

**AGENDA**  
 Executive Committee Meeting  
 CSUSM Academic Senate  
 Wednesday ~ March 5, 2014 ~ Commons 206  
 \*\*\*Note earlier start time: 11:30 a.m.\*\*\*

- I. Approval of agenda
- II. Approval of minutes of 02/26/2014 meeting
- III. Chair’s report, [Vivienne Bennett](#)
  - Referrals: NEAC Draft proposal for new graduate standing committee
  - FAC Timetable for “careful consideration” of Lecturer faculty
  - GEC Nursing program request for exemption from Area E
- IV. Provost’s report, Graham Oberem
- V. ASI Board Meeting report, Richelle Swan
- VI. Consent Calendar items *see Senate agenda packet*
- VII. Discussion items
  - A. UCC Flow chart & new curricular form language *see Senate agenda packet*
  - B. NEAC Election rules revision *attached*
  - C. NEAC Changes to Constitution & Bylaws *attached*
  - D. FAC Sabbatical leave policy *see Senate agenda packet*
  - E. FAC CEHHS RTP policy revision *see Senate agenda packet*
  - F. NEAC Unfilled seats
  - G. APC Graduate probation, disqualification & reinstatement policy revision *see Senate agenda packet*
  - H. Senate chair & vice chair terms
- VIII. Information item
  - GEC Program SLOs
- IX. EC members’ concerns & announcements

Coming soon to EC & Senate		
<b>EC</b>	3/12 Institutional Learning Objectives presentation	
<b>Senate</b>	Today: Palliative Care presentation	4/9 Graduation Initiative update

*Next meeting: March 12, 12-2 p.m. ~ Kellogg 5207*

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**ACADEMIC SENATE**

**ELECTION RULES AND PROCEDURES**

*Rationale: Reference to COAS in the Election Rules needed to be changed to CHABSS. Also, language about the academic-unit representation in V.C. is outdated and has been deleted in the name of simplification.*

**For Elections of:**            **Academic Senate**  
                                         **Senate Officers**  
                                         **Academic Senate Standing Committee Members**  
                                         **Senate Parliamentarian**  
                                         **Statewide Academic Senators**

**I. PREPARATION OF ELECTION BALLOTS**

A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide an Election Announcement to all eligible faculty (as defined by the Constitution and Bylaws).

1. The Election Announcement shall include a listing of the continuing Senators and continuing Academic Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate, Academic Senate Standing Committees, and some university committees.
2. The Election Announcement shall solicit self-nomination by interested faculty for vacant seats on the Academic Senate and Academic Senate Standing Committees.
3. Faculty eligibility for specific committee seats shall be described in the Election Announcement.
4. Faculty members are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.

B. NEAC shall use the responses to prepare a sample ballot.

1. The sample ballot shall be provided to eligible faculty at least two weeks before the date of election with a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in writing).
2. If, after NEAC has circulated the sample ballot, faculty members wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC.
3. For persons wishing to change their candidacy from either at-large or College/School/Library/SSP-AR (hereinafter referred to as “academic unit”) representative, the request for such a change must be submitted to NEAC.
4. If the request for a name deletion or a move between –unit and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified of the vacancy.

**II. GENERAL PROCEDURES FOR ELECTIONS**

A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office. Elections will be held annually in the spring, except in the case of Statewide Academic Senator elections, which need not be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior to the penultimate Senate meeting of the spring semester.

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1. The date of election shall be the date the poll closes.
  2. Polls shall be open for one week unless otherwise stated.
- B. Eligible faculty shall be permitted to vote for one candidate for each vacant position. Write-in votes and abstentions shall be allowed.
- C. Election shall be by plurality of votes cast.
1. NEAC shall certify the election results.
  2. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.
- D. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.
- E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result.
1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the challenge.
  2. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed.
  3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.
- F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc committee member may be subjected to recall by a petition to the Executive Committee of the Senate.
1. The recall may be initiated by any eligible faculty member.
  2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present the petition to the Executive Committee.
  3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election.
  4. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the recall.
  5. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty calendar days of the removal.

### III. PROCEDURES FOR ACADEMIC SENATE ELECTIONS

- A. Election and balloting for Senate seats shall be by academic unit.
1. The Senate shall be representative of the full-time faculty.
  2. The number of Senators from each academic unit shall be determined by NEAC each spring, prior to spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.

- 103 3. Based on the response to the Election Announcement, NEAC shall conduct an election in  
104 accordance with these Rules.  
105 4. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats  
106 allocated to the academic unit (e.g., if an academic unit may elect six representatives, the  
107 ballot will read "Vote for up to six persons").  
108 5. Any business that must be addressed before the academic year ends will be conducted by  
109 the extant Academic Senate and Executive Committee.

110 B. NEAC shall be responsible for filling vacancies on the Academic Senate.  
111

- 112 1. Subsequent to the spring election, NEAC will interpret those seats that remain unfilled as  
113 "Vacant." Vacant seats shall be filled by implementing the previous rule.  
114 2. ~~When~~ When a senator notifies NEAC of his or her inability to serve, NEAC shall issue a call  
115 | for a volunteer replacement to serve during the vacancy.  
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118 IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS  
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120 A. Nominees for officers of the Senate must be either current voting members of the Senate or  
121 eligible faculty who have served on the Senate in any capacity for two of the past three years.  
122 Nominees for Chair Elect must be tenured at the time of nomination.  
123

124 | B. Each spring, NEAC will distribute a Call for Senate Officers to full-time (tenure line and  
125 temporary) faculty.  
126

- 127 1. The Call will request that nominations for secretary and chair-elect of the Senate be sent  
128 to the Senate Office.  
129 2. The Call will request that faculty obtain permission of nominees prior to submitting their  
130 names.  
131

132 C. A sample ballot will be provided, and faculty will have one week to review and respond.  
133 Faculty may make additional nominations or may request that their name be removed from  
134 the ballot.  
135

136 D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate  
137 members and Senators will have one week to vote.  
138

139 E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.  
140

141 F. In the event that the chair becomes unable to serve, the vice chair/chair elect shall assume the  
142 position of chair.  
143

144 G. In the event that the vice-chair becomes unable to serve, NEAC shall conduct an election for  
145 vice chair/chair elect.  
146

147 V. PROCEDURES FOR ELECTION OF STANDING COMMITTEES  
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149 | A. Standing Committee membership is of two types: ~~academic unit~~ academic unit representatives and at-large  
150 representatives.  
151

152 B. The members of the various committees serve staggered two-year terms.  
153

- 154 | C. Specific academic unit representatives shall be elected by eligible faculty within that unit ~~(or,~~  
155 | ~~in the case of CHABSS, AS seats on the General Education Committee (GEC) and the~~  
156 | ~~Promotion and Tenure Committee (PTC), by college division.;~~ At-large representatives shall  
157 | be elected by all eligible faculty.  
158 |  
159 | D. Elections for Promotion and Tenure Committee (PTC)  
160 |  
161 | 1. Only tenured full professors may serve on the PTC.  
162 | 2. Elections for PTC seats must be contested (at least two candidates per seat).  
163 | 3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out  
164 | a call for nominees within the first two weeks of the subsequent semester (fall semester).  
165 | NEAC will conduct an election once a minimum of two candidates per seat is secured.  
166 | This special election does not require a sample ballot.  
167 |  
168 | E. A person may be elected to serve on no more than two committees.  
169 |  
170 | F. No person shall be elected chair of more than one standing committee.  
171 |  
172 | G. After election results have been announced, each current committee chair shall convene a  
173 | meeting of current committee members and new committee members to (a) review the year-  
174 | end committee report and (b) elect a committee chair for the next academic year from among  
175 | the members of the committee who are ranked at associate level or above.  
176 |  
177 | 1. Each current committee chair shall notify the Academic Senate Office of their  
178 | committee's newly elected chair.  
179 | 2. The newly elected chairs (with the exception of the PTC) and the newly elected  
180 | Academic Senate Officers will constitute part of the Executive Committee for the  
181 | following academic year.  
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183 | H. The terms of those standing committee members whose terms are expiring shall end on the  
184 | last day of the spring semester; however, they may be called upon to respond to urgent  
185 | matters during the summer following their term's expiration.  
186 |  
187 | 1. Any business that must be addressed before the academic year ends will be conducted by  
188 | the extant standing committees.  
189 | 2. Newly elected members' terms begin with the start of the fall semester; however, they  
190 | may be called upon to respond to urgent matters during the summer prior to their term's  
191 | commencement.  
192 |  
193 | I. Vacancies  
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195 | 1. When vacancies arise on Standing Committees due to a faculty member being on leave or  
196 | due to a faculty member's resignation, NEAC shall issue a call for a volunteer  
197 | replacement to serve for the duration of that faculty member's absence.  
198 |  
199 | a. NEAC will review the volunteers and make recommendations for Senate  
200 | confirmation.  
201 | b. PTC vacancies may not be filled through NEAC's recommendation process. These  
202 | seats may only be filled by an election, in accordance with item V.C. above.  
203 |

