

## AGENDA

Executive Committee Meeting  
CSUSM Academic Senate  
Wednesday ~ September 10, 2014 ~ 12-2pm ~ Kellogg 5207

- I. Approval of Agenda
- II. Approval of Minutes – 8/27/14, 9/3/14
- III. Chair's Report, Laurie Stowell  
  
Referrals to Committee: GEC BIOL 210 for non majors– Appeal for GE credit
- IV. Vice Chair's Report, Debbie Kristan
- V. Provost's Report, Graham Oberem
- VI. Vice Provost's Report, Kamel Haddad
- VII. Consent Calendar
- VIII. Discussion items
  - A. NEAC Referendum (attached)
  - B. Presentation: Smart Planner (Road Maps software) Pam Bell -- **Time Certain 1:00 pm**
- VII. EC Members Concerns & Announcements

*Next meeting: September 17, 2014 ~ 12:00-2:00 p.m. ~ Kellogg 5207*

1 Fall 2014

2 Referendum on Amendments to the

3 Constitution and Bylaws of the University Faculty and the Academic Senate

4 California State University San Marcos

5 Highlighted items indicate that they were added to the amendments approved by EC  
6 last Spring.

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8 Wording and Explanation of the Proposed Amendments

9 **Amendment 1: Change of composition and charge of the Academic Policy**  
10 **Committee**

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12 **Article 6.5: Academic Policy Committee (APC)**

13 The Academic Policy Committee shall consist of voting faculty members drawn from the  
14 eligible faculty. The eligible faculty of each college-level unit shall elect a representative  
15 from the eligible faculty of that college-level unit to serve as a member of the committee.  
16 One additional faculty member shall be elected by the eligible faculty to represent the  
17 faculty at large. The Graduate Studies Council shall designate one of its faculty members  
18 to serve as a voting member of the committee. The membership of the Academic Policy  
19 Committee shall also include as non-voting members the Associate Vice President for  
20 Academic Programs, the Dean of Graduate Studies & Associate Vice President for  
21 Research, the Associate Vice President for Enrollment Management Services, the Dean  
22 of Extended Learning or designee, and the Project and Degree Audit Coordinator. Two  
23 student representatives appointed by the Associated Students Incorporated shall also be  
24 non-voting members of this committee.

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27 **Article 6.5.1: Academic Policy Committee Duties**

28 The Academic Policy Committee shall have general oversight of all issues related to the  
29 creation, revision, and implementation of academic policies, procedures, regulations, and  
30 guidelines. The committee shall articulate and implement academic standards through the  
31 creation of academic policies for both undergraduate and graduate studies and shall seek  
32 to safeguard the University's institutional accreditation and the quality of  
33 its undergraduate and graduate academic programs. In pursuit of these duties, the  
34 committee may create ad hoc subcommittees.

35 *Rationale: Currently, no Senate Standing Committees are explicitly charged with*  
36 *addressing graduate policies and programs. This new language would officially make*



APC the committee that is. The proposed change to the composition of the committee would add a seat to the APC for a faculty member affiliated with the Graduate Studies Council. In addition, the proposed changes to Article 6.5.1 emphasize that APC is charged with addressing policies and programs at the undergraduate and graduate level.

**Amendment 2: Change of name, composition and duties for LATAC (Library and Academic Technology Advisory Committee)**

**Article 6.9: Library and Academic Technology Advisory Committee (LATAC)**  
**Technology Policy and Advisory Committee (TPAC)**

The Technology Policy and Advisory Committee ~~Library and Academic Technology Advisory Committee~~ shall consist of voting members drawn from eligible faculty, Academic Affairs staff, and students. The eligible faculty in each college-level unit shall elect a representative ~~college-level unit~~ to serve on the committee; and one at-large faculty representative. The ~~Library staff shall select one Library staff member;~~ the Instructional and Information Technology Services (IITS) staff shall select one IITS staff member; the Academic Affairs staff shall select one staff member; and the Associated Students Incorporated shall select two student members. The committee shall include as ex-officio, non-voting members the Dean of the Library and the Dean of IITS.

