AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, February 17, 2016, 12:00 N – 1:50 PM
KEL 5207 – Provost’s Conference Room

I. Approval of Agenda

II. Approval of Minutes – (EC Minutes of 2/10/16 delayed one week.)

III. Chair’s Report, Deborah Kristan
    Referrals
    - Rescinded: TPAC – Memo from Chancellor for Two Items from Senate to Qualify CSUSM to Receive Funds to Support AB 789 and OER Adoption Incentive Program
    - TPAC: Write a Resolution of Support for CO’s AB 798 Memo and OER Adoption Incentive Program

IV. Vice Chair’s Report, Michael McDuffie

V. Secretary’s Report, Laurie Stowell

VI. Provost’s Report, Graham Oberem

VII. Vice Provost’s Report, Kamel Haddad

VIII. Discussion Items
    A. Senate Officers: Draft Resolutions (2 attachments)
        - Resolution Honoring the Contributions of Arturo Ocampo Associate Vice President for the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services
        - Resolution in Response to Restructuring of the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services into the Division of Community Engagement
    B. TPAC: DRAFT Senate Resolution in Support of AB-798 – College Textbook Affordability Act of 2015 (attachment)
    C. NEAC: Criteria for Referendum Process
    D. Senate Chair: Finalize Vice Chair Criteria, Election Rules & Procedures (attachment)
    E. FAC: Faculty Grants Review Committee Policy (attachment)

IX. EC Members’ Concerns & Announcements

Next meeting: February 24, 2016, 12:00-2:00 p.m., Provost’s Conference Room ~ KEL 5207
Resolution Honoring the Contributions of Arturo Ocampo, Associate Vice President for the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services

WHEREAS, Associate Vice President (AVP) Arturo Ocampo was a consistent, strong, and vibrant advocate for diversity, educational equity, inclusion and social justice on the CSUSM campus since his 2013 appointment at CSUSM; and

WHEREAS, while Ocampo was the AVP of the Office of Diversity, Educational Equity & Inclusion and Ombuds Services at CSUSM the campus was awarded the Higher Education Excellence in Diversity (HEED) Award two years in a row; and

WHEREAS, while Ocampo was the AVP of the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services at CSUSM the office awarded numerous Social Justice and Equity Grants to approximately 20 faculty and staff; and

WHEREAS, AVP Ocampo organized countless important and lively events including the ‘Beyond the Stereotype’ campaign and ‘Conversations that Matter’ series that were highly relevant to our educational mission and which acted to support and promote a positive campus climate; now, therefore, be it

RESOLVED, that the Academic Senate of CSUSM recognizes AVP Ocampo for his unwavering dedication to and advocacy for issues surrounding diversity, educational equity, and inclusion; and be it further

RESOLVED, that the Academic Senate of CSUSM thanks AVP Ocampo and salutes his many impactful and genuine accomplishments on this campus and beyond; and be it further

RESOLVED, that the Academic Senate of CSUSM wishes its friend and colleague, AVP Arturo Ocampo, all the best in his future endeavors.
Resolution in Response to Restructuring of the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services into the Division of Community Engagement

WHEREAS, we are fortunate to work in a collegial environment that supports shared governance; and

WHEREAS, campus decisions should be made based on campus priorities and in consultation with stakeholders through appropriate channels of shared governance; and

WHEREAS, the California State University San Marcos Academic Senate appreciates the responsiveness of the President to concerns regarding the relocation of the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services; and

WHEREAS, diversity, inclusion, educational equity, and social justice are cornerstones upon which this campus was founded; and

WHEREAS, the President of CSUSM has committed to strengthen diversity, inclusion and social justice as a cornerstone components of campus climate; and

WHEREAS, CSUSM should be a leader in diversity, educational equity, and inclusion work within the CSU; and

WHEREAS, the CSUSM campus needs a champion and advocate for diversity, inclusion, equity and social justice; and

WHEREAS, “Campus Climate” and “Educational Equity” are identified as strategic priorities for CSUSM (http://www.csusm.edu/president/documents/2015/StrategicGoalsSept15.pdf); and

WHEREAS, an Office of Diversity, Educational Equity & Inclusion, and Ombuds Services situated at a campus-wide level is essential for creating and contributing to an inclusive campus climate; and

WHEREAS, the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services is an office that impacts all constituents on campus and therefore must have the authority and power to work with constituents at every level and across campus; now, therefore, be it

RESOLVED, that the California State University San Marcos Academic Senate calls for the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services to be headed by a Vice President rather than an Associate Vice President.
AB-798 College Textbook Affordability Act of 2015

WHEREAS, CSU San Marcos established the Cougars Affordable Learning Solution Initiative (CALM) in Fall 2013 that was funded by the CSU’s Affordable Learning Solutions program and encouraged CSUSM faculty to consider using high quality, low cost or no cost, accessible textbook alternatives; and

WHEREAS, The efforts of CSUSM faculty members and the CALM program have already saved CSUSM students over $1.2 million dollars; and

WHEREAS, Assembly Bill 798, “College Textbook Affordability Act of 2015” (AB-798) was signed into law on October 8, 2015 by the Governor of the State of California, establishing the Open Educational Resources Adoption Incentive Program and grants up to $50,000 per campus; and

