic department, unit or program, shall not be deemed a supervisory employee solely because of such duties; ... Employees whose duties are substantially similar to those of their subordinates shall not be considered to be supervisory employees.

4. HEERA California Codes, Government Code, Section 3560-3562.1. Definitions: Section 3562 (1) - "managerial employee means any employee having significant responsibilities for formulating or administering policies and programs. No employee or group of employees shall be deemed to be managerial employees solely because the employee or group of employees participate in decisions with respect to courses, curriculum, personnel and other matters of educational policy. A department chair or head of a similar academic unit or program who performs the foregoing duties primarily on behalf of the members of the academic unit or program shall not be deemed a managerial employee solely because of those duties."

5. CBA 2002 contract, Article 20, Workload: Administrator as used in the CBA refers to an employee serving in a position designated as management or supervisory in accordance with HEERA. The CBA provides further definitions of faculty.

"The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity; and service to the University, profession and to the community. The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research in the subject area, including instructional methodology. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform.

"The assignment of a librarian may include, but shall not be limited to, library services, reference services, circulation services, technical services, online reference services, teaching in library subject matter, service on system-wide and campus committees and task forces and activities that foster professional growth, including creative activity and research.

"The assignment of Counselor faculty may include, but shall not be limited to, individual counseling, group counseling, consultation and referral, intern training and supervision, teaching, service on system-wide and campus committees and task forces and activities that foster professional growth, including creative activity and research.

"Faculty members have additional professional responsibilities such as: advising students, participation in campus and system-wide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions."

1 **APC: Graduate Probation, Disqualification, & Reinstatement policy revision**
2

3 **Rationale:** *This current campus policy is undergoing review and revision as a result of emerging*
4 *issues in addressing graduate student academic probation cases. The current policy is not clear*
5 *about specific terms and procedures for implementing academic probation and disqualification.*
6 *The policy clarifies distinctions between academic and administrative probations and*
7 *procedures for implementing administrative probation and disqualification based on CSU*
8 *Education Code Title 5 Sections 41300/41300.1 and CSU Chancellor’s Office Executive Order*
9 *1038. The draft revised policy has been reviewed by the CSUSM Academic Senate Academic*
10 *Policies Committee (APC) and the CSUSM Graduate Studies Council (GSC).*
11

12 **Definition:** It is the policy of California State University San Marcos to place graduate
13 students on academic or administrative probation when their overall work is
14 less than satisfactory, as reflected in a deficient cumulative grade point
15 average, or other failure to make adequate academic progress. Graduate
16 students are dismissed from the university through academic disqualification
17 when the conditions needed to achieve good standing are not met in a timely
18 fashion. Consideration for reinstatement is provided through a petition
19 process.
20

21 **Authority:** Executive Order 1038.
22

23 **Scope:** Students admitted to Graduate Standing: Conditionally Classified; Post
24 baccalaureate Standing; Classified; and Graduate Standing: Classified.
25 Students admitted to Post baccalaureate Standing: Unclassified will be
26 governed by the undergraduate policy on Academic Probation,
27 Disqualification and Reinstatement.
28

29 I. PROBATION
30

31 A. A student will be placed on academic probation if, during any academic term, the
32 cumulative GPA falls below 3.0 in for all course work in the master’s program
33 subsequent to admission to the program falls below 3.0.
34

35 B. A student may also be placed on administrative-academic probation by the Dean
36 of Graduate Studies for any of the following reasons:
37

38 1. Withdrawal from all or a substantial portion of a program of studies in
39 two successive terms or in any three terms. (Note: A student whose withdrawal
40 is directly associated with a chronic or recurring medical condition or its
41 treatment is not to be subject to administrative probation for such withdrawal).
42 2. Repeated failure to progress toward the stated degree objective or other
43 program objective, including that resulting from assignment of 15 units of No

44 Credit, when such failure appears to be due to circumstances within the control
45 of the student.

46 3. Failure to comply, after due notice, with an academic requirement or
47 regulation, as defined by campus policy, which is routine for all students or a
48 defined group of students (examples: failure to complete a required
49 examination, failure to complete a required practicum, failure to comply with
50 professional standards appropriate to the field of study, failure to complete a
51 specified number of units as a condition for receiving student financial aid or
52 making satisfactory progress in the academic program).

53
54 C. The student shall be advised of probation status promptly, and shall be provided
55 with the conditions for removal from probation and the circumstances that would lead
56 to disqualification, should probation not be removed. Notification shall occur through
57 one the following actions, as appropriate:

58
59 1. Students whose GPA places them on academic probation shall be
60 informed in writing by the department/program's graduate coordinator or
61 designee prior to the beginning of the next term (with a copy provided to the
62 Dean of Graduate Studies).

63 2. Students shall be placed on administrative-academic probation by the
64 Dean of Graduate Studies, following consultation with the program/department.
65 The probationary student shall be informed in writing by the graduate dean
66 (with a copy provided to the department/ program).

67
68 3. The Dean of Graduate Studies shall inform Registration and Records when
69 students have been placed on or removed from administrative-academic
70 probationary status so that student records can be updated.

71
72 D. When a student is placed on academic or administrative-academic probation,
73 s/he must work with the program coordinator to develop a plan for remediation,
74 including a timeline for completion. In the case of administrative-academic probation,
75 the remediation plan must be approved by the Dean of Graduate Studies, who will send
76 a letter to the student documenting the plan.

77
78 E. A student cannot be advanced to candidacy or continue in candidate status if
79 s/he is on either academic or administrative-academic probation.

80
81 F. A student placed on administrative-academic probation may meet with the Dean
82 of Graduate Studies to appeal the action.

