

AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, February 3, 2016, 12:00 Noon to 1:00 pm
Reading Room, KEL 5400

- I. **Approval of Agenda**
- II. **Approval of Minutes – 1/27/16 EC Meeting**
- III. **Chair’s Report, [Deborah Kristan](#)**
Referrals
 - TPAC: AB 798 Funding/OER Adoption Incentive Program
 - NEAC: Election Rules & Procedures – Chair Criteria
 - BLP: Process for Creating New Departments
 - BLP: Need for Policy/Procedures on Formation of New Departments
- IV. **Vice Chair’s Report, [Michael McDuffie](#)**
- V. **Secretary’s Report, [Laurie Stowell](#) *Page 2***
- VI. **Provost’s Report, [Graham Oberem](#)**
- VII. **Vice Provost’s Report, [Kamel Haddad](#)**
- VIII. **Consent Calendar *Page 2***
 - NEAC Recommendations
 - [UCC](#) Course & Program Change Proposals
- IX. **Committee Reports (Oral and written) (attachment) *Page 4***
- X. **Discussion Items**
 - A. **Senate Chair: NEAC – Finalize Vice Chair Criteria, Election Rules & Procedures (attachment) Page 8**
- XI. **EC Members’ Concerns & Announcements**

Next meeting: February 10, 2016, 12:00-2:00 p.m., Provost’s Conference Room ~ KEL 5207

SECRETARY'S REPORT

- **EC Approval: Language change to Standing Rules of the Academic Senate. New language: 3. changed to, "minor revisions to policies or other Senate documents would be placed on a consent calendar for approval of the Senate and be subject to the Consent Calendar process."** Updated document found at: <http://www.csusm.edu/senate/governance/index.html>
- **Sabbatical Leave Policy, approved by Senate 12/2/15, approved by Provost and President, effective 1/21/16.** http://www.csusm.edu/policies/active/documents/Sabbatical_Leave%20.htmlhttp://www.csusm.edu/policies/active/documents/Sabbatical_Leave%20.html
- **Presidential Approval: 1/29/16** – The President has concurred with the findings and recommendation of the Academic Senate, and approved the discontinuation of the Children’s Services and the Gerontology Services concentrations in the Human Development major. The President’s confirming memo states, “the request has been supported and endorsed throughout the review process that was conducted in accordance with the University’s Academic Program Discontinuance Policy.”

CONSENT CALENDAR

NEAC Recommendations

Committee	Seat and Term	Name
Program Assessment Committee (PAC)	15/16 Faculty At-large*	David Chien
University Global Affairs Committee (UGAC)	CSM Representative SP 15 (15/16)	Ali Ahmadinia
Academic Senate	CHABSS 15-17	Patty Seleski

**PAC will consider new meeting times for Spring'16.*

UCC Course & Program Change Proposal

Programs/Courses Approved at UCC

SUBJ	No	New No.	Course/Program Title	Form Type	Originator	To UCC	UCC Action
COMM	415		Communication and Social Protest	C	Vincent Pham	12/2/15	2/1/16
GBM	P-2		Global Business Management Option	P-2	Catalin Ratiu	12/4/15	1/25/16
GBM	428		Emerging Markets	C	Catalin Ratiu	12/4/15	2/1/16
PHYS	442		Physical and Geometric Optics	C	Justin Perron	12/8/15	1/25/16

Program/Course Changes Approved on UCC Consent Calendar

SUBJ	No	New No.	Course/Program Title	Form Type	Originator	Reviewed by Dean of AP/Chair of UCC
LBST	P-2		Certificate in Applied GIS	P-2	Greig Tor Guthey	1/25/16
LTWR	P-2		Minor in LTWR	P-2	Rebecca Lush	1/25/16

Curriculum Reconciliation from CSM, approved by UCC 12/14/15:

BIOL 160, 175, 176, 178, 211, 216, 320, 323, 336, 338, 351, 352, 353, 354, 365, 368L, 370, 370L, 372, 372L, 379, 380, 380L, 381, 381L, 382, 383, 384, 386, 386L, 387, 387L, 388, 389, 390, 390L, 400, 400L, 401, 411, 411L, 420, 452, 463, 477, 477L, 480, 486, 487, 488, 495, 496, 498, 499, 502, 503, 504, 505, 512, 513, 514, 515, 520, 531, 532, 533, 535, 536, 537, 540, 560, 561, 563, 564, 565, 566, 576, 596, 597, 600, 620, 663, 683, 685, 686, 687, 690, 697, 698, 699

BIOT 355, 356, 357, 420, 450, 460, 498

CIS 341

CS 331, 421, 537, 612, 614, 673, 677, 678

Academic Senate Standing Committee Reports for Wednesday, 2/3/16 (EC and AS)

APC Report to Academic Senate (February 3, 2015)

Three APC items are on the Senate agenda for today

- Proposed changes to the Curriculum Proposers Policy (2nd reading; revised after the first reading)
- Proposed changes to the Graduate Probation, Disqualification and Reinstatement Policy (1st reading)
- Proposed changes to the Undergraduate Probation, Disqualification and Reinstatement Policy (1st reading)
- Proposed changes to the Academic Calendars for 2016-17 and 2017-18 (1st reading, but a request will be made to treat this as a 2nd reading)
- Proposed (new) Academic Calendars for 2018-19, 2019-20, 2020-21

APC has shared a draft revision of the On-Line Instruction Policy with TPAC, and plans to bring this to Senate after feedback from TPAC has been received.

APC expects is nearing completion of work on the GVARs (both the Graduation Writing Assessment Requirement and the Graduate Writing Assessment Requirement) and the AAWR (All-University Writing Requirement).

Policies on which APC is currently actively working are:

- Academic Program Discontinuance (revision)
- Impaction Declaration (new)
- Excess-Units Seniors (revision)
- Final Exam Conflict (new)

APC is hoping that several colleagues have answered the 4th Call for University Service and indicated a willingness to join our committee!

FAC report to Academic Senate February 3, 2016

Accomplishments

- University RTP document will be presented for the 2nd reading.
- The revised Grant Proposal Seed Money policy was returned to the Wes Schultz with some questions.

Current work:

- Review of Chemistry Department RTP policy
- Discussion about developing a university-level Lecturer Inclusion policy
- Review of Faculty Ethics policy
- Discussion of who is eligible for the Harry E. Brakebill Distinguished Professor Award (All Unit 3? Only faculty?)

NEAC Report to Senate 2/03/2016

1. NEAC initiated third a call for nominations to fill vacant committee seats. The call closed on February 1, 2016. NEAC's recommendations to the senate are part of the consent calendar.
2. NEAC is looking at data trends to determine whether or not article 8.4 of the Senate Constitution should be brought up for a revision consideration. Article 8.4: Adoption of Amendments states that in order for an amendment to this Constitution and Bylaws to become effective, more than one-half of the eligible faculty must vote in the referendum, and the amendment must receive a favorable vote of at least two-thirds.

PAC Report to Senate 2/3/16

The PAC has begun the semester by completing its executive summary of the Special Major Self Study and will complete its work on this Program Review once it receives Interim Dean Rider's response.

SAC report Jan. 2016

Internship policy:

SAC has made the changes requested by Senate and presents the policy for a 2nd reading to Senate.

Student Grade Appeal Policy

SAC has been working on removing inaccurate language from the document; SAC is working with the chair of SGAC on updating the policy to reflect the online submission process.

Engaged Education Definitions

SAC is working with various constituents on finalizing this document.

UCC Report to Senate: January 2016 meeting

UCC has reviewed 84 pieces of curriculum to date in this AY. Since the last Senate report, UCC has been engaged in the review of several P-2 forms, including the programs in: Global Business Management and Liberal Studies; along with continued reviewed of C forms to develop new courses, and C-2s to change currently existing courses.

Tasks Completed in December 2015

- TPAC met only once in December ----- 12/7/15.
- A draft for the Powerpoint presentation of open access policy was prepared and discussed. (note: presentation will be given to academic senate on 2/3/16).

Tasks in Progress

FYI: The first meeting of TPAC for the Spring 2016 semester is scheduled on 2/1/16 (note: 1st day of Spring 16 semester is on 1/25/16).

Please see below for the agenda for the TPAC 2/1/16 meeting.

Topic	Information
<i>Next Meeting</i>	<i>2/15/16 Brown Bag Faculty meeting from 1 –2 p.m , 2 –2:30 p.m. committee meeting</i>
Discussion on Final Draft of Powerpoint presentation: Information session for Open Access Policy – scheduled at Academic Senate 2/3/16	<i>Latest draft dated Jan. 20, 2016 (posted at Moodle) also see attached Final version due at Senate Office at 4 p.m today (2/1/16)</i>
Presentation at “All Chair Meeting” on 2/12/16 (Fri), noon	<ul style="list-style-type: none"> • Use the same version as the Academic Senate presentation on 2/3/16? • Who will be attending ?
Brown Bag Faculty Meeting (a) 2/15/16 (from) 1-2 p.m. KELLOGG 3010 (b) 2/23/16 (Tues) noon – 1 p.m. KELLOG 3010	<ul style="list-style-type: none"> • Use the same version as the Academic Senate Presentation on 2/3/16? • All TPAC members attend 2/15/16 brown bag (regular TPAC meeting time). • Final version of the questions for faculty survey on Open Access policy) will be conducted after the brown bag at 2 p.m. on 2/3/16 • Who will be attending the 2/23/16 brown bag?

Topic	Information
<p>New Referral from Senate: <i>Open Educational Resources Adoption Incentive Program</i> <i>(memo is uploaded at Moodle container)</i></p>	<ul style="list-style-type: none"> • Decide if the previous resolution (http://www.csusm.edu/senate/quicklinks/PDFs/RESOLUTION_CALM.pdf) is sufficient to fulfill item # 1 on p. 2 of the memo or a new resolution is needed. • Decide how to conduct item #2 on p. 2 of the memo. Co-ordinate with IITS and library on this task.
<p>Feedback for the latest version of Online instruction policy from APC (<i>posted at Moodle container</i>)</p>	

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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.

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.