WHEREAS, To be eligible for the grant funds, AB-798 requires the local academic senate to adopt a resolution in support of increasing student access to high-quality open educational resources and approve a plan in collaboration with students and campus administration that meets the Program’s requirements; now, therefore, be it

RESOLVED, That the Academic Senate support Assembly Bill 798, “College Textbook Affordability Act of 2015”; and

RESOLVED, That the Academic Senate urge all faculty to explore ways to increase the use of high quality, low cost or no cost, accessible instruction materials alternatives and consider participating in the Open Educational Resources (OER) and CALM programs on campus in order to accomplish cost savings for students; and

RESOLVED, That the Academic Senate has charged Technology Policy & Advisory Committee (TPAC) with collaborating with faculty, students, and staff to develop a specific implementation plan as requested in AB-798 and present the plan to the Academic Senate at a future meeting prior to submission to the California Open Education Resources Council.
ACADEMIC SENATE

ELECTION RULES AND PROCEDURES

For Elections of: Academic Senate
Senate Officers
Academic Senate Standing Committee Members
Senate Parliamentarian
Statewide Academic Senators

I. PREPARATION OF ELECTION BALLOTS

A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide an Election Announcement to all eligible faculty (as defined by the Constitution and Bylaws).

1. The Election Announcement shall include a listing of the continuing Senators and continuing Academic Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate, Academic Senate Standing Committees, and some university committees.

2. The Election Announcement shall solicit self-nomination by interested faculty for vacant seats on the Academic Senate and Academic Senate Standing Committees.

3. Faculty eligibility for specific committee seats shall be described in the Election Announcement.

4. Faculty members are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.

B. NEAC shall use the responses to prepare a sample ballot.

1. The sample ballot shall be provided to eligible faculty at least two weeks before the date of election with a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in writing).

2. If, after NEAC has circulated the sample ballot, faculty members wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC.

3. For persons wishing to change their candidacy from either at-large or College/School/Library/SSP-AR (hereinafter referred to as “academic unit”) representative, the request for such a change must be submitted to NEAC.

4. If the request for a name deletion or a move between unit and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified of the vacancy.

II. GENERAL PROCEDURES FOR ELECTIONS

A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office. Elections will be held annually in the spring, except in the case of Statewide Academic Senator elections, which need not be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior to the penultimate Senate meeting of the spring semester.

1. The date of election shall be the date the poll closes.

2. Polls shall be open for one week unless otherwise stated.

B. Eligible faculty shall be permitted to vote for one candidate for each vacant position. Write-in votes and abstentions shall be allowed.

C. Election shall be by plurality of votes cast.

1. NEAC shall certify the election results.
2. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.

D. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.

E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result.
   1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the challenge.
   2. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed.
   3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.

F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc committee member may be subjected to recall by a petition to the Executive Committee of the Senate.
   1. The recall may be initiated by any eligible faculty member.
   2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present the petition to the Executive Committee.
   3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election.
   4. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the recall.
   5. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty calendar days of the removal.

III. PROCEDURES FOR ACADEMIC SENATE ELECTIONS

A. Election and balloting for Senate seats shall be by academic unit.
   1. The Senate shall be representative of the full-time faculty.
   2. The number of Senators from each academic unit shall be determined by NEAC each spring, prior to spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
   3. Based on the response to the Election Announcement, NEAC shall conduct an election in accordance with these Rules.
   4. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats allocated to the academic unit (e.g., if an academic unit may elect six representatives, the ballot will read "Vote for up to six persons").
   5. Any business that must be addressed before the academic year ends will be conducted by the extant Academic Senate and Executive Committee.

B. NEAC shall be responsible for filling vacancies on the Academic Senate.
   1. Subsequent to the spring election, NEAC will interpret those seats that remain unfilled as “Vacant.”
   2. Vacant seats shall be filled by implementing the previous rule.
   3. When a senator notifies NEAC of his or her inability to serve, NEAC shall issue a call for a volunteer replacement to serve during the vacancy.

IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS

A. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty who have served on the Senate in any capacity for two of the past three years. Nominees for Chair Elect must be tenured at the time of nomination. (Ask Senate Chair elect to attend remaining EC meetings?)

Approved by Senate Executive Committee 03/05/2014
Nominees for Chair and Vice Chair must be either voting members of the Senate or have served on the Senate in any capacity for any two of the past five years.

B. Each spring, NEAC will distribute a Call for Senate Officers to full-time (tenure line and temporary) faculty.

1. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate Office.
2. The Call will request that faculty obtain permission of nominees prior to submitting their names.

C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may make additional nominations or may request that their name be removed from the ballot.

D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members and Senators will have one week to vote.

E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.

F. In the event that the chair becomes unable to serve, the vice chair/chair elect shall assume the position of chair.

G. In the event that the vice-chair becomes unable to serve, NEAC shall conduct an election for vice chair/chair elect.

V. PROCEDURES FOR ELECTION OF STANDING COMMITTEES

A. Standing Committee membership is of two types: academic unit representatives and at-large representatives.

B. The members of the various committees serve staggered two-year terms.

C. Specific academic unit representatives shall be elected by eligible faculty within that unit. At-large representatives shall be elected by all eligible faculty.

