



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)
- VIX. 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

CONSENT CALENDAR

NEAC RECOMMENDATIONS

Committee (or Senate Seat)	Seat and Term	Name
Senator	CEHHS 15-17	Elizabeth Bigham
Senator	CEHHS 15-17	Blake Beecher
Senator	CHABSS 15/16 (one year)	Reuben Mekenye
Senator	CHABSS 15-17	Scott Greenwood
Senator	CHABSS 15-17	Allison Merrick
Faculty Affairs Committee (FA C)	CHABSS At-large 15-17	Mayra Besosa
Faculty Affairs Committee (FAC)	Lecturer 15/16 (one year)	John Drewe
Faculty Affairs Committee (FAC)	CEHHS At-large 15-17	Sean Newcomer
General Education Committee (GEC)	CSM (other than Biology)	Andre Kundgen
Program Assessment Committee (PAC)	CSM 15/16 (one year)	David Chien
Faculty Awards Selection Committee (FASC)	Library 15/16 (one year)	Torie Quiñonez
Professional Leave Committee (PLC)	CHABSS-BSS 15-17	Marisol Clark-Ibanez
Faculty Grants Committee	CEHHS At-large 15/16 (one year)	Brian Lawler
Faculty Grants Committee	CHABSS-HA 15/16 (one year)	Reuben Mekenye
Student Grade Appeals Committee	Faculty At-large 15017	Reuben Mekenye
Student Grievance Committee	CEHHS 15-17	Blake Beecher
Student Grievance Committee	Faculty At-large 15-17	William Kristan
University Intellectual Property Committee	Faculty At-large 15/16 (one year)	James Jancovich
Disability Access & Compliance Committee (DACC)	Faculty At-large 15-17	Robin Marion
Disability Access & Compliance Committee (DACC)	SAC Member 15-17	Tricia Lantzy
North County Higher Education Alliance (NCHEA)	Faculty At-large 15017	Suzanne Hizer

Programs/Courses Approved at UCC

SUBJ	No	New No.	Course/Program Title	Form Type	Originator	To UCC	UCC Action
MATH	142		Basic Statistics	C	Olaf Hansen	5/11/15	8/31/15

Program/Course Changes Approved at the College

SUBJ	No	New No.	Course/Program Title	Form Type	Originator	Reviewed by Dean of AP/Chair of UCC
AH	111		The Human Experience	C-2	Rebecca Lush	8/31/15
CHAD	P-2		CHAD Major	P-2	Sharon Hamill	8/31/15
CHEM	P-2		Chemistry Educ. Option	P-2	Paul Jasien	8/31/15
EDUC	P-2		Single Subject Credential Program	P-2	Pat Stall	8/31/15

EDSS	531		The Reflective Practitioner	C-2	Pat Stall	8/31/15
EDSS	572		Clin. Prac. in Sec. Schools	C-2	Pat Stall	8/31/15
PSCI	415		State Politics	C-2	Cyrus Masroori	8/31/15
PSYC	P-2		Minor in Psychology	P-2	Sharon Hamill	8/31/15
PSYC	210		Child Growth/Develop.	C-2	M. Fitzpatrick	8/31/15
PSYC	215		Child, Family, Community	C-2	M. Fitzpatrick	8/31/15
PSYC	P-2		B.A. in Psychology	P-2	Sharon Hamill	8/31/15
PSYC	356		Develop. Psychology	C-2	M. Fitzpatrick	8/31/15

1 **FAC Assigned Time for Exceptional Levels of Service to Students**

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

3 *Rationale*

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

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

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

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

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

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

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

39 *CBA 20.37 Assigned Time for Exceptional Levels of Service to Students*

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

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

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

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

59 *Academic Senates on each campus shall develop criteria and procedures for the use of the funds.*
60 *Applications shall be evaluated by the appropriate faculty committee(s), which shall make*
61 *recommendations to the appropriate administrator. Consideration shall be given to the items listed in*
62 *20.3 (b) and (c). Priority shall be given to applications which demonstrate that the quality of students'*
63 *educational experience could not have been maintained without an increase in the faculty member's*
64 *workload.*

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

72 *Campuses shall expend all funds allocated to them under this program. Each campus shall provide an*
73 *accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the*
74 *subsequent year. For accounting purposes, costs of assigned time shall be calculated based on the*
75 *minimum salary for assistant professor.*