204 2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as  
205 “Vacant”. Vacant seats shall be filled by implementing the previous rule, with the  
206 exception of PTC vacancies. These may only be filled by an election, in accordance with  
207 item V.C. above.  
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209 VI. PROCEDURES FOR SELECTION OF SENATE PARLIAMENTARIAN  
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- 211 A. NEAC shall distribute a call for Parliamentarian no later than one week after the  
212 announcement of the spring election results.  
213  
214 | B. NEAC will forward the list of nominees to the Executive Committee (EC), which will select  
215 the Parliamentarian by the last EC meeting of the academic year.  
216  
217 C. Should no nominees come forward by the end of the academic year, the incoming Senate  
218 Chair shall appoint a member from the Senate to act as interim Parliamentarian until NEAC is  
219 able to solicit nominees and the EC takes action. The interim Parliamentarian shall be a non-  
220 voting member while acting as Parliamentarian.  
221

222 | VII. ~~PROCEDURES FOR ELECTION OF STATEWIDE ACADEMIC SENATE~~  
223 REPRESENTATIVES  
224

- 225 A. CSUSM has two statewide academic senators (this number is determined by the statewide  
226 Academic Senate) who serve staggered three-year terms.  
227  
228 B. When necessary, NEAC shall put out a call for candidates to fill the position of the senator  
229 whose term is expiring.  
230  
231 C. The statewide academic senator shall be elected during NEAC’s annual spring Senate  
232 election process.  
233  
234 1. Election and balloting for statewide academic senators shall be by all eligible faculty.  
235  
236 2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose  
237 terms have expired are eligible to run again.

1 Spring 2014  
2 Referendum on Amendments to the  
3 Constitution and Bylaws of the University Faculty and the Academic Senate  
4 California State University San Marcos  
5

6 **Wording and Explanation of the Proposed Amendments**  
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9 **Amendment 1: Number of student representatives on the Academic Policy Committee (APC)**  
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11 **Article 6.5: Academic Policy Committee (APC)**

12 The Academic Policy Committee shall consist of voting faculty members drawn from the eligible  
13 faculty. The eligible faculty of each college-level unit shall elect a representative from the eligible  
14 faculty of that college-level unit to serve as a member of the committee. One additional faculty  
15 member shall be elected by the eligible faculty to represent the faculty at large. The membership of  
16 the Academic Policy Committee shall also include as non-voting members the Associate Vice  
17 President for Academic Programs, the Dean of Graduate Studies & Associate Vice President for  
18 Research, the Associate Vice President for Enrollment Management Services, the Dean of Extended  
19 Learning or designee, and the Project and Degree Audit Coordinator. ~~One~~ **Two** student  
20 representatives appointed by the Associated Students Incorporated shall also be a non-voting  
21 members of this committee.  
22

23 *Rationale:* APC has noted that they would like to have the input of two student non-voting  
24 representatives to help the committee in its formulation of policies.  
25

26  
27 **Amendment 2: Conflicts of Interest and Voting Membership on the Program Assessment**  
28 **Committee (PAC)**  
29