D. Elections for Promotion and Tenure Committee (PTC)

1. Only tenured full professors may serve on the PTC.
2. Elections for PTC seats must be contested (at least two candidates per seat).
3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an election once a minimum of two candidates per seat is secured. This special election does not require a sample ballot.

E. A person may be elected to serve on no more than two committees.

F. No person shall be elected chair of more than one standing committee.

G. After election results have been announced, each current committee chair shall convene a meeting of current committee members and new committee members to (a) review the year-end committee report and (b) elect a committee chair for the next academic year from among the members of the committee who are ranked at associate level or above.

1. Each current committee chair shall notify the Academic Senate Office of their committee’s newly elected chair.
2. The newly elected chairs (with the exception of the PTC) and the newly elected Academic Senate Officers will constitute part of the Executive Committee for the following academic year.
H. The terms of those standing committee members whose terms are expiring shall end on the last day of the spring semester; however, they may be called upon to respond to urgent matters during the summer following their term’s expiration.

1. Any business that must be addressed before the academic year ends will be conducted by the extant standing committees.

2. Newly elected members’ terms begin with the start of the fall semester; however, they may be called upon to respond to urgent matters during the summer prior to their term’s commencement.

I. Vacancies

1. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty member’s resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of that faculty member’s absence.
    a. NEAC will review the volunteers and make recommendations for Senate confirmation.
    b. PTC vacancies may not be filled through NEAC’s recommendation process. These seats may only be filled by an election, in accordance with item V.C. above.

2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as “Vacant”. Vacant seats shall be filled by implementing the previous rule, with the exception of PTC vacancies. These may only be filled by an election, in accordance with item V.C. above.

VI. PROCEDURES FOR SELECTION OF SENATE PARLIAMENTARIAN

A. NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the spring election results.

B. NEAC will forward the list of nominees to the Executive Committee (EC), which will select the Parliamentarian by the last EC meeting of the academic year.

C. Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall appoint a member from the Senate to act as interim Parliamentarian until NEAC is able to solicit nominees and the EC takes action. The interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.

VII. PROCEDURES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

A. CSUSM has two statewide academic senators (this number is determined by the statewide Academic Senate) who serve staggered three-year terms.

B. When necessary, NEAC shall put out a call for candidates to fill the position of the senator whose term is expiring.

C. The statewide academic senator shall be elected during NEAC’s annual spring Senate election process.
    1. Election and balloting for statewide academic senators shall be by all eligible faculty.
    2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired are eligible to run again.
FACULTY GRANTS REVIEW COMMITTEE POLICY

POLICY
FAC 322-07

Rationale: This policy needs to be updated in terms of administrative titles, college names, and terminology.

Definition: Establish a Faculty Grants Committee (FGC) to conduct the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.

Authority: Academic Affairs

Scope: Provide policy and procedures for the Faculty Grants Committee (FGC) to conduct the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.

Karen S. Haynes, President Approval Date

Emily Cutrer Graham Oberem, Provost & Vice President for Academic Affairs Approval Date

Implemented: mm/dd/yyyy
I. COMMITTEE CHARGE

A. The Faculty Grants Committee (FGC) conducts the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.

B. The FGC develops and revises the call for faculty grant applications, hosts workshop(s) about the grants process, evaluates the grant applications, and makes recommendations for awards to the Provost.

C. The FGC is not an Academic Senate standing committee. FGC will report their recommendations to the Provost through the Associate Vice President for Research (AVP-R) Dean of Graduate Studies and Research.

D. FGC will prepare an annual report to the Academic Senate that will include the 1) number of grants awarded, 2) the dollar amounts of grants awarded, and 3) any substantive issues requiring Senate attention. In its annual report, FAC-FGC will also specify the number and dollar amounts of grants awarded to committee members.

II. COMMITTEE COMPOSITION

A. The FGC shall be constituted as follows.

1. The FGC shall be an all university committee composed of seven (76) tenured faculty members and one (1) temporary faculty member.

2. One (1) member shall be elected from the eligible faculty in each of the following areas:
   a. College of Education, Health, and Human Services (CEHHS); College of Business Administration (CoBA); College of Science and Mathematics (CSM); College of Humanities, Arts, Behavioral, and Social Sciences (CHABSS); Education, Business, Science and Mathematics, Humanities and Fine Arts, the Social Sciences, and the Library.
   b. At-large representative elected from the faculty as a whole.
   c. Temporary Lecturer faculty member elected by the temporary lecturer faculty.

B. The AVP Research Dean of Graduate Studies and Research sits on FGC as a non-voting administrative representative.

III. TERMS OF SERVICE

A. Committee members will serve staggered two (2) year terms and be appointed via elections conducted by the Academic Senate. To accommodate for staggered terms beginning with the first year, half of the members elected in the first year will serve a one (1) year term.

B. Although members of the committee are not precluded from submitting proposals, they are required to recuse themselves during discussions of their own proposals.