AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, April 6, 2016, 12:00 N to 12:50 pm
Library Reading Room – KEL 5400

I.   **Approval of Agenda**

II.   **Approval of Minutes** – EC Minutes, 3/30/16

III.   **Chair's Report,** Deborah Kristan
     New Referrals
     FAC: Retention, Tenure, and Promotion (RTP) Standards – Library
     FAC: Senate Resolution on Faculty Mentoring of Undergraduate Research in RTP Documents
     APC: Creation of Departments Document

IV.   **Vice Chair's Report,** Michael McDuffie

 V.   **Secretary's Report,** Laurie Stowell (attached) *Page 2*

VI.   **Provost's Report,** Graham Oberem

VII.   **Vice Provost's Report,** Kamel Haddad (not in attendance)

VIII.   **Consent Calendar** *Page 2*

 IX.   **Committee Reports** (attachment) *Page 5*

 X.   **Discussion items**
     A. **NEAC: Senate Chair Qualifications** (attachment) *Page 8*
     B. **BLP: Moving Self-Supported Academic Programs to State-Supported Funding Policy
        & Procedure** (attachment) *Page 11*
     C. **APC: Excess Units Policy** (attachment) *Page 18*
     D. **APC: Final Exam Conflict Policy** (attachment) *Page 22*
     E. **NEAC: Recommendation to Update Language on the Participation of Ex-Officio
        Members on the Senate Standing Committees** (attachment) *Page 25*

 XI.   **EC Members' Concerns & Announcements**

Next meeting: April 13, 2016, *12:00-2:00 p.m., Provost's Conference Room – KEL 5207*

SECRETARY'S REPORT

- **3/10/16 –** EC initiated a referendum to change Article 6.1, Article 6.9, and Article 6.13 of the Constitution and By-Laws of the University Faculty and Academic Senate (in accordance with Article 8.1). These changes, presented as an Amendment to the Constitution and By-Laws. Voting began at 8AM on 3/29/16 and polls will close at 5PM on 4/12/16.

- **3/16/16 –** EC Endorsed **EC Resolution in Support of CSU Academic Senate's Resolution AS-3249-16/AA/FA/EX – Concerns about Administrative Communications Regarding Classroom Discussion of Possible Strike Action**, on behalf of the Academic Senate.

- **3/16/16 –** EC approved proposed changes to the Standing Rules of the Academic Senate regarding how to handle the case of a newly appointed EC member who is also a current Senator. All EC members serve as voting Senators, as an extension of their EC role; thus, that EC member should be able to relinquish their College seat, in order for another colleague to serve. Language was clarified in lines 145-149 to read, "*If a member of EC is also a current Senator, they will give up their Senator seat to an interim replacement during the time they are on EC; EC members have a vote during Senate and vacating their Senator seat will allow for another faculty member to represent their college/school/unit.*"

The following items have been forwarded to the administration for information/approval:

- Sabbatical Leave Policy (FAC 059-14) – Approved 3/15/16

- Student Internship Policy (SAC 714-15) (Awaiting Signature Approval)

- Periodic Evaluation of Athletic Coaches Procedures (FAC 326-08) – Approved 3/17/16

- Curriculum Proposers Policy (APC 700-14) – Approved 3/17/16

CONSENT CALENDAR

Executive Committee Recommendation for Senate Approval

- **Periodic Evaluation of Athletic Coaches Procedures:**
  - 3/30/16: EC approved minor amendment to Senate Approved (3/2/16) Periodic Evaluation of Athletic Coaches Procedures. FAC had shared that an omission was noticed after the **Periodic Evaluation of Athletic Coaches Procedures** document was signed. The added paragraph (in two places) should have been included in the version sent to the Academic Senate last semester. This paragraph is consistent with the CBA, and a similar statement is found in the lecturer evaluation policy. A change was suggested (see line 78 – EC Agenda 3/30/16) to read:
    > "*A request for an external review of materials submitted by a Coach may be initiated by any party to the review. Such a request shall specify the special circumstances that necessitate an outside reviewer and the nature of the materials needing external review. The request must be approved by the President or President's designee with the concurrence of the Coach (CBA 15).*
  - A similar change is suggested for Assistant Coaches on line 160.
  - EC agreed to place this document on the Senate Consent Calendar

UCC Course/Program Change Proposals & Reconciliation

Programs/Courses Approved at UCC

SUBJ	No	New No.	Course/Program Title	Form Type	Originator	To UCC	UCC Action
NURS	518		Interprofessional Practice	C	Susan Andera	10/28/15	4/4/16
NURS	602		Management of Health Conditions in Underserved Populations	C	Susan Andera	10/28/15	4/4/16
NURS	604		Introduction to Integrative Healthcare for Advanced Nursing Practice	C	Susan Andera	10/28/15	4/4/16
PHYS	307		Physics for Elementary Teachers	C	Ed Price	3/14/16	3/14/16
PSYC	P-2		B.A. in Psychology	P-2	Miriam Schustack	2/25/16	3/7/16
PSYC	P-2		Minor in Psychology	P-2	Miriam Schustack	2/25/16	3/7/16
PSYC	P-2		M.A. in General Experimental Psychology	P-2	Miriam Schustack	2/25/16	3/7/16
VSAR	200		Painting I	C	Judit Hersko	2/25/16	3/7/16

