

AGENDA
 Executive Committee Meeting
 CSUSM Academic Senate
 Wednesday ~ October 16, 2013 ~ Kellogg 5207

- I. Approval of agenda
- II. Approval of minutes of 10/09/2013 meeting
- III. Chair’s report, Vivienne Bennett Referrals to committee:
 - FAC: CHABSS lecturer faculty evaluation policy
 - NEAC: Conflict of interest in standing committees
 - NEAC/PAC: PAC membership: IDS seat
- IV. Vice chair’s report, Laurie Stowell UBC and EL updates
- V. Provost’s report, Graham Oberem
- VI. Discussion items
 - A. Lecturer issues, Mayra Besosa ***Time certain 12-12:50 pm***
 - B. SAC Changes to constitutional charge *attached*
 - C. BLP Resolution re LAMP report *attached*
 - D. GEC GELOs placement on syllabi
 - E. Directors as eligible faculty *attached*
 - F. Permanent standing committee meeting times
- VII. EC members’ concerns & announcements

Coming soon to EC & to Senate		
EC	10/23 Integrated co-curricular program	
Senate	11/6 Integrated co-curricular program	12/4 GISC & Student Union updates

Next meeting: October 23 ~ 12-2 pm ~ Kellogg 5207

1 SAC Duties – Constitutional language

2 *Rationale: SAC requests the following changes to clarify the committee’s responsibilities to*
3 *both Academic Affairs and Student Affairs.*

4
5 **Article 6.13.1: Student Affairs Committee Duties**

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7 Recognizing that the student experience is not solely academic or non-academic, ~~the~~ Student
8 Affairs Committee shall be a bridge between Academic Affairs and Student Affairs. SAC shall
9 have general oversight to inform and provide advice and recommend policy on all student issues
10 including but not limited to policies and procedures related to the students’ co-curricular and
11 associated academic experiences while enrolled at CSUSM. environments, student government,
12 student diversity, student organizations or activities, athletics, student discipline and welfare,
13 student research competition, lottery grants, and matters concerning admissions, retention,
14 advising, and commencement. Furthermore the committee shall make recommendations to the
15 Office of the Vice President for Student Affairs. In pursuit of these duties, the committee may
16 create ad hoc subcommittees.

1 **BLP: Resolution Regarding the Long-range Academic Master Plan (LAMP)**
2

3 RESOLVED, That the Academic Senate of California State University San Marcos (Senate)
4 acknowledge the hard work of the Long-range Academic Master Plan (LAMP) task force of Academic
5 Year 2012-2013, as evidenced by the report submitted by that task force (appended hereto); and be it
6 further
7

8 RESOLVED, That the Senate approve the continuation of the Long-Range Academic Master Planning
9 process, according to the attached proposal, which builds on the AY 2012-13 task force's work; and be it
10 further
11

12 RESOLVED, That, to achieve the goals set forth in the proposal, the Senate endorse compensation in
13 the form of a 3 unit release each year for the task force's co-chair; and be it further
14

15 RESOLVED, That the Senate endorse the LAMP task force's AY 2012-2013 report,¹ including the criteria
16 for vetting and prioritizing curriculum proposals for majors, minors, graduate-level degrees, and
17 certificate programs to guide the work of the task force in AY 2013-14; and be it further
18

19 RESOLVED, That, in the spirit of shared governance, the Senate invite the administration to adopt the
20 principles set forth in the proposal to ensure the successful collaboration needed to achieve the goals of
21 the long-range planning efforts.
22

23
24 **PROPOSAL re: Process for Developing CSUSM's Long-range Academic Master Plan (LAMP):**
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26 **Part 1: Membership of Task Force to Develop CSUSM'S LONG-RANGE ACADEMIC MASTER PLAN:**

27	BLP Chair or Designee	Co-Chair ²
28	Provost's Designee	Co-Chair
29	AVP for Academic Programs	
30	One faculty member from each College & Library (nominated by NEAC; confirmed by Academic Senate) ³	
31	One representative from IITS	
32	One representative from Student Affairs	
33	Chair of Academic Senate or Designee	
34	Dean of Graduate Studies or Designee	
35	Dean of Extended Learning or Designee	
36	ASI President or Designee	
37		

¹ EC's review revealed that some programs were listed twice in Appendix A. These duplicate listings should be deleted.

² While it would be preferable if the LAMP Co-Chair were always a BLP member, this may not always be possible. If the Co-Chair is not a BLP member, a BLP member shall serve either as one of the College's representatives or as a non-voting liaison from BLP to the task force.

³ These faculty members should be experienced with College-level long-range planning.

38 Staff support to the task force has been assured by the Provost's Office and is critical to the success of the task
39 force's work. We also anticipate resource support from will be needed from Institutional Planning & Analysis
40 (IPA), Instructional & Information Technology Services (IITS), Enrollment Management Services (EMS), Office of
41 Community Engagement, and Extended Learning.

42
43 **Part 2: PROPOSED CHARGE OF TASK FORCE:** This body will be responsible for drafting a Long-range
44 Academic Master Plan (LAMP) to guide CSUSM's curricular development both into the near future (i.e., the next
45 3-5 years) as well as over the long term (potentially as far as 10 years out). This group will vet and prioritize
46 proposals for new degree programs as put forward by faculty within and across all of CSUSM's Colleges. In
47 vetting and prioritizing proposals, this task force will also make recommendations regarding future funding
48 priorities as well as recommendations about the timeline for implementing such programs. However, the LAMP
49 must be understood as a flexible plan that can be adjusted over time as unforeseen circumstances arise.