85 II. DISQUALIFICATION

86
87 A. A student who has been placed on administrative-academic probation may be
88 disqualified from further attendance by the Dean of Graduate Studies if:

- 89
90 1. The conditions in the remediation plan (for removal of administrative-
91 academic probation) are not met within the period specified; or
92 2. The student becomes subject to academic probation while on
93 administrative-academic probation; or
94 3. The student becomes subject to administrative-academic probation for
95 the same or similar reason for which he/she has been placed on administrative-
96 academic probation previously, although not currently in such status.

97 4.

98 When such action is taken the student shall receive written notification including an
99 explanation of the basis for the action.

100 5.

101 B. In addition, the Dean of Graduate Studies ~~an appropriate campus administrator,~~
102 in consultation with the graduate program coordinator, may disqualify a student who at
103 any time during enrollment has demonstrated behavior so contrary to the standards of
104 the profession for which the student is preparing as to render him/her unfit for the
105 profession. In such cases, disqualification will occur immediately upon notice to the
106 student, which shall include an explanation of the basis for the action, and the campus
107 may require the student to discontinue enrollment as of the date of the notification.

108
109 ~~C.~~ Disqualification may be either from further registration in a particular program
110 or from further enrollment at the campus, as determined by the Dean of Graduate
111 Studies. A student disqualified for academic deficiency may not enroll in any regular
112 session of the campus without permission from the appropriate campus authority, and
113 may be denied admission to other educational programs operated or sponsored by the
114 campus.

115
116 ~~D.~~ In the event that a student fails the thesis/project defense, the student may
117 repeat the thesis/project defense once. Failure at the second thesis/project defense will
118 result in disqualification from a program. The thesis/project committee will specify the
119 time period and/or conditions of the repeated defense.

120
121 ~~E.~~ A student may repeat a comprehensive examination once. Failure of the second
122 comprehensive examination results in disqualification from a program. The
123 comprehensive exam committee will specify the time period and/or conditions of the
124 repeated examination.

125
126 ~~F.~~ Students who are disqualified at the end of an enrollment period should be
127 notified by the Dean of Graduate Studies before the beginning of the next consecutive
128 regular enrollment period. Students disqualified at the beginning of a summer

129 enrollment break should be notified at least one month before the start of the fall term.
130 In cases where a student ordinarily would be disqualified at the end of a term, save for
131 the fact that it is not possible to make timely notification, the student may be advised
132 that the disqualification is to be effective at the end of the next term. Such notification
133 should include any conditions which, if met, would result in permission to continue in
134 enrollment. Failure to notify students does not create the right of a student to continue
135 enrollment.

136
137 III. REINSTATEMENT

138
139 If the student is disqualified, either academically or administratively, s/he may petition for
140 reinstatement. Reinstatement must be based upon evidence that the causes of previous
141 low achievement have been removed. Reinstatement will be approved only if the student is
142 able to provide compelling evidence of her/his ability to complete the degree. If the
143 candidate is disqualified a second time, reinstatement will normally not be considered.

144
145 Master's students should submit a petition requesting reinstatement to the Dean of
146 Graduate Studies. The petition, along with a recommendation from the student's graduate
147 coordinator, ~~and~~ will be forwarded to the reinstatement subcommittee of the Graduate
148 Studies Committee. The subcommittee will make recommendations to the Dean of
149 Graduate Studies, who has final authority to approve reinstatement. The size of the
150 reinstatement subcommittee may vary, depending on the volume of applications, but shall
151 have one member representing each college at a minimum. The subcommittee must
152 evaluate the probable impact of any medical condition on previous unsatisfactory
153 performance. If the student is approved for reinstatement, the Dean of Graduate Studies
154 will send a letter granting reinstatement that specifies the conditions and time frame for
155 achieving good standing. Students must achieve good standing to advance to candidacy and
156 to be eligible to graduate.

157
158 Reinstatement for credential students is handled by a separate process in the College
159 School of Education and is not governed by this document.

160

1 **FAC: Sabbatical leave policy revision**

2
3 **Rationale:** *FAC has approved new language to clarify instructions for the report to be submitted by*
4 *faculty upon completion of their sabbatical. FAC added specifics about the length of the report, the*
5 *due date, and instructions that the report address “any reasons for modification of the original*
6 *aims” if applicable.*
7

8
9 IX. FACULTY RESPONSIBILITIES

- 10
11 A. A faculty unit employee on a sabbatical leave shall not accept additional and/or
12 outside employment without prior approval of the president or the President’s
13 designee.
14
15 B. A faculty unit employee granted a sabbatical leave may be required by the president
16 to provide verification that conditions of leave were met. The statement of
17 verification shall be provided to the president and the Academic Senate office for
18 the Professional Leave Committee.
19
20 C. A faculty unit employee shall render service to the CSU upon return from a
21 sabbatical leave at the rate of one (1) term of service for each term of leave.
22
23 D. A faculty member, upon return from sabbatical, shall submit a written report (250-
24 500 words) to the department(s) (or equivalent unit(s)), Dean(s), and President’s
25 designee. The report shall describe the progress made toward completion of the
26 proposed project, and, if applicable, address any reasons for modification of the
27 original aims. The report shall be submitted within two months from the start of first
28 semester of return from a leave.

1 **FAC: Faculty awards policy revision**

2
3 *Rationale: FAC has approved changes to the policy to reflect current practice.*

4
5 ~~D. How is the Award announced? The Academic Senate chair will prepare a letter of recognition~~
6 ~~to all nominees congratulating them on their nominations. Nominees who accept nominations~~
7 ~~and submit their files for review shall be publically recognized on campus through Academic~~
8 ~~Senate minutes.~~

9
10 The office of the Academic Senate notifies all faculty nominated for award and provides
11 detailed instructions. The Senate office will keep the identity of nominees, and all deliberations,
12 confidential.