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
EDST	631		Impact of Tech on Teach/Learn	D	Sinem Siyahhan	4/4/16
EDST	632		Using Emerging Tech	D	Sinem Siyahhan	4/4/16
MUSC	P-2		VPA: Minor in Music	P-2	Jacque Kilpatrick	3/14/16

PSYC	310		Theories of Developmental PSYC	D	Miriam Schustack	3/14/16
PSYC	495		Field Experience in PSYC Settings	C-2	Miriam Schustack	4/4/16

Standing Committee Reports for EC and Senate – 4/6/16

<u>APC</u>

Several APC items are on the Senate agenda for today:

- Proposed (new) Academic Calendars for 2018-19, 2019-20, 2020-21 (2nd 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)
- Writing Requirements (1st reading)
  - Proposed changes to the Graduation Writing Assessment Requirement (GWAR): Graduate Level Policy (1st reading)
  - Proposed changes to the All-University Writing Requirement Policy (1st reading)
  - Proposed (new) Graduation Writing Assessment Requirement (GWAR): Baccalaureate Level Policy (1st reading)

Two more APC items may be on the Senate agenda for today (pending Executive Committee action):

- Proposed changes to Excess-Units Seniors Policy (1st reading)
- Proposed (new) Final Exam Conflict Policy (1st reading)

APC is working on one more policy that has a reasonable chance of coming to the Senate this Spring in time for approval this academic year:

- English Language Admissions Requirement Policy (revision)

APC has been working on the following policies with the intention of continuing APC members bringing these to the Senate in Fall 2016:

- Online Instruction Policy (revision)
- Academic Program Discontinuance (revision)
- Impaction Declaration (new)

<u>FAC</u>

Accomplishments
- Changes to Grant Proposal Seed Money Policy presented to Academic Senate for first reading today.
- Liberal Studies Department RTP policy presented to Academic Senate for first reading today.
- Changes to Harry E. Brakebill Distinguished Professor Award presented to Academic Senate for second reading today.

- Minor modification to Athletic Coach Evaluation Policy on today's consent calendar.
- Math and Physics Department RTP policies returned to the respective departments with comments.
- FAC members met with lecturer advisory council reps and members of Senate/committees about lecturer inclusion issues.

Current work:
- Review of Library RTP policy modification.
- Development of Visiting Faculty policy and procedures.
- Continuing discussion of lecturer inclusion issues and next steps.

PAC

The PAC has completed its responses to five of its seven Programs to be reviewed for the year and is on schedule to complete the last two by the end of the semester. The committee will also respond to the five Interim Reports that it recommended be submitted this year.

SAC

Student Affairs Committee, March 2016

Student Grade Appeal Policy

- SAC has finished updating the policy to reflect the online submission process and submits it for a first reading to Senate.

- SAC is developing a resource website with information about the grade appeal process (with a link to the policy, a flowchart to visualize the process, and other resources). Many universities have a webpage with information about the grade appeal process; SAC sees this as an important resource which will help students understand the administrative process of the university, and will alleviate problems that currently occur in the student grade appeal process.

The Engaged Education Definitions Document – SAC received feedback from Community Engagement and the Faculty Center; the document will be housed on the Faculty Center webpage.

NEAC

1. NEAC has initiated a new Procedure for conducting calls for vacant senate committee seats. It has been approved by EC and is being reported to Senate (4/6/16).
2. NEAC continues discussion of Senate Chair Qualifications and will update EC (4/6/16).

TPAC

Tasks Completed in March, 2016

(1) (a) Open access presentations were conducted on 3/2/16 at the Academic Senate Meeting.

(2)   (b) Feedback was collected and addressed afterward. See page 2 and 3

(3)   Draft for Faculty Survey on Open Access was sent to EC for comments on 3/16/16.

(4)   Comments from EC on Open Access Faculty Survey was discussed in the meeting on 3/28/16. Final draft sent to Academic senate office.

(5) Academic Senate Office sent out survey on behalf of TPAC on 3/31/16. Survey will close on 4/6/16

Tasks in Progress

Updating the Open Access Policy draft.

Changes In Membership

3/11/16: Carmen Mitchell (library representative) resigned her membership on TPAC

3/28/16: Kathy Hayden (College of Education representative) notified TPAC that she will not serve on TPAC for the AY 16-17.

Feedback Collected from 3/2/16 Open Access Policy Presentation at Academic Senate

1.   Does the policy cover meeting proceeding?

Responses: the policy will only cover published journal articles. If authors are interested in placing meeting proceedings or other material at the SchoalrWork, they can contact the corresponding personnel at the library for assistance.