76 CBA 20.3 b & c

77 | *b. In the assignment of workload, consideration shall be given at least to the following factors: graduate*
78 *instruction; online instruction; activity classes; laboratory courses; supervision; distance learning;*
79 *sports; and directed study. Consideration for adjustments in workload shall be given to at least the*
80 *following: class size/number of students; course and curricular redesign; preparation for substantive*
81 *changes in instructional methods, including development of online and hybrid courses; research,*
82 *scholarly, and creative activities; advising; student teacher supervision; thesis supervision; supervision*
83 *of fieldwork; service learning; student success initiatives; assessment and accreditation activities; and*
84 *service on department, college, or University committees.*

85 *c. In determining what is ""excessive"" or ""unreasonable"" under this section, the items listed under*
86 *20.3(b), as well as the number of students seeking to take courses in the academic area, the distribution of*
87 *student enrollment, the level of support provided the program, and the effects of the introduction of new*
88 *instructional technologies, and the prior practices of the University shall be among the primary elements*
89 *to be considered. The parties agree that consideration of the prior practices of the University shall*
90 *include the calculation of Weighted Teaching Units in prior years.*

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Faculty Affairs Committee

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Assigned Time for Exceptional Levels of Service to Students

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ASSIGNED TIME FOR
EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS

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I. PURPOSE

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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.

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II. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)

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A. Membership

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Membership of EATC shall be composed of:

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1. One faculty member from each college, appointed by the Academic Senate.

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2. One faculty member to represent the Library/Athletics/Counselling/Extended Learning constituency, appointed by the Academic Senate.

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3. A student appointed by the Associated Student, Inc.

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4. The Provost or their designee will serve as a non-voting *ex officio* member.

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4.5. Each member serves a one-year term.

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B. Functions

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1. To evaluate faculty applications for assigned time for exceptional levels of service to students

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2. To make recommendations based on those evaluations to the Provost and Vice-President for Academic Affairs (VPAA).

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3. To periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC)

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III. ASSIGNED TIME BUDGET AND REPORTING

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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.

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A. Accountability and Expenditures

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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.

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- 128 | 2. In academic years 2014/15 and 2015/16, any unused funds shall roll over for use in the following
129 | academic year. All funds must be expended in the 2016/2017 academic year.
- 130 | 3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary
131 | for assistant professor.
- 132 | 4. Awards from appeals shall not exceed 10% of the annual budget for assigned time and shall be
133 | funded in the subsequent academic year. During the last year of the agreement, appeals must be
134 | funded from the funds for that year, including any rollover from previous years.

135 IV. ELIGIBILITY & RESTRICTIONS

136 A. Eligibility

- 137 | 1. All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for
138 | exceptional levels of service to students.
- 139 | 2. Faculty who have previously received assigned time under this program and have not filed a final
140 | report on their activities are not eligible to apply again until their final report has been received.
- 141 | 3. Faculty members already receiving assigned time for the same general category of activity (e.g.
142 | assigned time for excess enrollments, assigned time for committee service) shall not be eligible
143 | for support from this program.

144 B. Restrictions

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

148 V. TIMELINE

- 149 | A. For activities in the 2014/2015 academic year and activities planned for the 2015/2016 academic
150 | year, applications will be due (TBD).
- 151 | B. For 2016/2017 academic years applications will be due (TBD).

152 VI. APPLICATION MATERIALS

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

- 154 | A. A narrative proposal, not to exceed two pages
- 155 | • The narrative shall “demonstrate that the quality of students’ educational experience
156 | could not have been maintained without an increase in the faculty member’s workload.”
157 | (CBA 20.37)
 - 158 | • The narrative shall clarify that the service referenced in the application is not being
159 | compensated in any other form;
 - 160 | • The narrative shall provide signature lines for the department chair (or equivalent) and
161 | dean.
- 162 | B. A current curriculum vitae (CV), limited to two pages;
- 163 | C. A letter from a CSUSM employee, not the proposer, who can speak to the credibility of the
164 | project, not the proposer, in support of the application.
- 165 | D. The narrative shall be reviewed and signed by the department chair (or equivalent) and the dean
166 | signifying that they are aware of the proposal and are not currently providing assigned time for
167 | the same general activity to the faculty member.