30 **Article 6.11: Program Assessment Committee (PAC)**

31 The Program Assessment Committee shall consist of voting members drawn from the eligible  
32 faculty. The eligible faculty in each college-level unit shall elect representatives from the eligible  
33 faculty of their college-level unit to serve on the committee as follows: two faculty members from  
34 the College of Humanities, Arts, Behavioral and Social Sciences (one from a discipline in  
35 Humanities and Arts and one from a discipline in Behavioral and Social Sciences); two faculty  
36 members from the College of Education, Health and Human Services (one from Education and one  
37 from another discipline); and one faculty member from each of the other college-level units. One  
38 additional faculty member shall be elected by the eligible faculty to represent the faculty at large. The  
39 committee shall include as a non-voting member, the Dean of Graduate Studies and Associate Vice  
40 President for Research, a representative from the Office of the Associate Vice President for  
41 Academic Programs, and the Learning Outcomes Assessment Fellow (or equivalent). **When a**  
42 **program from a committee member's department or associated program is under review, the member**  
43 **may engage in discussions about it, but shall be considered a non-voting member for the purposes of**  
44 **the review.**  
45

46 *Rationale:* PAC would like their current procedures for dealing with conflicts of interests to be  
47 included in the description of their committee.  
48  
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50 **Amendment 3: Update to Student Affairs Committee’s Duties**

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52 **Article 6.13.1: Student Affairs Committee Duties**

53 ~~The Student Affairs Committee shall provide advice and recommend policy on all student issues~~  
54 ~~including but not limited to policies and procedures related to academic environments, student~~  
55 ~~government, student diversity, student organizations or activities, athletics, student discipline and~~  
56 ~~welfare, student research competition, lottery grants, and matters concerning admissions, retention,~~  
57 ~~advising, and commencement.~~ **Recognizing that the student experience is both academic and non-**  
58 **academic, the Student Affairs Committee shall be a bridge between Academic Affairs and Student**  
59 **Affairs. SAC shall have general oversight to inform and advise policies and procedures related to**  
60 **student co-curricular and associated academic experiences while enrolled at CSUSM. Furthermore,**  
61 **the committee shall make recommendations to the Office of the Vice President for Student Affairs.**  
62 **In pursuit of these duties, the committee may create ad hoc subcommittees.**

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64 *Rationale: These changes in SAC’s duties constitute a needed update to reflect the committee’s*  
65 *current operations.*

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67 **Amendment 4: Update to University Curriculum Committee Duties**

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69 **Article 6.14.1: University Curriculum Committee Duties**

70 The University Curriculum Committee shall have general oversight of all issues related to the review  
71 of proposed curriculum. The committee shall review **stateside and self-supported** proposals for new  
72 and revised curricula, courses, and degree programs, and teacher preparation programs and it shall  
73 make recommendations to the Senate regarding their approval. Through the review of proposed  
74 curriculum, the committee is charged with oversight for the academic soundness and quality of the  
75 curriculum. As directed by the Senate, the committee shall review articulation agreements with  
76 community colleges for consistency with established graduation requirements. ~~The UCC, in~~  
77 ~~collaboration with the Dean of Extended Learning, shall originate and review proposals affecting~~  
78 ~~Extended Learning.~~ In pursuit of these duties, the committee may create ad hoc subcommittees.

79  
80 *Rationale: The addition of language that points out that stateside and self-supported proposals*  
81 *related to curricula reflects the breadth of the current review process of UCC. The reference to the*  
82 *origination of proposals related to Extended Learning in conjunction with UCC is no longer*  
83 *accurate and needs to be removed from the listing of the committee’s duties.*

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85 **Amendment 5: Conflicts of Interest and Voting on Committees**

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87 **Article 7.1: Voting**

88 All decisions of the Faculty or the Academic Senate, their committees and subcommittees, shall be  
89 made by majority vote except where parliamentary procedure or the Constitution and the Bylaws  
90 specify otherwise. **In conflicts of interest in which business items are directly related to a proposal of**  
91 **or nomination of committee members, they must recuse themselves from voting on those items.**

92  
93 *Rationale: Senate leadership has noted that it is important to have language that addresses conflicts*  
94 *of interest on Senate committees.*