2.   It will be helpful for TPAC to provide a list of the universities at U.S. that have open access policy.

A list is prepared. Please see file on p.3 *(Note: electronic Excel file for this data is also provided).*

TPAC's comprehensive listing of Open Access Policies already in place is found on the Senate website. Click on either of the links below and go to the EC or Senate Meeting Date (4/6/16).

http://www.csusm.edu/senate/meetings/exec2015.html

http://www.csusm.edu/senate/meetings/acad2015.html

NEAC's Recommendation for the Election of Senate Chair

Following a successful referendum to separate the election of the senate chair and vice chair, NEAC was charged with making a recommendation on the qualifications of the nominees for the Senate Chair.

NEAC have reviewed the constitutions and by-laws of the other 22 CSU's to find out how the senate chairs are elected and the qualifications of such officers. The data from this analysis is included here in the table 1.

Overall, NEAC found almost consistently that;
1. The chair is elected by and from senate members,
2. In case where the chair and the vice chair are elected separately, the qualifications for the chair and vice chair; and the procedures of the election are always the same for the chair and vice chair.

NEAC recommends that we apply the same requirements and procedures that EC developed for the elections of the senate vice-chair to the election of the chair. While it makes sense to have the chair elected by and from the senators, at CSUSM, the election of the senate officers is conducted at the same time with the elections of the senators. For practical purposes therefore, NEAC recommends that we continue to conduct the elections of the senate officers from eligible faculty. NEAC recommends the inclusion of the following statement under section IV: Election Procedures for Election of Senate officers, in the Election Rules and Procedures.

Nominees for Senate Chair, Vice Chair or Secretary of the Senate must be either a current voting member of the Senate or eligible faculty who have served as a Senator in any capacity on a Senate Standing Committee for two of the past five years Nominees for Chair and Vice Chair must be tenured at the time of nomination.

Senate Chair Election Qualification Among CSU Campus

	Campus	Senate Chair Qualifications	Comments
1	Bakersfield	No qualifications listed	Chair holds office till another officer is elected, no more than 6 consecutive years
2	SDSU	Full Professor. Chair must be an elected senator.	Elected after the elections of senators
3	Channel Islands	No qualifications listed	Each officer may be reelected, but not for

			more than 3 one-year consecutive terms. Former chair is member of EC
4	Chico	Elected by and from the Senate for a term of one year.	Only elected members of the Academic Senate may serve as officers.
5	Dominquez Hills	Tenured faculty member elected by and from the General Faculty	
6	East bay	-No information	
7	Fresno	Elected by and from the voting, elected members of the Academic Senate for a one-year term.	
8	Fullerton	Elected from and by elected senate members	
9	Humboldt	The Chair shall be a faculty member in residence who has completed three years of employment at the University prior to taking office.	
10	Long Beach	Elected by the Academic Senate	
11	Los Angeles	The Senate shall elect a chair from the Senate membership	
12	Northridge	Elected by the Faculty and shall be full-time members of the Faculty	
13	Pomona	From among those duly elected members of the Academic Senate, a Chair and Vice Chair shall be elected by the Senate membership.	
14	Sacramento	The Chair of the Faculty Senate shall be elected by and from the elected senators	
15	San Francisco	They shall be elected from the incoming and continuing membership of the Academic Senate to serve a one-year term.	
16	San Jose	Elected from the faculty members of the Senate annually for one-year terms.	
17	San Luis Obispo	Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate office shall have at least one more year to serve as an elected senator.	
18	Sonoma	No qualification stated	Only the election procedure is outlined.
19	Stanislaus	No qualifications listed	
20	San Bernardino	Elected by and from the voting membership of the Faculty Senate.	
21	Maritime	Inaccessible	

| 22 | Monterey Bay | No qualifications | |

Table 1. Senate chair election qualification among CSU Campus

BLP: Moving Self-Supported Academic Programs to State-Supported Funding Policy & Procedure (BLP 705-14)

Rationale: In scarce budgetary times, the initiation of new programs can be difficult or even impossible. However, to respond to community, workforce, and student needs, the university cannot be inactive. Launching programs through self-supported funding has been one way to respond to those needs. As budgets and allocations improve, some of the self-supported programs should be considered for state-supported funding. While it is possible to bring self-supported programs into the state-supported budget, the benefits and costs (including potential costs to other state supported programs) must be evaluated before any such moves are made. Such a proposal must undergo a review process by the appropriate college and university committees, approved by the academic senate, and ultimately be approved by the Chancellor's Office. This document establishes a consistent, consultative process for considering whether existing self-supported programs should be moved to the state supported budget. This proposed procedure is intended to establish a process by which such a budget move will be considered by the Academic Senate, once it is proposed by faculty from within a program. The appended template is derived from the P form.

Definition: Policy and procedure for the moving of self-supported, for-credit programs to a state supported budget and funding source.

Authority: The President of the University.

Scope: Self-supported, for-credit programs considered for movement to state supported funding.

_____   _____
Karen S. Haynes, President   Approval Date

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

51 **Policy:**
52 Proposals to convert an authorized self-supported degree program to state supported funding
53 requires approval from the Chancellor's Office. The campus should propose the change to the
54 Chancellor's Office, specifying the degree program, offering a brief program description and
55 rationale for making the change, and shall include a detailed budget worksheep including cost
56 recovery budget, student fees per unit and total student cost to complete the program, anticipated
57 student enrollment, a campus commitment to provide adequate faculty resources and the
58 anticipated impact on the existing state-supported programs (Executive order 1099, 11.1.2.4.)
59
60 **Procedure:**
61 1. Proposals to move self-supported programs to state supported funding shall be generated by
62   faculty within those programs. Faculty ~~generating proposals~~ shall work closely with the
63   Dean(s) (or a designee) of the college(s) ~~and the~~ in which the program ~~is~~ will be housed ~~(or a~~
64   ~~designee)~~ and the Dean (or designee) of Extended Learning to fill out all required ~~paperwork.~~
65   ~~This paperwork shall include any documentation required by the Chancellor's Office as well~~
66   ~~as a proposal based upon CSUSM's approved template.~~ elements of the S-Form (see attached)
67
68 2. Proposals shall be considered for approval by the Academic Senate after review by the
69   a) ~~a)~~ appropriate College-level ~~planning~~ curriculum committee(s);
70   ~~a)~~b) appropriate College-level budget committee;
71   ~~b)~~c) ~~b)~~ appropriate College Dean(s) and Extended Learning Dean; and
72   d) Budget & Long-Range Planning Committee (~~c)~~ BLP)
73   ~~c)~~e) Academic Senate

74
75

MOVE PROGRAM FROM SELF- TO STATE-SUPPORT (S-Form)

COLLEGE: ☐ CHABSS   ☐ CoBA   ☐ CoEHHS   ☐ CSM

TITLE OF PROGRAM _____ Discipline _____

This form is the signature sheet for existing programs moving from self-support (Extended Learning) to state-support.

If this move also includes curricular changes, instead complete a new P-Form and the accompanying documents.

Check one: ☐ Undergraduate Major or New Graduate Degree
                    ☐ Option/Concentration/Emphasis/Track
                    ☐ Minor
                    ☐ Teaching Credential
                    ☐ Certificate

Does this proposal impact other disciplines? ☐ Yes ☐ No   If yes, obtain signature(s).

Any objections or concerns should be stated in writing and attached to this form. Please check the box to indicate whether a memo has been attached.

Term and Academic Year of intended implementation (e.g. Fall 2016): _____

_____ Support _____ Oppose
Discipline #1 _____

_____ ☐ _____
Signature   Date

_____ Support _____ Oppose
Discipline #2 _____

_____ ☐ _____
     Signature   Date

_____ Support _____ Oppose
Discipline #3 _____

_____ ☐ _____
Signature   Date

_____ Support _____ Oppose
Discipline #4 _____

_____ ☐ _____
Signature   Date

_____ Support _____ Oppose
Discipline #5 _____

_____ ☐ _____
Signature   Date

S-FORM PREPARATION

1a. _____
Originator (Please print)   Date

1b. _____   1c. _____
Librarian Liaison for Library Report[+]   Date   IITS Liaison for IITS Report[+]
Date

PROGRAM/DEPARTMENT-LEVEL REVIEW

2. _____
Program/Department - Director/Chair*   Date

COLLEGE/SCHOOL-LEVEL REVIEW

3. _____
College/School Budget Committee*   Date

REVIEW (Signatures must be obtained by proposer)

4a. _____   4b. _____
Vice President for Student Affairs*   Date   Dean of Library*   Date

4c. _____   4d. _____
Dean of Information and Instructional   Date   Vice President for Finance and Administrative   Date
Technology Services*   Services*

4e. _____
Dean of Graduate Studies (if applicable) *   Date

COLLEGE/SCHOOL-LEVEL RECOMMENDATION

5a. _____   5b. _____
College/School Dean/Director*   Date   Extended Learning Dean/Director
Date

UNIVERSITY-LEVEL REVIEW
(May not begin until all signatures numbered 1-5 have been obtained.)

6. _____
Budget and Long-Range Planning Committee^   Date

FACULTY APPROVAL

7. _____
Academic Senate   Date

UNIVERSITY-LEVEL APPROVAL

8. _____
Provost   Date

9. _____
Date to Chancellor's Office

+ Please contact the liaisons at the beginning of the process and allow sufficient time for the liaisons to prepare the resource implication report. Upon completion of the report liaisons will sign.
* May attach a memo on program impact on the unit and the ability of the unit to support it.
^ Attach a memo summarizing the curricular and/or resource deliberations.

Template to Move a Program from ~~for Moving Self-Supported Programs~~Extended Learning to State-Supported Funding

~~1.~~ **Program Description~~Identification~~**

1.

   a. **Campus**

   b. Full and exact degree designation and title (e.g., Master of Science in Genetic Counseling, Bachelor of Arts with a Major in History).

   — ~~Title and brief description of program~~

   — ~~Delivery type proposed (if changing) – face-to-face, fully online, hybrid~~

   ~~a.~~c. Name, title, and rank of the individual(s) primarily responsible for drafting this proposal.

