

SAC Report to Academic Senate Minutes
12/3/03

Members: Zee Cline (chair), Melanie Chu, Rocio Guillen, Jeff Kohles, Andre Kundgen, Ken Mendoza, Jonathan Poullard (ex officio), ,

SAC is working on the following issues this year:

Grievance Policy: After many changes and much negotiations, SAC is ready to submit the Student Grievance Policy to the full Senate for consideration. This policy was developed to handle a void that was created after the revision of the Grade appeals policy.

Student Research Competition-Please remind your colleagues and your students that the Student Research Competition dates have been set and that applications can be picked up at Pat Worden's office.

Student Honesty Policy-We are currently revising the student Honesty Policy and are at the stage where we would welcome any comments, ideas, or issues that Senators would like us to address. Please feel free to email me at: zcline@csusm.edu

The bulk of the discussion centered around how to make the policy into a real cultural change around the university. We had many ideas, such as, an academic honesty session at orientation for students, clear guidelines for professors on follow-up with honesty issues, discussions in colleges and in departments on how to handle issues of academic honesty. We are developing a policy and guidelines for effective implementation for Exec and Senate review.

Listsers: We had an extensive discussion regarding the Student Code of Conduct and how it applies to students who misuse computer privileges on campus. The issue of students signing up professors for listsers has been referred to LATAC.

University Curriculum Committee
Report to the Academic Senate 12/3/03

Kristin Bates (CoAS)	David Barsky, AVP Academic Programs
Carmen Nava (CoAS), chair	Lourdes Shahamiri, Curriculum and Scheduling
Gabriela Sonntag (Library)	Patti Garnet, Enrollment Management Services
Laurie Stowell (COE)	
Bob Yamashita (CoAS)	
Kathleen Watson (CoBA)	
Vacancy (CoAS, Math and Science)	

Meeting time: Monday 2-4 UH 449

Vacancy

The UCC has been working in spite of a vacancy in the area of Math and Sciences. We urge our colleagues in this area to nominate a senator who can actively serve next semester. (Interested parties may contact the chair for an update about the standing meeting time for Spring.)

Posting to Senate Discussion Board re: Sociology Items

On 11/17/03, the UCC posted a report on the Senate's Discussion Board (http://www.csusm.edu/academic_senate/disc1_frm.htm) to inform senators for the second reading of the Sociology proposals. As of 11/25/03, no responses had been posted. The report was also emailed to senators. The report is attached for your reference.

UCC Work in Progress

UCC & GEC Review: New Courses	3
UCC & BLP Review: Program Forms	5
UCC Review: Deletions	48
UCC Review: Courses	130
UCC Review: P-Forms	15

Discussion of Long-Term Issues

The committee is discussing the following issues, with a mind to improving the quality and efficiency of our curriculum review process:

- The nature of active participation of the committee member
- Communication process between UCC and three college curriculum committees.
- Best way to present committee's deliberation and decisions about curriculum to senators for approval (consent calendar vs. first/second readings).
- How to create an accessible record of the committee deliberation process (originator's forms; committee minutes; email correspondence with originators and changes to original forms; email correspondence with "affected" departments; reports to Senate; Senate discussion board; etc.)

(Posting approved by the members of the University Curriculum Committee
11/10/03)

Because we ran out of time at the shortened Academic Senate meeting last week, UCC Chair Carmen Nava was unable to read the summary statements that the committee approved for three blocs made up of program and course proposals. Please direct your questions about UCC's deliberation on these proposals to Nava (cnava@csusm.edu).

(1)

P-Form BA Sociology

P-Form Minor in Sociology

P-Form Minor in Criminology and Criminal Justice

After considering the course and program forms submitted by the Sociology Department, and subsequent clarifications via email and in-person consultations, the UCC has found that the department's proposal meets the standard of academic soundness.

The UCC finds that the Sociology Department's proposed curriculum change from three to four units is intended to increase the quantity and quality of student learning. The UCC noted that the department's assertion that "The courses that are changed to carry four units add both depth and breadth to the comprehension of their particular subject matter." The department also asserts that Sociology faculty will draw on a "broader range of pedagogical strategies," and deepen their presentations of abstract theoretical perspectives. These curriculum changes will also have the result that students will increase "active learning in courses through such opportunities as increased class discussions, writing in and out of class time, and more reading materials." In addition, major requirements were restructured to include both a quantitative and qualitative research methods courses (SOC 360; SOC 361) and one course on social inequality.

The UCC acknowledges that future learning outcomes assessments should measure the success of these proposed changes. But on the basis of its charge, the UCC urges the senate to approve the proposed changes.

(2)

P-Form Master of Arts Sociological Practice.

The UCC finds that the MASP is academically sound and contributes to high-quality curricular offerings at CSUSM. The MASP catalog copy was changed to better reflect the content of the program. Given the level of intensity and the need for additional class time, the foundational courses were changed to four units. Seminar courses were changed to two units to keep the total units approximately the same and allow students to still have a variety of seminar courses. The UCC also notes that Interim Associate Vice President for Research and Dean of Graduate Studies Worden has reviewed the program form, and given her support for the changes.

(3)

BA Sociology—Concentration in Critical Race Studies.

As a result of the UCC's review of the course forms, a meeting with the faculty originators Sharon Elise and Garry Rolison, and subsequent email consultations, the UCC finds that the Critical Race concentration in Sociology presents students with curriculum that is academically sound.

While we acknowledge the library's review of the proposal, which indicated the library's current resources as well as some suggested additions that would be necessary to "reasonably support this expanding area of emphasis," the UCC finds that the Critical Race concentration contributes to high-quality curricular offerings at CSUSM. (Please note that the Provost responded to Dean Reid's memo on this proposal with a commitment of \$2530 for Critical Race Library resources.)

Course Forms

Course Forms Relevant to the (1) Program forms for the BA in Sociology, Minor in Sociology, and Minor in Criminology and Criminal Justice

SOC	101	Introduction to Sociology
SOC	105	Introduction to Justice Studies
SOC	301	Social Psychology: Sociological Perspectives
SOC	303	Families and Intimate Relationships
SOC	305	Sociology of Women
SOC	306	Women and Crime
SOC	308	Morality and the Law
SOC	309	Aging and Society
SOC	311	Inequality
SOC	314	Health and Society
SOC	315	Gender in Society
SOC	316	Mental Health and Society
SOC	318	Sociology of Sport
SOC	320	Sociological Theory

SOC	321	Deviance
SOC	322	Youth Gangs
SOC	323	Juvenile Delinquency
SOC	324	Drugs and Alcohol in Society
SOC	325	Criminology
SOC	327	Law Enforcement
SOC	328	Sociology of Violence
SOC	329	Victimology
SOC	331	Social Welfare Policy and Services
SOC	337	Women and Organizations
SOC	353	Social Change and Movements
SOC	360	Quantitative Research Methods
SOC	361	Qualitative Methods in Sociology
SOC	395	Current Issues in Sociology
SOC	396	Topics in Criminology and Criminal Justice
SOC	401	History of Sociological Theory
SOC	411	Social Stratification and Classes
SOC	413	Sociology of Education
SOC	415	Divorce and Remarriage
SOC	416	Families in Poverty
SOC	417	Family Violence
SOC	419	Inequalities and Health
SOC	420	Public Health and Disease Prevention
SOC	423	Sociology of Emotions
SOC	427	Social Gerontology

SOC	429	Sociology of Death and Dying
SOC	437	Feminism and Justice
SOC	439	Social Justice and the Environment
SOC	442	Analysis of the Justice System and Criminal Law
SOC	443	Sociology of Law
SOC	444	Corrections and Penology
SOC	445	White Collar Crime
SOC	449	Comparative Analysis of Criminal Justice Systems
SOC	470	Topics in Advanced Research Methods
SOC	471	Advanced Topics in Sociological Theory
SOC	480	Seminar in Comparative Sociology
SOC	485	Seminar on Sociological Topics
SOC	486	Topics in Children, Youth, and Families
SOC	487	Topics in Aging and the Life Course
SOC	488	Topics in Health and Mental Health
SOC	495	Internship in Community Service
SOC	498	Independent Study
SOC	499	Independent Research