168 a letter indicating that the department chair and dean are aware of the proposal and are not
169 currently providing assigned time for the same general activity (see section 4.1.3).
170 ~~D-E.~~ Incomplete applications will not be reviewed.
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173 **VII. SUPPORTED ACTIVITIES AND REVIEW CRITERIA**

- 174 **A. The following activities may be supported**
- 175 1. Student mentoring, advising, and outreach, especially as these activities support underserved,
176 first-generation, and/or underrepresented students
 - 177 2. The development and implementation of high-impact educational practices; curricular redesign
178 intended to improve student access and success
 - 179 3. Service to the department, college, university, or community that goes significantly beyond the
180 normal expectations of all faculty
 - 181 4. Assignment to courses where increases to enrollment have demonstrably increased workload
 - 182 5. Other extraordinary forms of service to students
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- 184 **B. Review Criteria**
- 185 1. Demonstrated or hypothesized impact on student success and/or educational experience; impact
186 includes the quality of the activity as well as the number of students served. ~~(40%)~~
 - 187 2. Demonstration that the impact on and/or quality of student experience could not be maintained
188 without an increase in workload and that it is above and beyond the faculty member's work
189 assignment/regular duties ~~(30%)~~
 - 190 3. Demonstrated impact on historically underserved populations ~~(20%)~~
 - 191 4. Quality of the letter of support ~~(10%)~~

192 **VIII. RECOMMENDATIONS**

- 193 A. The EATC shall assign each proposal in rank order.
194 B. The EATC evaluation will recommend the amount of the award, but the final decision will be
195 made by the VPAA.

- 196 ~~A. The EATC shall assign each proposal one of four ratings:~~
- 197 1. ~~High Priority~~
 - 198 2. ~~Medium Priority~~
 - 199 3. ~~Low Priority~~
 - 200 4. ~~Not Recommended~~
- 201

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

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

212 **X. AWARDS**

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

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

219 ~~XI.~~ **APPEALS**

220 ~~A.B.~~ Appeals Committee

221 The Appeals Committee shall comprise one member of the EATC, two members of Academic
222 Senate Executive Committee, two members of the FAC, and the VPAA or designee who shall be a
223 non-voting *ex officio* member. [REDACTED]

226 ~~B.C.~~ Timeline and Notification of Decisions

227 Appeals of the decision made by the VPAA shall be made, in writing, to the Chair of the Academic
228 Senate and shall be filed no more than ten working days after the date upon which the VPAA
229 notifies the applicants of his/her decision. The Chair of the Academic Senate will appoint the
230 Appeals Committee within ten working days of receiving the first appeal. The Appeals Committee
231 shall complete their review in no more than thirty working days after receipt of the appeal. The
232 Appeals Committee shall send the appellant notification of its decision. [REDACTED]

236 ~~XI.~~ **XII. CONDITIONS OF ASSIGNED TIME**

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

243 ~~XII.~~ **XIII. EFFECTIVE DATES**

244 The policies and procedures in this document are an implementation of Article 20, section 37 of the
245 2014-2017 CBA. The 2016/2017 academic year marks the end of this program and, barring action

Comment [c1]: Rick Fierro suggested this language and a new section. Let's discuss the idea and then if necessary we can wordsmith.

He also shared the following:
The current annual minimum salary rate of an Assistant Professor is \$51,492 (\$4,291 base pay per month). At that rate 1 WTU is worth \$51,492/30 WTUs = \$1,716 per WTU.

Here are my thoughts:
Suppose a TTF receives exceptional assigned time of 1.5 WTUs from the committee. Then that translates to 1.5 x \$1,716 = \$2,574. The 1.5 WTUs would be reported in the Faculty Activity report (FAR) of the TTF. But what happens to monetary equivalent of the 1.5 WTUs, that is, what happens to the \$2,574? In the edits, I wrote that the college would receive the \$2,574, but that is something for FAC to decide somehow.

Suppose a lecturer receives exceptional assigned time of 1.5 WTUs from the committee. Then that translates to 1.5 x \$1,716 = \$2,574. This amount would be paid to the lecturer through Payroll. Also, the exceptional assigned time of 1.5 WTUs would not affect the entitlements of the lecturer in his/her department, because the Chair of the department did not assign the 1.5 WTUs of work to the lecturer.

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by the Academic Senate Executive Committee, this policy shall no longer be in effect on or after
September 1, 2017.