   ~~b.~~ Term and academic year of self-supported program launch (e.g. Fall 2007).

   d.

   e. Total number of units required for graduation. This will include all requirements (and campus-specific graduation requirements), not just major requirements.

   f. Name of the department(s), division, or other unit of the campus that will offer the proposed degree major program. Please identify the unit that will have primary responsibility.

   g. Statement from the appropriate campus administrative authority that the addition of this program supports the campus mission and will not impede the successful operation and growth of existing academic programs.

   h. Any other campus approval documents that may apply (e.g., curriculum committee approvals).[1] The campus may submit a copy of the WASC Sub-Change proposal in lieu of this CSU proposal format. If campuses choose to submit the WASC Substantive Change Proposal, they will also be required to submit a program assessment plan using the format found in the CSU program proposal template.

   i. Please specify whether this proposed program is subject to WASC Substantive Change review.[2]

   ~~c. Identify the unit that will have primary responsibility for offering the state-supported program, and all CSUSM programs or Departments that will provide courses as part of the self~~state-supported degree or certificate.~~

   ~~d. Is this program offered in collaboration with any other institutions (for example, in partnership with a community college)?~~

2. Program Overview and Rationale:

      ~~e.~~a. Provide a brief description of the program, and ~~Explain the purpose~~ and rationale for the proposed movement of the program from self-supported to state-supported funding.

3. Student Demand

   a. ~~H~~~~What issues of access (i.e., geographic, socioeconomic, scheduling flexibility, etc.) were considered when planning to move this program to a state-supported offering?~~istoric enrollment in the self-supported program

   b. ~~What is~~Specify the expected number of majors in the year of initiation, and project over ~~three years and~~ five years using the program budget tool. Specify the expected number of graduates in the year of initiation, and three years and five years thereafter.[3] ~~thereafter? (The~~

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[1] Proposers do not need to supply this item. As the proposal goes through the approval process, memos from curriculum committees are obtained. These will be collected and added to the proposal by Academic Programs as a response for this item.

[2] Generally this refers to a degree offered at a new level (e.g., a doctorate). To be certain that a WASC Substantive Change review is not necessary, contact the Dean of Academic Programs.

[3] Contact Academic Programs for assistance in estimating the number of majors and graduates.

256 ~~history of enrollment trends in the self-supported program should be used as a baseline~~
257 ~~for future projections.)~~
258

4. **Existing Costs of Proposed Degree Program Currently Assumed by Extended Learning** ~~Support Resources for Self-~~**State**-~~Support~~ **Support Offering**
Note: ~~The following items~~This section should be prepared in consultation with ~~the campus administrators~~Extended Learning. ~~responsible for faculty staffing and instructional facilities allocation and planning.~~ A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place.

a. List faculty who would teach in the program, indicating rank, appointment status, highest degree earned, date and field of highest degree, professional experience, and affiliations with other campus programs. For master's degrees, include faculty publications or curriculum vitae.

~~a. Anticipated impact on existing CSUSM campus resources that were funded through self-support (EL). All affected departments offering courses in this program should be addressed here. How will the new state-supported program be offered without negatively impacting the existing state-supported offerings?~~
~~b. How will existing tenure-track faculty and staff resources be funded through existing, reallocated or new state funds?~~
b. ~~e.~~ Describe ~~Space and~~ facilities ~~that would be~~ used in support of the proposed program, including EL-provided space for faculty.
~~c. . The amount of lecture and/or laboratory space required to initiate and to sustain the program over the next five years.~~
~~d.~~ d. ~~A report provided by the campus Library.[4] What~~Describe existing access to library resources, including electronic and and physical library and learning resources [5]~~, previously funded through EL, (including library instruction, library materials and staff/faculty support) will be needed to sustain the program in a state-support delivery model? Indicate the commitment of the campus to provide these resources.~~

c. Describe ~~e. How will existing~~ academic technology, equipment, and other specialized materials ~~be impacted by the program's move to self-~~state-supported ~~delivery?~~required by the program. [6]
~~e.~~d. A report on the impact the move will have on EL

5. **Proposed Plan to Assume Costs on State Side**~~Budget & Anticipated Revenues from Program Expansion~~
Note: The following items should be prepared in consultation with the campus administrators responsible for faculty staffing and instructional facilities allocation and planning. A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place. Program proposers should use the program budget tool.

Attach budget worksheet completed in consultation with the appropriate campus administrators.

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[4] ~~Contact the Library for this report.~~
[5] Contact the University Library for this report.
[6] Contact Instructional and Information Technology Services (IITS) for a report addressing information technology and academic computing resources available to support the program. Programs currently possessing additional equipment and specialized material not addressed in the IITS report should include these here.

a. Describe the anticipated impact on existing CSUSM campus resources that were funded through self-support (EL). All affected departments offering courses in this program should be addressed here. How will the new state-supported program be offered without negatively impacting the existing state-supported offerings?

    b. How will existing tenure-track faculty and staff resources be funded through existing, reallocated or new state funds?

    c. Describe additional faculty or staff support positions needed to implement the proposed state program.[7]

    d. Space and facilities that will be used in support of the program. The amount of lecture and/or laboratory space required to initiate and to sustain the program over the next five years. [8]

    e. Submit a report provided by the campus Library. What library resources, previously funded through EL, (including library instruction, library materials and staff/faculty support) will be needed to sustain the program in a state-support delivery model? Indicate the commitment of the University Library to provide these resources. [9]

    f. Indicate additional academic technology, equipment, or specialized materials that will be (1) needed to implement the program on state side and (2) needed during the first two years after initiation. Indicate the source of funds and priority to secure these resource needs.[10]

How will existing academic technology, equipment, and other specialized materials be impacted by the program's move to self-state-supported delivery?In consultation with the appropriate Associate Dean prepare and include a draft budget and revenues spreadsheet for state supported programs. [11] Include student fees per unit and total costs to complete the program.

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[8] Contact Planning, Design and Construction for assistance in answering questions about space that is under construction or being planned. Indicate whether any external funds are expected to support construction of facilities.
[9] This should follow directly from the Library report in 5.c.
[10] Information technology and academic computing needs should follow directly from the IITS report in 5.d. Additional specialized equipment and materials that will be needed should be addressed here.
[11] Contact Academic Programs for the spreadsheet.

APC: Excess Units Seniors Policy (APC 349-10)

Rationale for Excess-Units Seniors Policy Revision

Main features of the revision:
1. *Lowering the number of earned units at which a student is considered to be an "excess-units senior" from 150 to 130.**
2. *Lowering the threshold at which the "Prevention of Excess-Units Seniors" provisions takes effect from 130 to 100.**
3. *An exception process is provided for students subject to the "Prevention of Excess-Units Seniors" provisions.*
4. *Conflicting references to "earned units" and "attempted units" are resolved by making all such references to "earned units."*
5. *Terminology/title updates:*
   a. *Registration and Records is now the Office of the Registrar*
   b. *The Degree Progress Report is now the Academic Requirements Report*

* Lowering the limits at which the various provisions of the policy apply decreases that chance of students exhausting financial before they can graduate.

Definition	This policy defines the term "excess-units seniors", outlines the procedure for facilitating the graduation of such students, and gives a policy to prevent "excess-units seniors."
Authority	*The President of the University*
Scope	*All CSUSM undergraduate students seeking a first baccalaureate degree.*

_____   _____
Karen S. Haynes, President   Approval Date

_____   _____
Graham Oberem, Provost and VP for Academic Affairs   Approval Date

I.   Policy

California State University San Marcos encourages undergraduate students to develop personal graduation plans and to graduate in a timely fashion.

I.II.   EXCESS-UNITS SENIORSDefinition of Excess-Units Seniors

The term "excess-units senior" will be used in this document to describe students seeking a first baccalaureate degree who have earned 130[i]150 or more units and who have not yet graduated. There are two different groups of excess-units seniors: the first group has already applied for graduation, and the second group has not applied for graduation. For both groups, intrusive advising advising efforts on the part of Undergraduate Academic Advising and the Office of the Registrar shall be used to facilitate their graduation.

II.III.   EXCESS-UNITS SENIORS WHO HAVE APPLIED FOR GRADUATIONProcess for Excess-Units Seniors Who Have Applied for Graduation

A. Academic advisors shall review the student's Degree ProgressAcademic Requirement Report to determine the student's graduation status and determine if the student is on track and will be ablein order to verify if the student is on pace to graduate on time.

B. If the student has all thecompleted all the required courses needed to graduate with their declared major(s)/minor(s); the advisor will notify the Office of the Registrar. The Registrar who will automatically graduate the student at the earliest opportunity (see VI for the appeals procedure).

C. If it is determined that it will not be possible for the student to graduate as planned, the following procedure shall be followed.

　　1.   The advisor shall review the student's records for possible course substitution approvals from appropriate departments or programs to graduate the student on time.

　　1.2. The student shall only be allowed to enroll in courses necessary to graduate.

　　D.   The student shall be given the earliest priority registration date to facilitate enrollment in outstanding course requirements.

　　3.   The advisor will change the student's expected graduation term to keep the student in the graduation review processnotify the Office of the Registrar, who will then change the student's graduation to the appropriate graduation term.

　　4.   The Office of the Registrar shall:

　　　　a.   place a notation on the student record indicating to the student that their graduation date has been changed to the expected semester of completion, and

　　　　a.b. email the student to encourage them to complete the requirements on time and to utilize advising services as a resource for planning a timely graduation.

5. A special notation ~~shall~~ will be placed on the student record ~~indicating to the student that their graduation has been changed to the expected semester of completion; and an email will be sent to the student encouraging the student to complete the requirements on time, and to utilize advising services as a resource for planning a timely graduation.A service indicator will be applied in MyCSUSM~~ to prevent the student from dropping courses without first consulting with an academic advisor.

~~III.~~IV. Process for Excess-Units Seniors Who Have Not Applied for Graduation

For students who have not applied for graduation~~,~~. the following ~~procedure~~ process shall be followed:

A. Advisors shall review the student's ~~Degree Progress~~Academic Requirements Report to determine the student's graduation status.

B. If the student ~~already has~~already has completed all the courses needed in ~~his/her~~their declared major(s)/minor(s) to graduate~~,~~. ~~;~~ advisors will notify the Office of the Registrar. ~~who~~The Registrar will automatically graduate the student at the earliest opportunity (see V for the appeal procedure).

