

**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  - Rescinded: TPAC – Memo from Chancellor for Two Items from Senate to Qualify CSUSM to Receive Funds to Support AB 789 and OER Adoption Incentive Program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 **Page 2**
    - Resolution in Response to Restructuring of the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services into the Division of Community Engagement **Page 3**
  - B. TPAC: DRAFT Senate Resolution in Support of AB-798 – College Textbook Affordability Act of 2015 (attachment) **Page 4**
  - C. NEAC: Criteria for Referendum Process
  - D. Senate Chair: Finalize Vice Chair Criteria, Election Rules & Procedures (attachment) **Page 5**
  - E. FAC: Faculty Grants Review Committee Policy (attachment) **Page 9**
- IX. **EC Members’ Concerns & Announcements**

*Next meeting: February 24, 2016, 12:00-2:00 p.m., Provost’s Conference Room ~ KEL 5207*

1       **Resolution Honoring the Contributions of Arturo Ocampo, Associate Vice President for the**  
2                                   **Office of Diversity, Educational Equity & Inclusion, and Ombuds Services**

3  
4       **WHEREAS**, Associate Vice President (AVP) Arturo Ocampo was a consistent, strong, and vibrant  
5 advocate for diversity, educational equity, inclusion and social justice on the CSUSM campus  
6 since his 2013 appointment at CSUSM; and  
7

8       **WHEREAS**, while Ocampo was the AVP of the Office of Diversity, Educational Equity & Inclusion  
9 and Ombuds Services at CSUSM the campus was awarded the Higher Education Excellence in  
10 Diversity (HEED) Award two years in a row; and  
11

12       **WHEREAS**, while Ocampo was the AVP of the Office of Diversity, Educational Equity & Inclusion,  
13 and Ombuds Services at CSUSM the office awarded numerous Social Justice and Equity Grants  
14 to approximately 20 faculty and staff; and  
15

16       **WHEREAS**, AVP Ocampo organized countless important and lively events including the ‘Beyond  
17 the Stereotype’ campaign and ‘Conversations that Matter’ series that were highly relevant to  
18 our educational mission and which acted to support and promote a positive campus climate;  
19 now, therefore, be it  
20

21       **RESOLVED**, that the Academic Senate of CSUSM recognizes AVP Ocampo for his unwavering  
22 dedication to and advocacy for issues surrounding diversity, educational equity, and inclusion;  
23 and be it further  
24

25       **RESOLVED**, that the Academic Senate of CSUSM thanks AVP Ocampo and salutes his many  
26 impactful and genuine accomplishments on this campus and beyond; and be it further  
27

28       **RESOLVED**, that the Academic Senate of CSUSM wishes its friend and colleague, AVP Arturo  
29 Ocampo, all the best in his future endeavors.  
30

1           **Resolution in Response to Restructuring of the Office of Diversity, Educational Equity &**  
2           **Inclusion, and Ombuds Services into the Division of Community Engagement**

3  
4  
5   **WHEREAS**, we are fortunate to work in a collegial environment that supports shared  
6 governance; and

7  
8   **WHEREAS**, campus decisions should be made based on campus priorities and in consultation  
9 with stakeholders through appropriate channels of shared governance; and

10  
11   **WHEREAS**, the California State University San Marcos Academic Senate appreciates the  
12 responsiveness of the President to concerns regarding the relocation of the Office of Diversity,  
13 Educational Equity & Inclusion, and Ombuds Services; and

14  
15   **WHEREAS**, diversity, inclusion, educational equity, and social justice are cornerstones upon  
16 which this campus was founded; and

17  
18   **WHEREAS**, the President of CSUSM has committed to strengthen diversity, inclusion and social  
19 justice as a cornerstone components of campus climate; and

20  
21   **WHEREAS**, CSUSM should be a leader in diversity, educational equity, and inclusion work within  
22 the CSU; and

23  
24   **WHEREAS**, the CSUSM campus needs a champion and advocate for diversity, inclusion, equity  
25 and social justice; and

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

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

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

34   **RESOLVED**, that the California State University San Marcos Academic Senate calls for the Office  
35 of Diversity, Educational Equity & Inclusion, and Ombuds Services to be headed by a Vice  
36 President rather than an Associate Vice President.

1 **TPAC: CONCEPT DRAFT – CSUSM Academic Senate Resolution in Support of AB-798 College Textbook**  
2 **Affordability Act of 2015. Based upon versions from Sacramento, Fresno, prior CALM resolution &**  
3 **current program savings update.**

4  
5 ***AB-798 College Textbook Affordability Act of 2015***  
6

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

10  
11 WHEREAS, The efforts of CSUSM faculty members and the CALM program have already saved CSUSM  
12 students over \$1.2 million dollars; and

13  
14 WHEREAS, Assembly Bill 798, “College Textbook Affordability Act of 2015” (AB-798) was signed into  
15 law on October 8, 2015 by the Governor of the State of California, establishing the Open Educational  
16 Resources Adoption Incentive Program and grants up to \$50,000 per campus; and

17  
18 WHEREAS, To be eligible for the grant funds, AB-798 requires the local academic senate to adopt a  
19 resolution in support of increasing student access to high-quality open educational resources and  
20 approve a plan in collaboration with students and campus administration that meets the Program’s  
21 requirements; now, therefore, be it

22  
23 RESOLVED, That the Academic Senate support Assembly Bill 798, “College Textbook Affordability Act of  
24 2015”; and

25  
26 RESOLVED, That the Academic Senate urge all faculty to explore ways to increase the use of high  
27 quality, low cost or no cost, accessible instruction materials alternatives and consider participating in  
28 the Open Educational Resources (OER) and CALM programs on campus in order to accomplish cost  
29 savings for students; and

30  
31 RESOLVED, That the Academic Senate has charged Technology Policy & Advisory Committee (TPAC)  
32 with collaborating with faculty, students, and staff to develop a specific implementation plan as  
33 requested in AB-798 and present the plan to the Academic Senate at a future meeting prior to  
34 submission to the California Open Education Resources Council.

35

1  
2  
3 **ACADEMIC SENATE**  
4 **ELECTION RULES AND PROCEDURES**  
5

6 **For Elections of:**     **Academic Senate**  
7                           **Senate Officers**  
8                           **Academic Senate Standing Committee Members**  
9                           **Senate Parliamentarian**  
10                          **Statewide Academic Senators**  
11

12 **I. PREPARATION OF ELECTION BALLOTS**  
13

- 14 A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide an Election  
15 Announcement to all eligible faculty (as defined by the Constitution and Bylaws).  
16  
17 1. The Election Announcement shall include a listing of the continuing Senators and continuing Academic  
18 Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate,  
19 Academic Senate Standing Committees, and some university committees.  
20 2. The Election Announcement shall solicit self-nomination by interested faculty for vacant seats on the  
21 Academic Senate and Academic Senate Standing Committees.  
22 3. Faculty eligibility for specific committee seats shall be described in the Election Announcement.  
23 4. Faculty members are not expected to provide university-level service to the Academic Senate during their  
24 first year as a tenure-line faculty member.  
25  
26 B. NEAC shall use the responses to prepare a sample ballot.  
27  
28 1. The sample ballot shall be provided to eligible faculty at least two weeks before the date of election with  
29 a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in  
30 writing).  
31 2. If, after NEAC has circulated the sample ballot, faculty members wish to nominate themselves for vacant  
32 positions, such nominations must be submitted to NEAC.  
33 3. For persons wishing to change their candidacy from either at-large or College/School/Library/SSP-AR  
34 (hereinafter referred to as “academic unit”) representative, the request for such a change must be  
35 submitted to NEAC.  
36 4. If the request for a name deletion or a move between unit and at-large representative creates a vacancy on  
37 the ballot for that position, the eligible faculty represented by that position shall be notified of the  
38 vacancy.  
39

40 **II. GENERAL PROCEDURES FOR ELECTIONS**  
41

- 42 A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and  
43 Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office. Elections will  
44 be held annually in the spring, except in the case of Statewide Academic Senator elections, which need not  
45 be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior  
46 to the penultimate Senate meeting of the spring semester.  
47  
48 1. The date of election shall be the date the poll closes.  
49 2. Polls shall be open for one week unless otherwise stated.  
50  
51 B. Eligible faculty shall be permitted to vote for one candidate for each vacant position. Write-in votes and  
52 abstentions shall be allowed.  
53  
54 C. Election shall be by plurality of votes cast.  
55  
56 1. NEAC shall certify the election results.

Approved by Senate Executive Committee 03/05/2014

57 2. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a  
58 winner by lot.  
59

60 D. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the  
61 Academic Senate Office.  
62

63 E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge  
64 the result.  
65

- 66 1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the  
67 challenge.
- 68 2. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed.
- 69 3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.  
70

71 F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc  
72 committee member may be subjected to recall by a petition to the Executive Committee of the Senate.  
73

- 74 1. The recall may be initiated by any eligible faculty member.
- 75 2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain  
76 signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present  
77 the petition to the Executive Committee.
- 78 3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall  
79 direct NEAC to conduct a recall election.
- 80 4. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible  
81 faculty who voted, provided greater than one-half of the eligible faculty voted in the recall.
- 82 5. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty  
83 calendar days of the removal.  
84

### 85 III. PROCEDURES FOR ACADEMIC SENATE ELECTIONS 86

87 A. Election and balloting for Senate seats shall be by academic unit.  
88

- 89 1. The Senate shall be representative of the full-time faculty.
- 90 2. The number of Senators from each academic unit shall be determined by NEAC each spring, prior to  
91 spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University  
92 Faculty and the Academic Senate.
- 93 3. Based on the response to the Election Announcement, NEAC shall conduct an election in accordance  
94 with these Rules.
- 95 4. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats allocated to the  
96 academic unit (e.g., if an academic unit may elect six representatives, the ballot will read "Vote for up to  
97 six persons").
- 98 5. Any business that must be addressed before the academic year ends will be conducted by the extant  
99 Academic Senate and Executive Committee.  
100

101 B. NEAC shall be responsible for filling vacancies on the Academic Senate.  
102

- 103 1. Subsequent to the spring election, NEAC will interpret those seats that remain unfilled as "Vacant."  
104 Vacant seats shall be filled by implementing the previous rule.
- 105 2. When a senator notifies NEAC of his or her inability to serve, NEAC shall issue a call for a volunteer  
106 replacement to serve during the vacancy.  
107

### 108 IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS 109

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

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113 [Nominees for Chair and Vice Chair must be either voting members of the Senate or have served on the](#)  
114 [Senate in any capacity for any two of the past five years.](#)

- 115  
116 B. Each spring, NEAC will distribute a Call for Senate Officers to full-time (tenure line and temporary) faculty.  
117  
118 1. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate  
119 Office.  
120 2. The Call will request that faculty obtain permission of nominees prior to submitting their names.  
121  
122 C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may make  
123 additional nominations or may request that their name be removed from the ballot.  
124  
125 D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members and  
126 Senators will have one week to vote.  
127  
128 E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.  
129  
130 F. In the event that the chair becomes unable to serve, the vice chair/chair elect shall assume the position of  
131 chair.  
132  
133 G. In the event that the vice-chair becomes unable to serve, NEAC shall conduct an election for vice chair/chair  
134 elect.  
135

136 V. PROCEDURES FOR ELECTION OF STANDING COMMITTEES

- 137  
138 A. Standing Committee membership is of two types: academic unit representatives and at-large representatives.  
139  
140 B. The members of the various committees serve staggered two-year terms.  
141  
142 C. Specific academic unit representatives shall be elected by eligible faculty within that unit. At-large  
143 representatives shall be elected by all eligible faculty.  
144  
145 D. Elections for Promotion and Tenure Committee (PTC)  
146  
147 1. Only tenured full professors may serve on the PTC.  
148 2. Elections for PTC seats must be contested (at least two candidates per seat).  
149 3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for  
150 nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an  
151 election once a minimum of two candidates per seat is secured. This special election does not require a  
152 sample ballot.  
153  
154 E. A person may be elected to serve on no more than two committees.  
155  
156 F. No person shall be elected chair of more than one standing committee.  
157  
158 G. After election results have been announced, each current committee chair shall convene a meeting of current  
159 committee members and new committee members to (a) review the year-end committee report and (b) elect a  
160 committee chair for the next academic year from among the members of the committee who are ranked at  
161 associate level or above.  
162  
163 1. Each current committee chair shall notify the Academic Senate Office of their committee's newly elected  
164 chair.  
165 2. The newly elected chairs (with the exception of the PTC) and the newly elected Academic Senate  
166 Officers will constitute part of the Executive Committee for the following academic year.  
167

- 168 H. The terms of those standing committee members whose terms are expiring shall end on the last day of the  
169 spring semester; however, they may be called upon to respond to urgent matters during the summer following  
170 their term's expiration.  
171  
172 1. Any business that must be addressed before the academic year ends will be conducted by the extant  
173 standing committees.  
174 2. Newly elected members' terms begin with the start of the fall semester; however, they may be called  
175 upon to respond to urgent matters during the summer prior to their term's commencement.  
176  
177 I. Vacancies  
178  
179 1. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty  
180 member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of  
181 that faculty member's absence.  
182  
183 a. NEAC will review the volunteers and make recommendations for Senate confirmation.  
184 b. PTC vacancies may not be filled through NEAC's recommendation process. These seats may only  
185 be filled by an election, in accordance with item V.C. above.  
186  
187 2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant".  
188 Vacant seats shall be filled by implementing the previous rule, with the exception of PTC vacancies.  
189 These may only be filled by an election, in accordance with item V.C. above.  
190

