

AGENDA
 Executive Committee Meeting
 CSUSM Academic Senate
 Wednesday ~ November 20, 2013 ~ Kellogg 5207

- I. Approval of agenda
- II. Approval of minutes of 11/13/2013 meeting
- III. Chair's report, [Vivienne Bennett](#)
Referrals to committees: APC/PAC Do we need policy on curriculum originating off campus?
- IV. Provost's report, Graham Oberem
- V. Discussion items
 - A. ROTC program
 - B. ANTH 360, 465 *attached*
 - C. BLP/UCC MS in Kinesiology *attached*
 - D. Directors as eligible faculty *attached*
 - E. Addressing UCC's workload
 - F. Curricular and program forms: What does a signature in opposition mean?
 - G. Permanent standing committee meeting times
- VI. EC members' concerns & announcements

Coming soon to EC & Senate			
EC	1/22 Pres. Haynes to attend		
Senate	12/4 GISC & Student Union updates	2/5 Palliative Care Institute	3/5 UARSC/Research services

Next meeting: December 4, 12-12:50 p.m. ~ Commons 206

1 **Report from the University Curriculum Committee (UCC) on ANTH 360, 465**

2 In Nov. 2012, UCC received C-forms for ANTH 360 (Indigenous Anthropology) and ANTH 465
3 (Indigenous Health). Both of these proposed courses are opposed by the Native Studies
4 program. UCC initially reviewed these courses in Jan. 2013, at which point they were returned
5 to CHABSS CAPC with a request for further clarification/summary regarding CAPC’s decision to
6 recommend the courses for approval. CAPC’s summary memo, as well as a statement of
7 opposition from NATV and a statement of support from ANTH are included in the attached
8 review packet. Upon reconsidering the C-forms and their associated documentation in
9 Sept./Oct. 2013, UCC attempted to mediate between ANTH and NATV to find a mutually
10 acceptable solution to the issue. However, UCC was unsuccessful in getting all parties to the
11 table (see attached email string). Ultimately, UCC voted to recommend ANTH 360 and ANTH
12 465 for Senate approval, with the understanding that they would come to the Senate floor as
13 discussion items. This approach will provide Senators with the opportunity to ask questions of
14 representatives from ANTH and NATV to further inform their final votes.

15 In brief, the position of the Anthropology Department is that these courses are necessary to
16 further develop the Indigenous Anthropology concentration within the Anthropology major.
17 They will be taught by a faculty member who was hired by the Department expressly to
18 “develop collaborative health research projects and coursework with local tribal indigenous
19 communities”. Native Studies opposes the courses because the director of the program has
20 been charged with “develop(ing) and deliver(ing) curriculum relevant to Native Studies and
21 Native communities”, and because the courses are “very similar to current and proposed Native
22 Studies courses and as a result have the potential to supplant the growing Native Studies
23 minor.” The Native Studies program further argues that ANTH and NATV could further
24 distinguish their curricula if NATV focuses on Tribal governments and communities in the U.S.
25 while ANTH focuses on indigenous communities outside the U.S. It should be noted that neither
26 ANTH nor NATV is interested in cross-listing these courses.

27 In a summary memo, CHABSS CAPC concluded that “ANTH and Native Studies courses and
28 curriculum can coexist without Native Studies defining for Anthropology what the latter’s fields
29 of study should be. We are confident that the Native Studies program can develop a robust,
30 engaging, and distinctive program without altering ANTH’s curriculum”.

31 UCC ultimately voted to bring ANTH 360 and ANTH 465 to Senate with a recommendation for
32 approval. However, we encourage Senators to carefully review the attached packet and to
33 prepare any questions regarding this curriculum for the Dec. 4th Senate Meeting.

1 **BLP/UCC: MS in Kinesiology (CEHHS)**

2

3 **Report from BLP:**

4 The Budget and Long Range Planning Committee (BLP) has reviewed the proposed M.S. in
5 Kinesiology, giving attention to the immediate and long-range enrollment prospects for this
6 proposed degree program as well as the resource implications of the program's launch.

7

8 This proposed M.S. was added to CSUSM's University Academic Master Plan (UAMP) in
9 December, 2012, to be established as a self-support program. At the proposers' request, BLP
10 during the A-form review recommended that the Provost support launching this as a "pilot"
11 program. If approved by the Senate as a pilot program, the Kinesiology Department can begin
12 offering the program in Fall 2014.