C. If the student has remaining requirements to complete:

1. The Office of the ~~Registra~~Registrar~~tion and Records~~ will send ~~, an~~an email ~~shall be sent urging~~to the student~~,~~ urging them to review their ~~Degree Progress~~Academic Requirement Report and ~~come in for an advising session~~make arrangements to meet with an ~~A~~academic ~~A~~advisor for timely graduation planning.

~~1.~~ An advisor will create a graduation completion plan outlining necessary courses by semester. This plan ~~shall~~will be emailed to the student and a copy shall be kept in the student's file.

2.

~~2.~~ ~~The advisor will apply automatically for the student's expected graduation term. The Advisor will change student's expected graduation term as necessary to keep the student in the graduation review process.~~The advisor will notify the Office of the Registrar of the student's updated status. The Office of the Registrar will change the student's graduation to the appropriate graduation term.

3. A hold will be placed on the student~~'s record,~~ ~~which will be removed by the student submitting a signed copy of the graduation completion plan~~preventing them from dropping any courses without approval from an advisor.

~~3.~~4. The student will only be allowed to enroll in courses necessary to graduate~~.~~.

V. ~~PREVENTION OF EXCESS-UNITS SENIORS~~Prevention of Excess-Units Seniors

Students with more than ~~130~~ 100[ii] ~~attempted~~ earned units may only change their major(s)/minor(s) if the change of major(s)/minor(s) allows for graduation at a date no

later than the earliest date possible with current major(s)/minor(s). Similarly, students with more than ~~130~~ 100 ~~attempted~~ earned units may only declare *additional* major(s)/ ~~or~~ minor(s) if the additional major(s)/ ~~or~~ minor(s) allow for graduation at a date no later than the earliest date possible with first major/minor. In these cases, review and approval from an ~~staff~~ academic advisor in ~~Advising Services~~Undergraduate Academic Advising will be needed.

Students seeking an exception to these restrictions ~~should~~must first contact the Department Chair/Program Coordinator of the desired new major/minor department/program. If the Department Chair/Program Coordinator supports the student's proposed change of major/minor, the case may be considered ~~and possibly granted~~ by the Dean of the College (or designee). Only the Dean of the College (or designee) may grant an exception.

~~IV.~~ ~~Exceptions to the 130 units limit can be granted by an appropriate faculty advisor such as the department chair or designee.~~

~~V.~~VI. **~~APPEALS PROCEDURES~~Graduation Date Appeals Procedures**

~~Students~~ Excess-units seniors choosing to appeal their graduation date must submit a Degree Conferral Appeal to the Office of the Registrar for consideration. The appeal must include a narrative statement elaborating how excess units were accumulated, the student's~~ir~~ educational intent, and completion timelines. The appeal will be reviewed by a committee consisting of the Dean (or ~~d~~Designee) from the ~~c~~College of the student's major, a designated academic advisor from the student's major, and ~~an~~ the Department Chair (or designee)~~appropriate faculty representative~~ from the student's academic department/program.

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[i] This limit does not apply to Nursing students admitted prior to 2017 or to Integrated Credential Program students.

[ii] This limit does not apply to Nursing students admitted prior to 2017 or to Integrated Credential Program students.

APC: Final Exam Conflicts Policy

Rationale for Final Exam Conflict Policy.

This is a new policy.

The original referral to APC asked the committee to develop a policy that addressed two issues:
- *How to resolve situations in which the Final Examination Schedule has a student scheduled to take final examinations for two different classes at the same time, and*
- *Providing protections for students who are required to take too many exams in close temporal proximity to one another.*

The proposed policy addresses the second type of conflict; APC has consulted with Vice Provost Haddad and established that conflicts of the first type should not occur.

Definition	This policy establishes a process for rescheduling final examinations when the final exam schedule calls for a student to take many exams within a short period of time.
Authority	*The President of the University*
Scope	*All students and courses at CSUSM.*

_____
Karen S. Haynes, President   Approval Date

_____
Graham Oberem, Provost and VP for Academic Affairs   Approval Date

41
42
43
44 I. **Policy**
45
46 California State University San Marcos allows students who are scheduled to take more
47 than 2 final exams on a single calendar day or more than 3 final exams in any 24-hour
48 period to request that a final examination be rescheduled.
49
50
51 **II. Procedure**
52
53 1. No student shall be required to take more than 2 final exams on a single calendar day or
54 more than 3 final exams in any 24-hour period. When a student has three or more final
55 exams on a single calendar day, or four or more final exams in a 24-hour period, then
56 that student has a "final exam conflict."
57
58 2. If a final exam conflict exists, the student may contact the instructor of one of the
59 courses to schedule a mutually convenient time for an alternate final exam. If the
60 instructor will not reschedule the exam, then the student should contact the other
61 instructors to see if one of them is willing to reschedule.
62
63 3. If a final exam conflict persists after following the steps above, the student shall contact
64 the Dean of Undergraduate Studies for resolution. The Dean of Undergraduate Studies
65 will follow the principle of requiring that the exam in the course with the lowest
66 enrollment be rescheduled for that student, except in special circumstances.
67
68 4. The student should request an alternate final exam date at least three weeks prior to the
69 start of final exam week. The last date for requesting a rescheduled final exam will be
70 published in the Registration Calendar each semester.
71
72 5. After obtaining the consent of an instructor to an alternate final exam, both the student
73 and the instructor will complete the "Change in Final Examination Agreement" form
74 and submit it to the department office.