#### 191 VI. PROCEDURES FOR SELECTION OF SENATE PARLIAMENTARIAN

- 192  
193 A. NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the spring  
194 election results.  
195  
196 B. NEAC will forward the list of nominees to the Executive Committee (EC), which will select the  
197 Parliamentarian by the last EC meeting of the academic year.  
198  
199 C. Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall appoint  
200 a member from the Senate to act as interim Parliamentarian until NEAC is able to solicit nominees and the  
201 EC takes action. The interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.  
202

#### 203 VII. PROCEDURES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

- 204  
205 A. CSUSM has two statewide academic senators (this number is determined by the statewide Academic Senate)  
206 who serve staggered three-year terms.  
207  
208 B. When necessary, NEAC shall put out a call for candidates to fill the position of the senator whose term is  
209 expiring.  
210  
211 C. The statewide academic senator shall be elected during NEAC's annual spring Senate election process.  
212  
213 1. Election and balloting for statewide academic senators shall be by all eligible faculty.  
214  
215 2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired  
216 are eligible to run again.

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

6  
7  
8  
9 **Definition:** Establish a Faculty Grants Committee (FGC) to conduct the review process of  
10 applications for university-wide faculty grants related to professional  
11 development and research, scholarship, and creative activities.

12  
13 **Authority:** Academic Affairs

14  
15 **Scope:** Provide policy and procedures for the Faculty Grants Committee (FGC) to  
16 conduct the review process of applications for university-wide faculty grants  
17 related to professional development and research, scholarship, and creative  
18 activities.

19  
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21  
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26 \_\_\_\_\_  
27 Karen S. Haynes, President

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31 \_\_\_\_\_  
32 Approval Date

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

53 Implemented: mm/dd/yyyy

52 I. COMMITTEE CHARGE

- 53
- 54 A. The Faculty Grants Committee (FGC) conducts the review process of applications for
- 55 university-wide faculty grants related to professional development and research,
- 56 scholarship, and creative activities.
- 57
- 58 B. The FGC develops and revises the call for faculty grant applications, hosts workshop(s)
- 59 about the grants process, evaluates the grant applications, and makes recommendations
- 60 for awards to the Provost.
- 61
- 62 C. The FGC is not an Academic Senate standing committee. FGC will report their
- 63 recommendations to the Provost through the ~~Associate Vice President for Research~~
- 64 (AVP-R)Dean of Graduate Studies and Research.
- 65
- 66 D. FGC will prepare an annual report to the Academic Senate that will include the 1)
- 67 number of grants awarded, 2) the dollar amounts of grants awarded, and 3) any
- 68 substantive issues requiring Senate attention. In its annual report, ~~FAC-FGC~~ will also
- 69 specify the number and dollar amounts of grants awarded to committee members.
- 70

71 II. COMMITTEE COMPOSITION

- 72
- 73 A. The FGC shall be constituted as follows.
- 74
- 75 1. The FGC shall be an all university committee composed of ~~seven~~ six (6)
- 76 tenured faculty members and one (1) temporary faculty member.
- 77
- 78 2. One (1) member shall be elected from the eligible faculty in each of the
- 79 following areas:
- 80
- 81 a. College of Education, Health, and Human Services (CEHHS); College of
- 82 Business Administration (CoBA); College of Science and Mathematics
- 83 (CSM); College of Humanities, Arts, Behavioral, and Social Sciences
- 84 (CHABSS);~~Education, Business, Science and Mathematics, Humanities~~
- 85 ~~and Fine Arts, the Social Sciences,~~ and the Library.
- 86
- 87 b. At-large representative elected from the faculty as a whole.
- 88
- 89 c. ~~Temporary-Lecturer~~ faculty member elected by the ~~temporary-lecturer~~
- 90 faculty.
- 91
- 92 B. The ~~AVP Research~~Dean of Graduate Studies and Research sits on FGC as a non-voting
- 93 administrative representative.
- 94

95 III. TERMS OF SERVICE

- 96
- 97 A. Committee members will serve staggered two (2) year terms and be appointed via
- 98 elections conducted by the Academic Senate. To accommodate for staggered terms
- 99 beginning with the first year, half of the members elected in the first year will serve a one
- 100 (1) year term.
- 101
- 102 B. Although members of the committee are not precluded from submitting proposals, they
- 103 are required to recuse themselves during discussions of their own proposals.