50 51 **UPCOMING TASKS & PROPOSED TIMELINE:**

52 **Fall 2013:** The Senate is asked to endorse the LAMP AY 2012-2013 report, including its criteria for evaluating and
53 prioritizing proposals. We anticipate that the Colleges will spend Fall 2013 reviewing, updating, and prioritizing
54 their own curricular priorities. These priorities will be developed collaboratively among current faculty and
55 administrators and in conjunction with community partners. In preparing a proposal to submit for the University-
56 wide LAMP, each College will need to develop a coherent plan that address the Senate-approved LAMP criteria.
57 This will most logically be carried out in conjunction with the development of the Colleges' "3-year rolling plans,"
58 which include outlines of anticipated funding needs during the planning period.

59
60 The proposals submitted by the Colleges to the University LAMP for review in Spring 2014 will be new programs
61 (majors, minors, certificates, credentials, and graduate degrees). However, care should be taken that new
62 program development does not come at the expense of existing programs.

63
64 **Spring 2014:** The LAMP task force will vet and prioritize proposals for new degree programs (including new
65 majors, minors, certificates, credentials, and graduate degrees), which will result in a draft Long-Range Academic
66 Master Plan. This draft LAMP shall be submitted for review to the Academic Senate and AALC simultaneously.
67 At the annual EC retreat in August, the LAMP will be discussed with the objective of sending it to the Senate as an
68 agenda item at the first Academic Senate meeting of the new Academic Year, subject to approval, revision, or
69 rejection by the Academic Senate.

70 71 **After Approval by the Academic Senate:**

- 72 • Pursuant to LAMP 2012-2013 task force's recommendations, the LAMP should be reviewed and
73 updated each year by the LAMP task force, consistent with the submission of each college's
74 prioritized proposals.

75 76 **TASK FORCE'S RELATIONSHIP TO EXISTING PLANNING MECHANISMS, INCLUDING BLP & ACADEMIC 77 SENATE:**

- 78 • Once adopted, the Long-Range Academic Master Plan (LAMP) will inform our traditional
79 planning reviews, particularly those of BLP, into the next decade. However, this task force will
80 not supplant traditional shared governance at CSUSM, including the roles played by BLP, UCC,
81 and the Academic Senate.

82 As it reviews proposals and data, the task force must stay in close and continuing contact with BLP, the
83 Academic Senate, and AALC regarding their proposed procedures, schedules, and work products.

Directors as “eligible faculty”

Constitution & Bylaws excerpt: Article 3: Faculty Membership

Voting members of the Faculty shall consist of tenured and tenure-track persons holding faculty rank, library faculty, Student Services Professional-Academic Related faculty (hereafter, SSP-AR), and full-time temporary faculty holding at least one-year appointments in academic departments.¹ Faculty with the voting franchise shall be called eligible faculty.

Persons with substantial managerial and supervisory responsibilities that involve faculty and academic programs are excluded from membership. Persons holding MPP appointments are excluded.² Persons with work assignments that are substantially similar to the duties and responsibilities of persons holding MPP appointments are excluded.^{3,4,5}

Endnotes

1. Disputes shall be resolved by the Executive Committee of the Academic Senate.

2. MPP, addressing the employment rights, benefits, and conditions of The CSU employees designated as 'management' or 'supervisory' under the HEERA. The Calif. Code of Regulations, Title 5.Education.Division 5: Board of Trustees of The CSU, Article 2.2: Management Personnel Plan uses definitions as specified in HEERA. Supervisory and managerial employee work assignments are described in HEERA.

3. HEERA California Codes, Government Code, Section 3580.3 "Supervisory employee...With respect to faculty or academic employees, any department chair, head of a similar academic unit or program, or other employee who performs the foregoing duties primarily in the interest of and on behalf of the members of the academic department, unit or program, shall not be deemed a supervisory employee solely because of such duties; ... Employees whose duties are substantially similar to those of their subordinates shall not be considered to be supervisory employees.

4. HEERA California Codes, Government Code, Section 3560-3562.1. Definitions: Section 3562 (1) - "managerial employee means any employee having significant responsibilities for formulating or administering policies and programs. No employee or group of employees shall be deemed to be managerial employees solely because the employee or group of employees participate in decisions with respect to courses, curriculum, personnel and other matters of educational policy. A department chair or head of a similar academic unit or program who performs the foregoing duties primarily on behalf of the members of the academic unit or program shall not be deemed a managerial employee solely because of those duties."

5. CBA 2002 contract, Article 20, Workload: Administrator as used in the CBA refers to an employee serving in a position designated as management or supervisory in accordance with HEERA. The CBA provides further definitions of faculty.

"The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity; and service to the University, profession and to the community. The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research in the subject area, including instructional methodology. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform.

"The assignment of a librarian may include, but shall not be limited to, library services, reference services, circulation services, technical services, online reference services, teaching in library subject matter, service on system-wide and campus committees and task forces and activities that foster professional growth, including creative activity and research.

"The assignment of Counselor faculty may include, but shall not be limited to, individual counseling, group counseling, consultation and referral, intern training and supervision, teaching, service on system-wide and campus committees and task forces and activities that foster professional growth, including creative activity and research.

"Faculty members have additional professional responsibilities such as: advising students, participation in campus and system-wide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions."