

**AGENDA**  
 Executive Committee Meeting  
 CSUSM Academic Senate  
 Wednesday ~ October 30, 2013 ~ Kellogg 5207

**\*\*\*today's meeting will adjourn ~1:25 pm\*\*\***

- I. Approval of agenda
- II. Approval of minutes of 10/23/2013 meeting
- III. Chair's report, Vivienne Bennett
  - Referrals to committee:      APC    Convene Arts & Lectures task force
  - FAC    CEHHS RTP document
- IV. Provost's report, Graham Oberem
- V. ASI Board meeting report, Toni Olivas
- VI. Discussion items
  - A. SAC    Field trip policy *attached*
  - B. FAC    University RTP policy revisions *attached*
  - C. UCC    ANTH 360, 465
  - D. Directors as eligible faculty *attached*
  - E. Permanent standing committee meeting times
- VII. EC members' concerns & announcements
- VIII. Adjourn early to accommodate 1:30 pm vice provost candidate forum in KEL 5207

Coming soon to EC & Senate			
<b>EC</b>			
<b>Senate</b>	11/6 Integ. co-curricular program	12/4 GISC & Student Union updates	2/5 Palliative Care Institute

*Next meeting: November 6, 12-12:50 p.m. ~ Commons 206*

## SAC: Field Trips

**Rationale:** Per Executive Order 1062, campuses are required to establish policy and procedures designed to maximize the educational experience, mitigate risk to participants and minimize the university's liability exposure.

**DEFINITION:** A policy governing any university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes.

**AUTHORITY:** Executive Order 1062

**SCOPE:** This policy applies to all employees involved with field trips, as such term is defined herein.

### I. DEFINITION

A field trip is a university course-related, off-campus activity ~~led~~ organized by a faculty ~~or~~ staff member, ~~and~~ and-designed to serve educational purposes. ~~s-~~ The travel must occur concurrently with enrollment in the course and the faculty must provide an alternative assignment for students unable and/or unwilling to participate. A field trip ~~would~~ may include a ~~include the gathering of data for research (such as at a geological or archaeological site)~~, museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, internships, student activities or ~~or~~ service-learning placements, all of which are governed under separate policy.

### II. REQUIREMENTS

The appropriate CSUSM administrator(s), faculty and/or staff shall:

1. Identify all courses that involve off-campus field trips.
2. Require the use of the approved liability waiver. See Executive Order 1051.
3. Ensure student emergency contact information is obtained prior to the field trip. The campus must have emergency contact information readily available. Emergency contact information will be kept by the sponsoring faculty member and provided to a designated department contact and the University Police Department.
4. Provide students with an instructional agenda, health and safety information, emergency procedures, and the student code of conduct prior to the field trip.
5. Require a pre-trip evaluation that might include a site visit, review of online materials, and research on travel logistics to and from the site that demonstrate and document sufficient knowledge of the field trip site.
6. Include a plan to accommodate students with special needs.
7. Provide training for any equipment that may be used on the activity.
8. Provide for an alternative assignment for students unwilling to accept the risk of participation.
9. Comply with the California State University Use of University and Private Vehicles Policy Guidelines and the California State University student travel policy, where applicable. See Executive Order 1041.
10. Retain documents related to the field trip consistent with system-wide and campus document retention guidelines. See Executive Order 1031.
11. Administer regular reviews to monitor and document compliance with the field trip policy and update requirements as necessary at regular intervals.

1 **FAC: University RTP policy – joint appointments**  
2

3 **Rationale:** *Two joint appointment faculty searches approved in CHABBS prompted a review of the*  
4 *University RTP policy regarding joint appointments. FAC was asked to prioritize this matter so that a*  
5 *working policy might be in place by the end of the academic year, in time for the joint appointments to*  
6 *be made starting with fall semester. Although searches in CHABBS were the immediate catalyst, FAC has*  
7 *engaged the issues and written policy to address joint appointments in any academic unit in the*  
8 *university.*

9 *FAC has worked intensively on this task over the last two months, considering the CHABSS*  
10 *“Interdisciplinary and Emerging Programs Task Force Recommendations” and also informal feedback*  
11 *from faculty and administrators on other CSU campuses. In light of the CBA, and our understanding of*  
12 *best practices, FAC recommends the Academic Senate create a new section on joint appointment in the*  
13 *University RTP document and also create a new document of guidelines on the Joint Appointment*  
14 *Memorandum of Understanding.*

15  
16 [New section to be added to Univ. RTP policy: Joint Appointments]  
17

18 Appointment

19 A “Joint Appointment” is an appointment made jointly in more than one academic department or  
20 equivalent unit. [CBA 12.1]  
21

22 Evaluation

23 For faculty with a Joint Appointment, reviews shall be conducted by a committee with representation  
24 from each department in which the individual holds an appointment. [CBA]  
25

26 Election of Joint Appointment PRC:

27 The Joint Appointment PRC shall consist of three individuals. The tenure-track faculty of each academic  
28 department/unit, in consultation with one another, shall elect one tenured faculty member. If the  
29 Department/unit has elected common members for other reviews, one of the “common members,” can  
30 be selected to serve on the Joint Appointment PRC. The third member shall be nominated by the  
31 Candidate from the Candidate’s majority Department/unit. In the case of a 50/50 appointment, the  
32 Candidate may nominate from either Department/unit. The Candidate’s nominee must receive  
33 endorsement of a simple majority of the faculty in both Departments/units in order to be elected to the  
34 Joint Appointment PRC. In the case of insufficient eligible members, the Department/unit(s) shall elect  
35 members from a related academic discipline(s). [CBA 1540]  
36

37 Responsibilities of Joint Appointment PRC:

38 Conduct a review of the Candidate’s WPAF according to:

- 39 1. Departmental/unit standards, college, and the university policies  
40 2. The CBA  
41 3. Memorandum of Understanding.  
42

43 Memorandum of Understanding

44 Each joint appointment shall be defined by an MOU that establishes the percentage of work expected in  
45 the three areas (teaching, research and service). [See MOU Guidelines]The MOU is required in the WPAF  
46 (all versions of the MOU shall be included).  
47

48 [Also proposed: Delete section iv.c.3.]

49 In the case of a faculty member with a joint appointment, the peer review committee shall include when  
50 possible representatives from both areas with a majority of members on the committee elected from  
51 the department or program holding the majority of the faculty member's appointment. If a faculty  
52 member holds a 50/50 joint appointment, the committee will have representatives from both  
53 departments.

54  
55 *Also proposed: Add definition of "joint appointment" and modify RTP checklist to specify that, for faculty*  
56 *with a joint appointment, the MOU is a required element. These items are less time sensitive and will be*  
57 *presented separately.*

58  
59

## 60 **GUIDELINES—MEMORANDUM OF UNDERSTANDING FOR JOINT APPOINTMENT**

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62 The initial Memorandum of Understanding (MOU) must be attached to the offer of employment for a  
63 joint appointment. The MOU shall be signed after the offer of employment is made and accepted.

64 Signatures required: Dean, Department chair/unit director; faculty member accepting joint  
65 appointment.

66

67 The MOU shall be placed in the PAF. The faculty member shall include all versions of the MOU in the  
68 WPAF.

69

70 The following are required elements of a MOU, and shall be addressed specifically for each  
71 appointment.

72

1. Participating Units in the Joint Appointment

73

2. Title and rank

74

3. Workload Distribution in Department(s)/unit(s)

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a. Teaching (% in each department/unit and corresponding WTUs<sup>1</sup>):

76

b. Service

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i. In each department/unit shall be defined by %

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ii. Service expectations at college, University, and Community levels shall not be  
79 quantified

80

c. Research

81

i. Shall not be defined by %;

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ii. May be disciplinary (department/unit), interdisciplinary, or both

83

iii. Shall meet department/units college and university RTP standards, and policies;

84

iv. Shall serve the university mission

85

4. Office location/instructional support resources/administrative support/research support

86

5. Role and responsibilities of Department/Unit chair(s)/director(s)

87

a. In evaluation process

88

b. Other

89

6. Statement about Changing the MOU:

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a. The MOU may be changed according to the needs of the department/unit and students  
91 following consultation with the faculty member.

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7. Recommended Option: Include in MOU a plan for mentoring (e.g. committee consisting of  
93 representatives from each unit).

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<sup>1</sup> Ensure the percentage assigned to each department/unit equates to a workable number of WTUs.

## 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.<sup>1</sup> 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.<sup>2</sup> Persons with work assignments that are substantially similar to the duties and responsibilities of persons holding MPP appointments are excluded.<sup>3,4,5</sup>

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#### 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."