**Article 6.9.1: ~~Library and Academic Technology Advisory Committee Duties:~~ Technology Policy and Advisory Committee Duties:**

~~The committee shall be charged with advising, as necessary, the Dean of the Library and the Dean of (HTS) on matters related to the Library and to academic technology. The responsibilities of the Library and Academic Technology Advisory Committee. The committee shall have the authority to draft policies falling under the jurisdiction of the Academic Senate as they relate to library and academic technology issues. The committee will inform the University community about library and academic technology policies, financial standing, library collections and services, academic technology and services, and media issues. The committee will also serve as a channel of communication for expressing faculty, staff, and student needs and expectations to the Library and IITS. The Technology Policy and Advisory Committee shall include:~~ 1) Drafting policies under the jurisdiction of the Academic Senate as they relate to the academic uses of information technology. 2) Coordinating with other standing and special committees in formulating, reviewing, and recommending all policies and procedures related to the academic uses of information technology. 3) Advising the Academic Senate and other members of the university community involved in planning, development, implementation, and application of technology campus-wide, and assisting in the communication and collaboration between, and among various constituencies and communities of technology users. Examples may include, but are not limited to, issues that emerge from the use of technology to support teaching and learning, research, faculty professional development, online instruction, accessibility, copyright, software licensing, the generation and use of electronic databases, email, systems and servers, networks and network security, the campus wireless



environment, and emerging technologies. 4.) Preparing an annual report on the state of technology, online instruction at CSUSM, and relevant emerging technologies and trends. This report should be 2-5 pages and may be based on, among other sources, a survey of faculty, information from Academic Programs, and college and campus strategic planning documents. This report is not a substitute for a year-end report to the Senate. In pursuit of these duties, the committee may create ad hoc subcommittees.

*Rationale: The committee would like to update its name, composition, and duties. Its charge has been changed and Library-related functions have been removed. These changes are a response to changes in academic uses of information technology and the fact that the committee's Library-related functions are now handled by librarians. The library staff position has been removed from the committee as well.*

### **Amendment 3: Program Assessment Committee Membership**

#### **Article 6.11: Program Assessment Committee (PAC)**

The Program Assessment Committee shall consist of voting members drawn from the eligible faculty. The eligible faculty in each college-level unit shall elect representatives from the eligible faculty of their college-level unit to serve on the committee as follows: two faculty members from the College of Humanities, Arts, Behavioral and Social Sciences (one from a discipline in Humanities and Arts and one from a discipline in Behavioral and Social Sciences); two faculty members from the College of Education, Health and Human Services (one from Education and one from another discipline); one faculty member from each of the other college-level units; and one faculty member who is affiliated with an interdisciplinary (B.A., B.S., M.A., M.S) degree program. \*. ~~One~~ Two additional faculty members shall be elected by the eligible faculty to represent the faculty at large. The committee shall include as a non-voting member, the Dean of Graduate Studies and Associate Vice President for Research, a representative from the Office of the Associate Vice President for Academic Programs, and the Learning Outcomes Assessment Fellow (or equivalent). When a program from a committee member's department or associated program is under review, the member may engage in discussions about it, but shall be considered a non-voting member for the purposes of the review.

\*An interdisciplinary major or master's degree is one that has over 1/4 of its core required courses delivered by faculty outside of a department or program.

*Rationale: The Program Assessment Committee would like to increase its membership in order to include an additional at-large member, and an affiliate of an interdisciplinary program.*

### **Amendment 4: Changes to Senate Membership Terminology and Part-Time Faculty Representation on the Senate**

## Article 5.1: Senate Membership

Voting members of the Senate shall consist of those members of the Faculty and the part-time lecturer faculty representatives who have been duly elected or appointed to the Senate according to this Constitution and Bylaws of the University Faculty and the Academic Senate; the CSUSM representatives to the Academic Senate of the California State University; the Associated Students, Incorporated, representative; and the staff representative; together with the Chairs of the Academic Policy Committee; Budget and Long-Range Planning Committee; Faculty Affairs Committee; General Education Committee; Library and Academic Technology Advisory Committee; Nominations, Elections, Appointments, and Constitution Committee; Program Assessment Committee; Student Affairs Committee; and University Curriculum Committee, if they were not otherwise elected to a Senate seat.

### Article 5.1.1: Representative Proportion of Membership

The Senate shall be representative of the ~~full-time~~ Faculty in proportion to the number of full-time ~~eligible~~ faculty in each college-level unit. The term “college-level unit” will be understood to include colleges and schools not within a college. In addition, the Library will be classified as a college-level unit. For the purposes of Senate elections and membership, Student Services Professionals – Academic Related (hereafter SSP-AR) will also be classified as a college-level unit. The number of seats for each college-level unit will be that unit’s proportion of the total ~~eligible~~ full-time faculty multiplied by 50. Fractional seats will be rounded up if they are .5 or greater and rounded down otherwise, except that each unit will be guaranteed a minimum of one seat. In addition, a total of five seats in the Senate will be dedicated to part-time lecturer faculty and open to part-time lecturer faculty from any college-level unit.