CHANGE IN FINAL EXAMINATION AGREEMENT (Model form)

75

76 Term/Year:_____

77 Course Subject/Number: _____   Section Number: _____

78 Meeting Day/Time: _____   Building/Room: _____

79 Course Title: _____

80

81 **

82 Original Final Exam Day/Time: _____   Building/Room: _____

83 New Final Exam Day/Time: _____   Building/Room: _____

84 Reason for Request: _____

85 _____

86 _____

87 _____

88 _____

89

90

91 _____   _____
92 Instructor (Signature)   Date

93 _____   _____
94 Student Name (Print)   Student ID

95 _____   _____
96 Student Signature   Date

NEAC's Recommendation to Update the Language on the Participation of Ex-Officio Members on Senate Standing Committees

NEAC was charged with analyzing and seeking feedback from Standing Committee chairs, EC and the ex-officio members on senate standing committees on whether the designee title should be added or removed for each of the ex-officio members.

NEAC has conducted the analysis and received feedback from EC, standing committee chairs and the officers currently serving as ex-officio members on the committees. NEAC recommends the following amendments to the Senate Constitution and by-laws for the purposes of correcting the titles.

In line with Article 8.5 of the Constitution and By-Laws, title changes of committees or personnel listed in the Constitution and By-Laws may be made to the Constitution by the Executive Committee of the Academic Senate, upon recommendation from the Nominations, Elections, Appointments and Constitution Committee without the referendum process noted in Article 8.4.

Committee	Current Status of Ex-Officio Member	Recommended Change
EC	The President, the Provost & Vice President for Academic Affairs, and the Vice Provost shall sit as ex-officio, non-voting members. The President, or the President's designee, of the CSUSM-CFA shall serve as a liaison to the Executive Committee and as an ex-officio, non-voting member of said committee.	No change
APC	The membership of the Academic Policy Committee shall also include as non-voting members the Dean of Undergraduate Studies, the Dean of Graduate Studies & Associate Vice President for Research, the Associate Vice President for Enrollment Management Services or designee, 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.	The membership of the Academic Policy Committee shall also include as non-voting members the Dean of Undergraduate Studies ==or designee==, the Dean of Graduate Studies & Associate Vice President for Research ==or designee==, the Associate Vice President for Enrollment Management Services or designee, 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.
BLP	One college Dean appointed by the Provost, the Vice 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.	One college Dean appointed by the Provost, the Vice Provost, ~~one Instructional and Information Technology Services (IITS) representative appointed by the Dean of IITS~~, ==the Dean of Instructional and Information Technology Services (IITS) or designee==, ~~a representative of Extended Learning appointed by the Dean of Extended Learning~~ ==the Dean of Extended Learning or designee,== and one student member appointed by the Associated Students Incorporated shall be non-voting members of the committee.

FAC	non-voting members shall be the Provost & Vice President for Academic Affairs or the Associate Vice President for Faculty Affairs and a representative from the CSUSM-CFA elected by the membership of CSUSM-CFA.	No change
GEC	The committee shall also include as non-voting, ex-officio members the General Education Assessment Coordinator, the Vice President for Student Affairs or designee, the Dean of Academic Programs or designee, and the Associate Vice President for Enrollment Management Services or designee. One at-large student representative appointed by the Associated Students Incorporated shall serve as a non-voting member of the committee.	The committee shall also include as non-voting, ex-officio members ~~the General Education Assessment Coordinator,~~ the Vice President for Student Affairs or designee, the Dean of Academic Programs or designee, ~~and~~ the Associate Vice President for Enrollment Management Services or designee <mark>and the Assessment Specialist in Academic Affairs division.</mark> One at-large student representative appointed by the Associated Students Incorporated shall serve as a non-voting member of the committee.
TPAC	The Technology Policy and 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 to serve on the committee and one at-large faculty representative. 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.	Await the outcome of a referendum
PAC	The committee shall include as a non-voting member, the Dean of Graduate Studies and Associate	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 Dean of 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.	Vice President for Research ==or designee== and ~~a representative from the Office~~ the Dean of 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.
SAC	The committee shall include as ex-officio, non-voting members, the Vice President for Student Affairs or designee, and the Dean of Undergraduate Studies, and the Dean of Graduate Studies.	The committee shall include as ex-officio, non-voting members, the Vice President for Student Affairs or designee, and the Dean of Undergraduate Studies ==or designee==, and the Dean of Graduate Studies ==or designee==.
UCC	The membership of the University Curriculum Committee shall also include as non-voting members the Dean of Academic Programs, and the Associate Vice President for Enrollment Management Services or designee. One student representative appointed by the Associated Students Incorporated shall also be a non-voting member of this committee.	No change