ACADEMIC SENATE MEETING

Wednesday, October 2, 2012
1 – 2:50 p.m. (approx.)
Commons 206

Introduction: Use of clickers, counting abstentions

I. Approval of agenda

II. Approval of minutes of 09/04/2013 meeting *emailed on 09/30/2013*

III. Chair's report: Vivienne Bennett

IV. Vice chair's report: Laurie Stowell

V. President's report: Karen Haynes *unable to attend*

VI. Provost's report: Graham Oberem *unable to attend*

VII. ASCSU report: Brodowsky

VIII. CFA report: Garry Rolison

IX. ASI report: Matthew Walsh

X. Standing Committee reports *written reports attached*

XI. Consent Calendar

NEAC Recommendations *attached*
UCC Course & program change proposals *attached*

XII. Action items *These are items scheduled for a vote, including second reading items.*

None.

XIII. Discussion items *These are items scheduled for discussion, including first reading items.*

FAC Lecturer evaluation policy revision *attached*

XIV. Presentations

A. Update: Strategic plan for diversity & educational equity, Arturo Ocampo ***Time certain 1:40 pm***
B. Update: First-year programs, Dawn Formo ***Time certain 2 pm***

XV. Information item

Revision of Senate Standing Rules—counting abstentions *attached*

XVI. Senators' concerns and announcements

Next meeting: November 6, 2013

CONSENT CALENDAR

NEAC Recommendations

Committee	Seat & Term	Name(s)
Faculty Affairs Committee	CHABSS 13-15	Sheryl Lutjens
General Education Committee	CHABSS-HA 13/14	Zhiwei Xiao
Nominations, Elections, Appointments, & Constitution Cmte.	CoBA Fall '13	Qi Sun
Student Affairs Committee	CoBA 13-15	Palash Deb
Faculty Grants Committee	At-large 13/14	Robert Sheath (CSM)
NCHEA Board of Directors	At-large 13-15	Jackie Trischman (CSM)
Professional Leave Committee	At-large 13/14	Fernando Soriano (CEHHS)
Professional Leave Committee	CHABSS-BSS 13/14	Pamela Stricker
Student Grade Appeals Committee	Alt. – At-large 13-15	Sajith Jayasinghe (CSM)
Student Grade Appeals Committee	Alt. – At-large 13-15	Ted Shore (CoBA)
Student Grievance Committee	Alt. – At-large 13-15	Matthew Atherton (CHABSS)

UCC Course & Program Change Proposals

SUBJ	No.	Course/Program Title	Form	Originator	Rec'd AP	To UCC	UCC Approved
CS	111	Computer Science I	C-2	R Yoshii	12/3/12	1/18/13	8/29/13
CS	578	Intro to Text Mining	C	R Guillen	12/3/12	1/18/13	9/5/13
CS	678	Text Mining	C	R Guillen	12/3/12	1/18/13	9/5/13
MGMT	422	Training & Development (*formerly MGMT 482-3*)	C	B Cherry	2/6/13	2/13/13	9/5/13
MGMT	425	Employment Law (*formerly MGMT 482-2*)	C	B Cherry	2/6/13	2/13/13	9/5/13
MGMT	428	Compensation and Benefits (*formerly MGMT 484-3*)	C	B Cherry	2/6/13	2/13/13	9/5/13
MKTG	454	Using Social Media for Mktg (*formerly MKTG 484-2*)	C	C Schuster	12/11/13	2/20/13	9/26/13
MKTG	P2	B.S. in Business Admin, Marketing Option	P2	C Schuster	2/14/13	2/20/13	9/26/13
HIST	394	History & Geographic Information Systems	C	J Charles	3/8/13	3/12/13	9/26/13
SOC	349	Asian American/Pacific Islander Communities	C	T Suarez	3/8/13	3/12/13	9/26/13
EDUC	P2	M.A. in Ed: Option in Communicative Sciences & Disorders	P2	S Moineau	2/4/2013	3/11/2014	9/26/13
EDSL	602	Bilingual and Bicultural Practice Issues in SLP	C	S Moineau	2/4/2013	3/11/2014	9/26/13
EDSL	622	Research and Evidence-Based Practice in SLP	C	S Moineau	2/4/2013	3/11/2014	9/26/13
EDSL	631	Law and Ethics for the Speech-Language Practitioner	C	S Moineau	2/4/2013	3/11/2014	9/26/13

Rationale: *The following changes have been approved by FAC. Some minor changes have been made for accuracy and/or clarity.*

Definition: A policy governing the evaluation of lecturer faculty at CSUSM.

Authority: The collective bargaining agreement between The California State University and the California Faculty Association.

Scope: Lecturer Unit 3 faculty at CSUSM.

I.   PURPOSE

This document establishes a university-wide procedure for CSUSM for the periodic evaluation of Lecturer Faculty, including librarians and counselors (SSP-ARs), taking into account the need to:

A.   Comply with Board of Trustees policies, Title 5 of the California Administrative Code, the California Education Code; the Unit 3 Collective Bargaining Agreement (CBA), and other applicable State and Federal laws pertaining to the employment of Lecturer Faculty.

B.   Be consistent with the terms outlined in the appointment letters issued to Lecturer Faculty.

C.   Provide Lecturer Faculty with feedback to improve teaching and student learning.

D.   Provide evaluators with materials for the periodic evaluation of Lecturer Faculty.

E.   Provide appropriate administrators with documentation to base reappointment and other personnel actions relating to Lecturer Faculty.

II.   DEFINITIONS

A.   A *Lecturer Faculty* member (or *Lecturer*) is a full-time or part-time Unit 3 employee appointed for one or more semesters off the tenure track. *Full-time* refers to an appointment totaling fifteen units in a semester, within one department, program or equivalent. *Part-time* refers to an appointment totaling fewer than fifteen units in a semester.

B.   A *semester or equivalent* means an academic semester or a four-month appointment period.

C.   The *evaluation cycle* is the period of service being evaluated as specified in this procedure; e.g. one semester, one academic year, three years, or six years.

D.   The *appropriate administrator* for each college and the library is the Dean or Associate Dean. The *appropriate administrator* for counselors is Director of Student Health and Counseling or the Associate Vice President of Student Development Services.

E.   Composition of the Peer Review Committee (PRC)

The Department or appropriate academic unit is responsible for determining the size and election conditions of the PRC. The Department Chair shall ensure that there is an election of a PRC. Where no Department Chair exists, the department or appropriate faculty governance unit will ensure that there is an election of a PRC.
The PRC shall be composed of at least three full-time tenured faculty nominated and elected by the tenure-track and Lecturer Faculty in the department (or equivalent)faculty in the Lecturer's department (or equivalent), with the chair elected by the committee. If there are

not enough eligible faculty members in a department or program, the department or program shall elect Peer Review Committee members from eligible university faculty in related academic disciplines.

Each College or equivalent unit shall adopt procedures for electing a Peer Review Committee from the eligible faculty. These procedures must follow the CBA Article 15 provisions for Periodic Evaluation of Temporary Faculty Unit Employeesguidelines of the CBA.

F.   The Working *Personnel Action File* (WPAF) shall be defined as that file specifically generated for use in a given evaluation cycle. That file shall include all required forms and documents, all information specifically provided by the Lecturer being evaluated, and information provided by faculty, students and academic administrators. It shall also include all faculty and administrative level evaluation recommendations from the current evaluation cycle, and all rebuttal statements and responses submitted (CBA 15.8). The WPAF may be submitted in electronic format. Guidelines for electronic submission may be obtained from the college / division.

The materials in the WPAF shall be incorporated by reference into the PAF. At the beginning of the evaluation cycle, the Lecturer being evaluated shall prepare an index of these materials and submit it with the WPAF. Lecturer faculty shall appropriately update the index to reflect any material added to the WPAF during the course of the evaluation. This index and the CV shall be permanently placed in the PAF by the Dean's office (or appropriate administrator). At the end of the evaluation cycle, the WPAF shall be returned to the Lecturer (CBA 15.9).

G.   The *Personal Action File* (PAF) shall be defined as "the one (1) official personnel file for employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee." Only the official PAF shall be used as the basis of personnel actions (CBA 11.1).

H.   Colleges/divisions and/or departments/programs may also provide additional evaluation criteria, which may be termed *Standards*. Such *Standards* must be approved in accordance with campus policy, such as the policy on *Temporary Faculty Unit 3 Employees-Department Level Standards and Additional Material for Evaluations*.

I.   Throughout this document, the word "*shall*" indicates mandatory action; the word "*may*" indicates voluntary action.

III.   GENERAL PROCEDURE

A.   No later than 14 days after the first day of instruction of the academic term, the Office of Faculty Affairs shall provide each Lecturer a copy of the *Procedure for Periodic Evaluation of Lecturer Faculty*. During that time frame, the college/division and/or department/program shall provide its specific evaluation standards and/or criteria (if any). Evaluation criteria and procedures shall be made available to the evaluation peer review committees and the academic administrators prior to the commencement of the evaluation process. Once the evaluation process has begun, there shall be no changes in evaluation criteria and procedures (CBA 15.3).

B.   Each academic year, the Office of Faculty Affairs shall publish *Timetables for the Periodic Evaluation of Lecturer Faculty*. The timelines shall include deadlines for submission of the WPAF as well as for each stage of the evaluation. All Lecturer evaluations must be completed in accordance with the established deadlines. Each spring, the Dean's Office or appropriate administrator shall give to department chairs and their equivalents a list of Lecturers appointed in their program areas, including the terms of their appointments and entitlements (if any).

C.   Prior to the beginning of the evaluation process, the Lecturer shall be responsible for the identification of materials they wish to be considered and for the submission of such materials. (CBA 15.12a)

D.   Review for Completeness: evaluating committees and administrators shall be responsible for identifying materials relating to the evaluation *not* provided by Lecturers (CBA 15.12 a.). For Lecturer appointments specified in Sections IV.A and IV.C, below, department chairs shall review the file for completeness and contribute such information to the appropriate administrator.

E.   Once a WPAF is declared complete, additional material may only be inserted with the approval of the ~~evaluation~~ peer review committee, as applicable, and the appropriate administrator and shall be limited to items that became accessible after this declaration. Material inserted in this fashion shall be returned to the initial level ~~evaluation~~ peer review committee, as applicable, for review, evaluation and comment before consideration at subsequent levels of review (if any). If, during the evaluation process, the absence of required evaluation documents is discovered, the WPAF shall be returned to the level at which the requisite documentation should have been provided. Such materials shall be provided in a timely manner (CBA 15.12 b).

F.   The WPAF shall be forwarded in a timely manner to the next level of review, as applicable (CBA 15.4). At all levels of review, before recommendations are forwarded to the next level, the Lecturer shall be given a copy of the recommendation and the written reasons thereof. The Lecturer may submit a written rebuttal or response within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the WPAF and also be sent to ~~all~~ the previous level~~s~~ of review, as applicable (CBA 15.5).

G.   Faculty, students, academic administrators and the President may contribute information to the evaluation of Lecturer Faculty. Information submitted by the Lecturer and by academic administrators may include statements and opinions about the qualifications and work of the Lecturer provided by other persons identified by name. (CBA 15.2)

H.   Only tenured faculty and academic administrators may engage in deliberations and make recommendations on the evaluation of Lecturers (CBA 15.2). Only tenured faculty can serve on peer review committees (PRC).

I.   Probationary and Lecturer Faculty may provide peer input, if so requested by the Lecturer being evaluated, but they may not engage in deliberations or make recommendations.

J.   Written or electronic Student Evaluations of Instruction shall be required for all Lecturers who teach, in accordance with the CBA. The results of these evaluations shall be placed in the Lecturer's PAF or may be stored in electronic format and incorporated by extension into the PAF. Individuals involved in evaluations and personnel recommendations and decisions shall be provided secure access for these purposes (15.15).

K.   Lecturers with appointments in more than one department, program or equivalent shall be evaluated separately by each department, program or equivalent based on their appointment in that department, program or equivalent.

L.   A request for an external review of materials submitted by a Lecturer may be initiated at any level of review and 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 Lecturer (CBA 15.12 d).

M.   When classroom visits are utilized as part of the evaluation, the Lecturer shall be provided at least five (5) days notice that a peer visit is to take place. There shall be consultation between the Lecturer and the individual who visits their classes (CBA 15.14).

N.   The Lecturer shall be provided an electronic copy of the evaluation, which must be signed and returned by the Lecturer (electronically or in hard copy). The signed evaluation shall be placed in the Lecturer's PAF (CBA 15.27). If the signed evaluation is not returned in 10 days, an unsigned copy shall be placed in the Lecturer's PAF.

O.   All reappointment decisions and other personnel actions shall be based only upon evidence in the Lecturer's PAF (CBA 11.1).

IV.   EVALUATION REQUIREMENTS BY TYPE OF APPOINTMENT

A.   **Lecturer Hired for One Semester or Less:** A Lecturer hired for one semester or less shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent. The Lecturer may request that an evaluation be performed (CBA 15.25).

B.   **Full-Time Lecturer Not Eligible for a Three-Year Appointment:** A full-time Lecturer appointed for an academic year but not eligible for a three-year appointment shall be evaluated on a yearly basis. This evaluation shall include Student Evaluations of Instruction, if applicable, evaluation by a PRC of the department or equivalent, evaluation by the appropriate administrator, and an opportunity for peer input, if requested by the Lecturer (CBA 15.23).

C.   **Part-Time Lecturer Not Eligible for a Three-Year Appointment:** A part-time Lecturer appointed for an academic year but not eligible for a three-year appointment shall be evaluated on a yearly basis. This evaluation shall include Student Evaluations of Instruction, if applicable, evaluation by the department chair or the appropriate administrator, and an opportunity for peer input, if requested by the Lecturer (CBA 15.24).

D.   **Full- or Part-Time Lecturer Eligible for an initial Three-Year Appointment:** A full- or part-time Lecturer eligible for a three-year appointment shall be evaluated in the academic year preceding the issuance of a three-year appointment. This evaluation shall include Student Evaluations of Instruction, if applicable, evaluation by a PRC of the department or equivalent, evaluation by the appropriate administrator, and an opportunity for peer input, if requested by the Lecturer.

The evaluation shall consider the Lecturer's cumulative work performance during the entire qualifying period for a three-year appointment and shall rate the Lecturer as "satisfactory" or "unsatisfactory" (CBA 15.28).[1]

E.   **Full- and Part-Time Lecturer Holding a Three-Year Appointment:** A full- or part-time Lecturer holding a three-year appointment shall be evaluated in the third year of the appointment. The Lecturer may be evaluated more frequently upon their request or at the request of the President or designee (CBA 15.26). This evaluation shall include Student Evaluations of Instruction, if applicable, evaluation by a PRC of the department, evaluation

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[1] "A three-year appointment shall be issued if the temporary faculty unit employee is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position. The determination of the appropriate administrator shall be based on the contents of the Personnel Action File and any materials generated for use in any given evaluation cycle pursuant to 15.8. Where the appropriate administrator determines that a Temporary Faculty Unit Employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action File" (CBA 15.28).

by the appropriate administrator, and an opportunity for peer input, if requested by the Lecturer.

The evaluation shall consider the Lecturer's cumulative work performance during the entire three-year appointment and shall rate the Lecturer as "satisfactory" or "unsatisfactory" (CBA 15.29).[2]

V.   WORKING PERSONNEL ACTION FILE (WPAF)

A.   A WPAF is required for all Lecturer Faculty being evaluated.

B.   For the purposes of the periodic evaluation, the WPAF for Lecturers with teaching duties shall include:

1.   WPAF Checklist, completed and signed by the Lecturer (Appendix A)
2.   Index of Materials
3.   Current curriculum vitae
4.   A list of all courses taught in the department or equivalent
5.   One representative syllabus for each course taught during the evaluation cycle
6.   The complete university-prepared report of the Student Evaluations of Instruction for all courses evaluated in accordance with the CBA during the evaluation cycle (CBA 15.15)[3]
7.   Course materials such as sample lesson plans, assessments of student learning outcomes, assignments, and examples of student work, pertaining to the evaluation cycle
8.   Materials required in accordance with approved college/division and/or department/program or equivalent criteria
9.   Copies of all prior periodic evaluations with responses/rebuttals (if any)
10.   A copy of the relevant university procedure, and all college /division, and department/program Lecturer evaluation criteria
11.   Mailing address to which a copy of the Lecturer's evaluation may be sent

C.   For the purposes of the periodic evaluation, the WPAF for Lecturers, Librarians and Counselors whose primary duties are not teaching shall include:

1.   WPAF Checklist, completed and signed by the Lecturer (Appendix B)
2.   Index of Materials
3.   Job Description or Assignment of Responsibility
4.   Current curriculum vitae
5.   Materials required in accordance with approved college/division and/or department/program or equivalent criteria
6.   Copies of all prior periodic evaluations with responses/rebuttals (if any)
7.   A copy of the relevant university procedure, and all college /division, and department /program Lecturer evaluation criteria
8.   Mailing address to which a copy of the Lecturer's evaluation may be sent

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[2] "A subsequent three-year appointment shall be issued if the temporary faculty unit employee is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position. The determination of the appropriate administrator shall be based on the contents of the Personnel Action File and any materials generated for use in any given evaluation cycle pursuant to 15.8. Where the appropriate administrator determines that a Temporary Faculty Unit Employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action File" (CBA 15.29).

[3] "All classes taught by each faculty unit employee shall have such student evaluations unless the President has approved a requirement to evaluate fewer classes after consideration of the recommendation of appropriate faculty committee(s)."

D.   For the purposes of the periodic evaluation, the WPAF may also include:

1.   Any other evidence relevant to the duties of the appointment
2.   Evidence of scholarship, professional development, creative activities, and/or service to the campus, the community and/or the profession, whether or not these are required by the appointment. (If these activities are not required by the appointment but are performed voluntarily, they may be recognized as an additional positive factor in the evaluation. However, a lack thereof shall not be considered a negative factor in the evaluation.)
3.   Optional peer input from the period being evaluated
4.   A self-assessment or reflection with respect to the duties of the appointment for the evaluation cycle

VI.   CONSIDERATIONS

A.   Lecturers shall be evaluated in compliance with the Unit 3 CBA, in accordance with this procedure, and following the criteria approved by their colleges/divisions and by departments /programs (if any). In case of conflict between college/division criteria or department/ program criteria and this University-wide procedure, the University-wide procedure shall prevail.   This procedure is subject to Board of Trustees policies, Title 5 of the California Administrative Code, the California Education Code, the Unit 3 CBA, and other applicable State and Federal laws.

B.   Lecturer Faculty shall present the relevant evidence in each category (or area) of performance of their appointment. Each level of review is responsible for evaluating the quality and significance of all evidence presented.

C.   Every evaluator, at all levels of review, shall read the Lecturer's WPAF.

D.   In the evaluation of teaching performance, Student Evaluations of Instruction shall not constitute the sole evidence of teaching quality.

E.   The Lecturer shall have access to their WPAF at all reasonable times except when the WPAF is undergoing review.

F.   Maintaining confidentiality is an extremely serious obligation on the part of reviewers. Lecturers who believe that confidentiality has been broken may pursue relief under the CBA (CBA 10).

G.   The issuance of a three-year appointment shall be determined by the appropriate administrator based on the contents of the Lecturer's PAF and any materials generated for use in any given evaluation cycle. Where the appropriate administrator determines that a Lecturer has not performed their duties in a satisfactory manner, then the reasons for their determination shall be reduced to writing and placed in the PAF (CBA 15).

WPAF Required Items Checklist for Lecturers with Teaching Duties

Faculty initials	Item
	Completed Checklist (initialed, signed, and dated by review candidate)
	Index of materials
	Current Curriculum Vitae
	A list of all courses taught in the department or equivalent
	One representative syllabus for each course taught during the evaluation cycle
	The complete university-prepared report of the Student Evaluations of Instruction for all courses evaluated in accordance with the CBA during the evaluation cycle
	Course materials such as sample lesson plans, assessments of student learning outcomes, assignments, and examples of student work, pertaining to the evaluation cycle
	Materials required in accordance with approved college/division and/or department / program or equivalent criteria
	Copies of all prior periodic evaluations with responses/rebuttals (if any)
	A copy of the relevant university procedure, and all college / division, and department / program Lecturer evaluation criteria
	Optional: Any other evidence relevant to the duties of the appointment
	Optional: Evidence of scholarship, professional development, creative activities, and/or service to the campus, the community and/or the profession, whether or not these are required by the appointment.
	Optional: Peer input from the period being evaluated.
	Optional: A self-assessment or reflection with respect to the duties of the appointment for the evaluation cycle.

I verify that all items are included in the file:

                                                  Signature   **Date**

**WPAF Required Items Checklist for Librarians, Counselors
and Lecturers whose Primary Duties are not Teaching**

Faculty initials	Item
	Completed Checklist (initialed, signed, and dated by review candidate)
	Index of materials
	Job Description or Assignment of Responsibility
	Current Curriculum Vitae
	Materials required in accordance with approved college/division and/or department / program or equivalent criteria
	Copies of all prior periodic evaluations with responses/rebuttals (if any)
	A copy of the relevant university procedure, and all college / division, and department / program Lecturer evaluation criteria
	Optional: Any other evidence relevant to the duties of the appointment
	Optional: Evidence of scholarship, professional development, creative activities, and/or service to the campus, the community and/or the profession, whether or not these are required by the appointment.
	Optional: Peer input from the period being evaluated.
	Optional: A self-assessment or reflection with respect to the duties of the appointment for the evaluation cycle.

I verify that all items are included in the file: _____

Signature   **Date**

Addition to Standing Rules, "Academic Senate" section
Approved by Executive Committee September 18, 2013

9.   Whenever a vote is taken during an Academic Senate meeting, eligible voters present will choose between voting 'Yes,' 'No,' 'Abstain,' and not voting at all. Voting may be done by voice, show of hands, an electronic method (such as clickers), or a secret ballot (with paper ballots or electronic ballots). To determine the vote's outcome, the YES votes will be compared to the NO votes; the one with most votes wins.

10.   When voting is done by voice or by an uncounted show of hands, the result shall be recorded as "The motion (the vote) passed" or "The motion (the vote) did not pass."

11.   When the number of votes is tallied (counting the show of hands, ballots, or electronic votes), then the results shall be recorded showing the total number of YES votes, the total number of NO votes, and the total number of ABSTENTION votes. In this case, the number of abstention votes is recorded for informational purposes only. Only YES votes and NO votes determine the outcome of the voting.

STANDING COMMITTEE REPORTS

Academic Policy Committee (APC)

APC is currently working on:
1. Policy for demonstrating English language competence for international students
2. Dual Listing of LD and UD Courses
3. Policy that defines online and hybrid courses
4. Challenge Exam Policy Revision

Budget & Long-Range Planning Committee (BLP)

Restructuring Document: BLP has been tasked by the Senate's Chair with examining what we might to submit to the Senate as possible recommended principles and procedures for future restructuring efforts.

FY 2013/14 Allocations: The President's budget allocations for FY 2013/14 can be accessed at http://www.csusm.edu/budgetoffice/fy1314.html BLP's Chair and the Senate Chair both serve as voting representatives to the University Budget Committee (UBC), which makes budget recommendations to the President. Some additional documents pertaining to the budget allocations (including the President's written response to UBC's budget recommendations) can be found on BLP's Moodle page.

P-form Reviews: We are currently reviewing the following P-forms:
Minor in Computational Biology/Biostatistics (CSM)
M.S. in Kinesiology (School of Health Sciences & Human Services, CEHHS)

A-form Reviews: BLP has unanimously approved the A-form for an M.S. in Speech-Language Pathology (School of Health Sciences & Human Services, CEHHS), and we have recommended that this program be placed on CSUSM's University Academic Master Plan (UAMP). This is actually an existing program now operating as the Communicative Sciences & Disorders option for the M.A. in Education, offered by the School of Education. This proposal changes the program to an M.S. in Speech-Language Pathology, to be offered through the School of Health Sciences & Human Services.

A-form reviews are conducted by BLP to make recommendations about whether new majors or graduate programs should be added to the University Academic Master Plan (UAMP). Additions to the UAMP ultimately require approval from the Chancellor's Office and the Board of Trustees before they become official.

Faculty Affairs Committee (FAC)

Presently, FAC is working on the highest priority charge we received from the Executive Committee--to develop a RTP policy for Joint Hires. Three other items are pending on our agenda: (1) We are conferring with the Office of Institutional Planning and Assessment regarding their Pilot Project on all-online student evaluation; (2) We will revisit the Post Tenure Periodic Evaluation document; and, (3) We will revisit the Emeritus Policy.

General Education Committee (GEC)

- Elected Marshall Whittlesey chair on September 24.
- Preparing new GE Mission statement, to replace the introduction to the 1994 GE Philosophy statement
- Preparing new policy on inclusion of GE learning outcomes in syllabi of GE courses
- Preparing to launch a comprehensive review of the lower division GE curriculum with the 2013 lower division GE forms
- Studying how to review GE curriculum for diversity and global content
- Looking at revision of upper division GE certification forms

Library & Academic Technology Advisory Committee (LATAC)

Nominations, Elections, Appointments & Constitution Committee (NEAC)

NEAC has worked to help recruit and recommend faculty for several vacant committee seats related to the year's first three calls for self-nominations. The committee has also considered matters related to issues of conflict of interest, whether there should be interdisciplinary seats on certain standing committees (e.g., GEC, UCC and PAC), and whether newly elected Senate leadership should give up their Senate seats if they hold them. Because of the difficulty in recruiting volunteers for our current committee seats, NEAC recommends holding off on adding any seats to committees or the Senate. We have also examined whether the recent changes in CEHHS necessitate changes in Senate committee composition on certain committees (those that have seats that are currently marked as either School of Education seats or "other" seats). Based upon an analysis of the restructuring and the number of faculty associated with each of the four schools, it appears as that the current division of seats still works. Currently, NEAC is reviewing UCC's proposal to revise its charge.

Program Assessment Committee (PAC)

PAC is currently reviewing and working on its response to the Professional Science Master's in Biotechnology (MBt) Program Review. PAC also met with external reviewers for the MBt and the Literature and Writing Studies B.A. Program Reviews.

Student Affairs Committee (SAC)

SAC has met twice this academic year. We have prioritized our work in the following manner: 1) complete work on the Field Trip Policy which was tasked to SAC last year, 2) Revise the Academic By-Laws (6.13 and 6.13.1) which pertains to SAC and the duties of the committee, 3) complete work on the Internship Policy which was tasked to SAC last year. Other referrals to SAC this year will be prioritized accordingly. As a committee we felt that the first two objectives could be completed fall semester. The Internship Policy will take more work as we seek consultation with other areas on campus that also incorporate internships into the student experience.

University Curriculum Committee (UCC)

- Work completed since the start of Fall Semester: Following review and consultation with proposing faculty, UCC recommended approval of 12 C-forms (new courses), 1 C-2 form (course change), and 1 P-2 form (program change), all of which are reflected on the Senate consent calendar. UCC also reviewed a P-form and 11 associated C-forms related to a new M.S. degree in Kinesiology, which will be offered through Extended Learning. UCC is currently working with the originator to revise this curriculum prior to consideration by the Senate.

- Continuing work: UCC started the year with a backlog of ~60 curricular forms carried over from AY 12-13. We are continuing to review these forms, as well as newly submitted curriculum, typically in the order received (i.e. the curriculum submitted earliest is the first to be reviewed). We are currently working on curriculum forms originally submitted to UCC in March 2013. Given the substantial backlog of curriculum yet to be reviewed, UCC encourages faculty to submit any curriculum forms for courses which they plan to implement in AY 14-15 as soon as possible. Current status of curriculum review can be monitored by faculty at the Academic Programs Curriculum Review Website at: http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2013-14_curriculum.html