Rationale: The proposed change in language in Article 5.1 helps clarify the composition of the Senate membership should the change in representation suggested in 5.1.1. be approved. Currently Senate representation and voting includes tenure-track Faculty and lecturer Faculty with full-time entitlements under the CBA. If the change in 5.1.1. comes to pass, the language needs to also reflect the increase of part-time lecturer faculty on Senate.

The first two proposed changes in Article 5.1.1. are suggested to clarify the language about faculty as well. The final proposed change, the addition of four additional reserved seats on the Senate for part-time lecturer faculty reflects the recommendation of the majority of the 2013-2014 FAC/NEAC Lecturer Inclusion Taskforce and the Executive Committee. There is currently one seat reserved for part-time lecturer faculty on the Senate and the proposed change and the last sentence on lines 133-135



*recommends an increase to a total of five such seats. Lecturers with full-time entitlements will remain eligible to run for the other seats in the Senate.*

**Amendment 5: Addition of the Dean of Undergraduate Studies to the Academic Policy Committee**

**Article 6.5: Academic Policy Committee (APC)**

The Academic Policy Committee shall consist of voting faculty members drawn from the eligible faculty. The eligible faculty of each college-level unit shall elect a representative from the eligible faculty of that college-level unit to serve as a member of the committee. One additional faculty member shall be elected by the eligible faculty to represent the faculty at large. The membership of the Academic Policy Committee shall also include as non-voting members ~~the Associate Vice President for Academic Programs, the Dean of Undergraduate Studies,~~ the Dean of Graduate Studies & Associate Vice President for Research, the Associate Vice President for Enrollment Management Services, the Dean of Extended Learning or designee, and the Project and Degree Audit Coordinator. Two student representatives appointed by the Associated Students Incorporated shall also be non-voting members of this committee.

*Rationale: This change reflects the need to include the new Dean of Undergraduate Studies as a non-voting member on the committee and to delete the position of AVP for Academic Program.*

**Amendment 6: Addition of the Vice Provost to the Budget and Long-Range Planning Committee**

**Article 6.6: Budget and Long-Range Planning Committee (BLP)**

The Budget and Long-Range Planning Committee shall consist of voting faculty members drawn from the eligible faculty. The eligible faculty of each college-level unit shall elect a representative from the eligible faculty of that college-level unit to serve as a member of the committee. One additional faculty member shall be elected by the eligible faculty to represent the faculty at large. One college Dean appointed by the Provost, the Vice Provost, ~~an Associate Vice President for Academic Affairs appointed by the Provost,~~ one Instructional and Information Technology Services (IITS) representative appointed by the Dean of IITS, a representative of Extended Learning appointed by the Dean of Extended Learning, and one student member appointed by the Associated Students Incorporated shall be non-voting members of the committee.

*Rationale: This change allows the Vice-Provost to be a designated ex-officio, non-voting member on the committee.*

**Amendment 7: Addition of Dean of Undergraduate Studies to the Student Affairs Committee**

**Article 6.13: Student Affairs Committee (SAC)**

The Student Affairs Committee shall consist of voting members drawn from the eligible faculty. The eligible faculty in each college-level unit shall elect a representative from the eligible faculty of the college-level unit to serve as a member of the committee. Two additional faculty members shall be elected by the eligible faculty to represent the faculty at large. Two student members appointed by the Associated Students Incorporated shall also be voting members of this committee. The committee shall include as an ex-officio, non-voting members, the Vice President for Student Affairs or designee and the Dean of Undergraduate Studies.

*Rationale: This change allows the Dean of Undergraduate Studies to be an ex-officio, non-voting member on the committee.*

**Amendment 8: Ability to Edit Constitution and Bylaws to Reflect Name Changes in Administrative and Staff Job Titles**

**Article 8: Amendments of the Constitution and Bylaws**

The Constitution and Bylaws of the University Faculty and Academic Senate may be amended in accordance with this article.

**Article 8.1: Initiation**

Amendments to this Constitution and Bylaws may be initiated by a majority of the Academic Senate; by the Executive Committee of the Academic Senate; by the Nominations, Elections, Appointments and Constitution Committee (NEAC); by a petition to NEAC signed by at least twenty percent of the members of the eligible faculty; or by the President. In cases in which administrative and staff job titles are changed in name only, the Executive Committee of the Academic Senate and NEAC may edit the Constitution and Bylaws in order to reflect these title changes without a referendum.

*Rationale: This change would allow for the timely editing of the Constitution and Bylaws for administrative and staff positions that have new job titles, but the same responsibilities. In cases in which new positions are created, or jobs are renamed and transformed into different ones, the normal amendment process would still need to take place.*