13

14 Program Demand: This 36-unit program will be run on a cohort model, with students taking 9
15 units/semester. With the cohort model, students can complete the program in 2 years. Both
16 face-to-face and hybrid courses are anticipated, with most class meetings to be held in late
17 afternoons or early evenings during the regular workweek to accommodate the schedules of
18 working professionals and to maximize usage of CSUSM classroom space. The P-form
19 anticipates that interest in the program will be strong among working professionals.

20

21 To balance curricular integrity, program capacity, and resource needs for this self-support
22 program, the program is designed to recruit and admit 12 students each year, with admissions
23 decisions to be based in part on "fit with faculty research interests" (P-form, p. 1) in order to
24 facilitate faculty supervision of master's theses.

25

26 Extended Learning's draft budget for the program (available on BLP's Moodle page, which
27 reaches across 5 years) estimates tuition at \$485/unit for the first five years of the program.
28 Three of the proposed courses may include some form of course-based fee, but no dollar
29 figures were included in the P-form. Such fees will need to be submitted for review to the
30 Student Fee Advisory Committee before they can be assessed. Additional campus fees for EL
31 students can be found at <http://www.csusm.edu/el/aboutus/fees.html>.

32

33 Fifteen other CSU's offer an M.S. in KINE (as of Fall 2011). The P-form notes that SDSU's
34 program "only accepts 25% of applicants annually and has been severely affected by the State's
35 budget crisis" (P-form, p. 3). The P-form distinguishes CSUSM's proposed program from those
36 at other CSU's by noting the proposal's emphasis on "chronic disease" (P-form packet, p. 3)
37 rather than the more common "sport science" model (P-form, p. 8). A survey conducted by
38 proposer Todd Astorino yielded 337 responses (the response rate was not available), indicating
39 that 64% of respondents identified themselves as "very interested" in pursuing a potential M.S.
40 in KINE at CSUSM. Students from across a few majors (Kinesiology, Nursing, and Human
41 Development) were included in the survey.

42

43 The P-form notes potential employment prospects for program graduates in fields such as
44 "worksites health promotion, clinical exercise physiology, cardiac rehabilitation, commercial

45 fitness, public/private or non-profit health agencies, chronic disease prevention in community
46 settings, teaching/coaching at the community college level, independent research in the field of
47 specialization, or continued graduate study at doctoral-granting institutions" (P-form, p. 3).

48

49 Resource Implications:

50 *Faculty:* Launching this program will require the development of 10 new graduate-level
51 courses, plus the KINE 595 Practicum and KINE 698 thesis units. Based on the program's cohort
52 model, each of these new courses (including KINE 595 and KINE 698) will be offered at least
53 every two years; KINE 502 Research Methods and KINE 503 Advanced Statistical Analysis will be
54 taught each year. The program will admit cohorts of 12 students each year, with students in
55 each cohort taking all coursework together. After year 1, 1st-year and 2-year students will be
56 taking at least one course together each semester, so there will be some overlap of students
57 across cohorts.

58

59 KINE anticipates launching this program with its 7 current tenure-track faculty lines (one line is
60 currently vacant, and a search is underway), and all of the current tenure-track faculty
61 members are expected to contribute to this program. Lecturer support will be required to carry
62 the program at least through its early years. The P-form indicates that two courses (KINE 502
63 Research Methods and KINE 503 Advanced Statistical Analysis) may be taught at least
64 occasionally by lecturers. Additionally, assigned time (1 course release/year) is built into
65 Extended Learning's budget to allow a Graduate Coordinator from among KINE's faculty to run
66 the program.

67

68 When asked by BLP to address the potential impact of this new graduate program on KINE's
69 already-"impacted" undergraduate program, the proposer saw no negative impact on the
70 existing undergraduate program in any way, instead noting that the B.S. program should serve
71 as a promising source of applicants for a local M.S. (email of 4/8/13).

72

73 *Space:* While KINE has existing lab space in ACD and UNIV Hall that is sufficient in the near
74 term, the P-form mentions that they are open to expanding to off-campus venues as funding
75 allows and as instructional and research needs dictate (p. 15). The P-form anticipates that face-
76 to-face class sessions will typically run during the lower-demand afternoon and early-evening
77 hours. We note here that APC is considering a written policy that would formalize Academic
78 Scheduling's past practice of prioritizing state-support classes in the schedule-build process, so
79 this program's strategy of afternoon and early-evening course offerings makes practical sense.

80

81 *Staff:* All staff advising and staff assistance for this program will need to be funded by Extended
82 Learning.

83

84 *Library:* Extended Learning's draft budget (available on BLP's Moodle page) anticipates
85 contributing an annual minimum of \$3000 in support to the Library to cover new Collections,
86 Interlibrary Loan, and any other resources necessary to support the program. Any materials
87 acquired since the stateside B.S. in KINE was launched in 2004 have come out of the Library's
88 long-underfunded Collections budget; the existing undergraduate KINE program has relied

89 heavily on Inter-Library Loan (ILL), which itself strains the Library's budget (as noted in the
90 Library Dean's review of the KINE P-form, December, 2012). BLP views the figures submitted
91 here as a starting point until actual Collections needs are identified with the program's
92 implementation. EL recently informed BLP that self-support programs' Library usage will be
93 evaluated each year to ensure that EL support is adequate for its self-support programs.
94 However, it should be noted that monitoring and evaluating such usage will itself place
95 demands on Library faculty and staff resources.

96
97 *IITS:* The P-form specifies that the program will need software packages SPSS, GraphPad Prism,
98 and MS Office. KINE will also request Refresh computers for the various KINE labs. Per
99 Extended Learning's existing MOU with CSUSM, IITS services are funded by "Direct chargeback
100 for pre-approved services on a billed-quarterly basis (to include both instructional and
101 administrative services)," and "Added contract services are paid separately."

102
103 *Lab Equipment:* The P-form notes the resource implications of heavy use of lab equipment by
104 students and faculty. EL's draft budget includes funding for student lab equipment (\$30,000 for
105 the first year, and alternating between \$15,000-\$10,000/year for Years 2-5).

106
107 **Report from UCC:**
108 In Feb. 2013, UCC received a P-form for the Master's of Science Program in Kinesiology along
109 with associated C-forms to create 13 new Master's-level courses. UCC's review process was
110 focused on the academic soundness and quality of both the proposed courses and the program
111 as a whole. Following extensive review and consultation with the proposing faculty (Todd
112 Astorino, Associate Professor, KINE) during Sept. and Oct. 2013, UCC voted to recommend the
113 P-form and all associated C-forms for Senate approval.

114
115 The proposed program will admit cohorts of 12 graduate students annually. The program will
116 proceed over four semesters, with students taking 9 units of coursework each semester (36
117 total). All students will take the same series of courses, with no elective units or concentrations
118 within the program. There is some variation in the order of the courses between cohorts, but all
119 students will take the core courses KINE 502 (Research Methods) and KINE 503 (Advanced
120 Statistical Analysis) during their first two semesters in the program. A seminar series (KINE 506-
121 508) is designed to familiarize students with the primary literature in Kinesiology and will help
122 prepare students for the thesis proposal and thesis. During the second year of the program, all
123 students will participate in faculty-supervised independent research projects which will
124 culminate in the presentation of the thesis (KINE 698: Thesis).

125
126 UCC expressed some concern regarding the feasibility of a research-based Master's program
127 with a ratio of 24 graduate students (year 2 and beyond) to 7 KINE faculty. This equates to the
128 supervision of ~2-3 new graduate students and service on >5 thesis committees for each faculty
129 member annually. Annual cohort size cannot be modulated (decreased) based on current
130 budget projections from Extended Learning. It is possible that the increased faculty workload
131 associated with a new Master's degree program could have negative effects on undergraduate
132 curricular offerings in KINE (courses offered and undergraduate-level research opportunities).

133 However, at UCC's request, the Kinesiology department has provided a memo (attached) which
134 expresses unanimous KINE faculty support for the P-form and argues for the feasibility of the
135 Master's program in its current form. Based on this clear statement of departmental support,
136 UCC voted unanimously to bring the current P-form and its associated C-forms forward to
137 Senate.
138

139
140 **Catalog Copy**
141 **Master of Science in Kinesiology**
142 **Graduate Coordinator: Todd A. Astorino Ph.D**
143

144 The M.S. Program in Kinesiology is a 36-unit, two-year cohort-based Program characterized
145 by innovative coursework and robust laboratory experiences. The Program will prepare
146 graduates to enter careers requiring a Master's Degree or initiate doctoral study in Allied
147 Health (e.g. Physical Therapy), Exercise Physiology, Biomechanics, or other related fields.
148 Students will actively participate in hands-on learning in the classroom and laboratory, with
149 special emphasis on examining incidence of chronic disease and how exercise and physical
150 activity can be used to diminish deleterious effects of an unhealthy lifestyle. The program
151 requires students to complete a research-based thesis and is designed to strengthen the
152 breadth and depth of students' content knowledge, their critical thinking and writing
153 proficiency, and their applied skills in Kinesiology and its subdisciplines.

154 Graduates will be prepared for work in various fields, including worksite health promotion,
155 clinical exercise physiology, cardiac rehabilitation, commercial fitness, public/private or non-
156 profit health agencies, chronic disease prevention in community settings, teaching/coaching at
157 the community college level, independent research in the field of specialization, or continued
158 graduate study at doctoral-granting institutions.

159 The faculty in the Department of Kinesiology at CSU San Marcos are innovative, productive
160 scholars dedicated to student-centered instruction as well as scientific investigation in various
161 settings. Our state-of-the-art laboratories maintain all equipment needed to sustain the
162 program and provide students with various "hands-on" opportunities. The faculty includes
163 experts in exercise physiology, motor learning, biomechanics, physical education, and public
164 health. Overall, this program will produce graduates who are independent learners prepared
165 to initiate doctoral study, seek careers in health care or health and fitness, and become leaders
166 in addressing health outcomes.
167

168 Program Student Learning Outcomes: Upon completion of this program, students will be able
169 to:

- 170 1. Understand the role of exercise and physical activity to reduce onset and severity of chronic
171 disease through examination of evidence-based content.
- 172 2. Demonstrate and master applied laboratory and measurement skills commonly used in
173 Kinesiology.
- 174 3. Demonstrate proficiency in public speaking, data analysis, and scientific writing.
- 175 4. Understand the origins of human movement and its relation to health and physical activity.

176 5. Design, acquire, and disseminate results as demonstrated by successful completion of a
177 thesis.

178 Admission Requirements and Application Materials:

179 Students will be required to submit official transcripts to the Graduate Coordinator
180 describing all college coursework, three letters of recommendation, as well as a letter of intent
181 describing their rationale for applying to the program, career goals, and desire to work with a
182 specific faculty member.

183 Applicants will also have an undergraduate GPA > 2.80, GRE verbal and quantitative score >
184 140, and analytical writing score > 3, as well as an undergraduate degree in
185 Kinesiology/Exercise Science or related field with prior coursework in Anatomy and Physiology,
186 Exercise Physiology, Motor Learning or Biomechanics, and Statistics.

187 Please send all materials to:

188 Todd A. Astorino Ph.D, Graduate Coordinator
189 Department of Kinesiology, CSU—San Marcos
190 333 S. Twin Oaks Valley Road
191 San Marcos, CA 92096-0001

192

193 Application Deadlines:

194 The Program accepts students on an annual basis every fall semester, with the application
195 deadline on March 1. However, applications may be accepted for review as long as vacancies
196 exist in our program.

197

198 Degree Requirements:

199 Students are required to take 36 units of graduate-level coursework, including completion of
200 a research-based thesis to complete all requirements for the M.S. degree in Kinesiology.

201 Coursework will include:

202 KINE 500: Advanced Biomechanics (4)

203 KINE 501: Advanced Motor Control (4)

204 KINE 502: Research Methods (3)

205 KINE 503: Advanced Statistics in Kinesiology (3); prerequisite = KINE 502

206 KINE 506-508: Seminar I-III in Kinesiology (2) to be taken 3 times for total of 6 units

207 KINE 510: Physical Education Methods (3)

208 KINE 524: Public Health (3)

209 KINE 526: Advanced Exercise Physiology (4)

210 KINE 595: Practicum (3); prerequisite = KINE 502 and 503

211 KINE 698: Thesis (3)

212

213 Continuation:

214 Students will be required to maintain a minimum GPA > 3.0. Students will be required to
215 retake coursework in which a grade less than B – is earned. If students retake courses and are
216 still unable to achieve a grade of B- or higher, they will be dropped from the program.

217 Students must be continuously enrolled unless they apply for a leave of absence. Students
218 who are not continuously enrolled or who have a leave of absence longer than two semesters
219 will be dropped from the program and must reapply.

220 All degree requirements are to be completed within five years after acceptance into the
221 graduate program. Authorized leaves of absence do not extend the time limit for completion of
222 the degree.

223

224 Advancement to Candidacy:

225 By the end of year 1 of the program, students must select a primary advisor from the
226 Kinesiology faculty whose interests align with their own. Students will choose two additional
227 faculty members, at least one of whom must be Kinesiology faculty, to serve on his/her
228 committee. Students will typically advance to candidacy during Fall semester of year 2 of the
229 program. In order to advance to candidacy, the student must:

- 230 1. Form a thesis committee and submit a thesis committee approval form to each member of
231 the committee and the Graduate Coordinator.
- 232 2. Submit a thesis proposal to committee members during the Fall semester of year 2. The
233 thesis proposal should describe the topic of research, discuss initial aims and anticipated
234 results, and demonstrate that the project can be successfully completed by the end of year 2 of
235 the program.
- 236 3. Receive written approval of the thesis proposal form from all committee members.
- 237 4. Maintain a GPA > 3.0 in all coursework, with a grade of B- or higher in all classes.

Program Financial Analysis & Pro Forma
Master of Kinesiology

Tuition	\$ 485	\$ 485	\$ 485	\$ 485	\$ 485
Target Number Participants	12	24	24	24	24 Admit 12 for attrition
No. SCU's Taught in Year	18	18	18	18	18

Total Cost	17,460
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	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	Comments
Revenue						
Grant	\$ -		\$ -	\$ -	\$ -	
Tuition	\$ 104,760	\$ 209,520	\$ 209,520	\$ 209,520	\$ 209,520	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenue	\$ 104,760	\$ 209,520	\$ 209,520	\$ 209,520	\$ 209,520	
Direct Expenses						
Program Faculty Coordinator	\$ 3,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	release time
Program Faculty Coordinator Benefits	\$ 819	\$ 1,638	\$ 1,638	\$ 1,638	\$ 1,638	
Instructors/Instruction	\$ 20,000	\$ 35,000	\$ 40,000	\$ 35,000	\$ 40,000	replacement cost for existing faculty .
Adjunct	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	Stats and Research Methods Graduate Program offered every year (remaining salary in Undergrad Budget)
Adjunct Benefits	\$ 4,095	\$ 4,095	\$ 4,095	\$ 4,095	\$ 4,095	
Course Release for Thesis & Projects		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	Replacement cost of Thesis/Project Chair
Library	\$ 5,000	\$ 3,000	\$ 5,000	\$ 3,000	\$ 5,000	
Equipment & Supply	\$ 30,000	\$ 15,000	\$ 10,000	\$ 15,000	\$ 10,000	
Copying & Duplicating	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Promotion, Advertising & Print	\$ 10,000	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500	
Total Direct Expenses	\$ 88,914	\$ 96,733	\$ 96,233	\$ 94,233	\$ 96,233	
Operating Income/Margin	\$ 15,846	\$ 112,787	\$ 113,287	\$ 115,287	\$ 113,287	
Indirect Expenses						
CSU/CSUSM 11% of Tuition	\$ 11,524	\$ 23,047	\$ 23,047	\$ 23,047	\$ 23,047	
FAS 6% of Expenses	\$ 5,335	\$ 5,804	\$ 5,774	\$ 5,654	\$ 5,774	
IITS @ ~1.5% of Rev Chargeback	\$ 1,571	\$ 3,143	\$ 3,143	\$ 3,143	\$ 3,143	
CoEHHS @5% of Revenue	\$ 5,238	\$ 10,476	\$ 10,476	\$ 10,476	\$ 10,476	
EL Costs @ 30% of Revenue	\$ 31,428	\$ 62,856	\$ 62,856	\$ 62,856	\$ 62,856	
	\$ 55,096	\$ 105,326	\$ 105,296	\$ 105,176	\$ 105,296	
			\$ -	\$ -	\$ -	
Total All Expenses	\$ 144,010	\$ 202,059	\$ 201,529	\$ 199,409	\$ 201,529	
Net Profit/Loss	\$ (39,250)	\$ 7,461	\$ 7,991	\$ 10,111	\$ 7,991	

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."