Course Forms Relevant to (2) Proposal to Change the MA in Sociology Practice

SOC	501	Proseminar in Sociological Practice
SOC	515	Social Research Process
SOC	517	Seminar in the Life Course
SOC	519	Sociology of the Life Course II
SOC	521	Seminar in Health Care Institutions and Policies

SOC	523	Community Mental Health
SOC	527	Social Welfare and Social Policy
SOC	529	Seminar in Criminological Theories and Policies
SOC	575	Qualitative Research Methods
SOC	610	Social Theory and Public Policy
SOC	620	Quantitative Research Methods
SOC	630	Critical Perspectives in Human Services Delivery
SOC	640	Sociological Advocacy
SOC	652	Evaluation of Crime Prevention and Delinquency Programs
SOC	660	Teaching Sociology
SOC	670	Thesis Proposal Preparation
SOC	675	Thesis Research
SOC	685	Seminar in Topics
SOC	690	Independent Thesis Proposal Preparation
SOC	695	Independent Thesis Research
SOC	698	Independent Research
SOC	699	Thesis Extension

Courses Relevant to (3) Proposed New Critical Race Studies Concentration, B.A. Sociology

SOC	313	Race and Ethnic Relations
SOC	339	Social Inequality and Civil Rights
SOC	345	Latino Communities
SOC	347	African American Communities

SOC	373	Race, Gender and Work
SOC	375	Race and Identity
SOC	463	Seminar in White Privilege
SOC	465	Critical Race Theory
SOC	467	Media, Race and Representations
SOC	469	Colonial and Post-Colonial Theory
SOC	489	Topics in Race and Ethnicity

Academic Senate CSUSM

**Resolution to Endorse Joint CSU/CFA 2003-04
Supplemental Report Language**

Resolved: That the Academic Senate CSUSM strongly encourage the President and all campus administrators to continue to follow the principles stated in the document entitled Joint CSU/CFA 2003-04 Supplemental Report Language. Further, be it

Resolved: That protection of the instructional mission of CSUSM and shared governance remain paramount in the budget development process and final budget deliberations of all unit, division, and university budget committees.

Rationale: Budget cuts could result in a rapid deterioration of the high quality education on our campus. In these times of frequent and large budget cuts, transparency, cooperation, and accountability are essential elements in mitigating the impact of budget cuts on the instructional mission of university and the morale of employees. The CSU and CFA have agreed to follow the budgetary principles outlined in the joint supplemental report language referenced above. However, these principles can only promote acceptance of budget reductions if they are used to guide actions and decisions on the campus. The President's cabinet, in cooperation with the CSUSM Academic Senate, has engaged in a process of budget deliberations that adheres to the supplemental report language principles. The continuation of this open and cooperative process for developing and deliberating budget issues is essential to the further enhancement of shared governance and trust on our campus.

STUDENT GRIEVANCE PROCEDURE

PROCEDURE

Implementation Date: 00/00/00

Revised: 00/00/00

1 **Definition:** Provides a means for students to seek redress of complaints regarding
 2 matters other than grade appeals, Grade appeals can be filed by following
 3 the Student Grade Appeal Policy. Matters of racism, sexual harassment
 4 and discrimination should be filed with Human Resources.
 5

6 **Authority:** The Cal State San Marcos Interim Student Rights and Responsibilities
 7 Policy as expressed in Executive Order 320.
 8

9 **Scope:** The purpose of the Student Grievance Policy shall be to enable a student
 10 to resolve a complaint arising out of any alleged unauthorized or
 11 unjustified act or decision, other than a grade appeal, by a member of the
 12 faculty, administration, or staff that in any way adversely affects the
 13 status, rights, or privileges of a member of the student body. The burden of
 14 proof shall lie with the complainant.
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21 _____
 22 Roy McTarnaghan, President

 Approval Date

26 _____
 27 Robert Sheath, Provost

 Approval Date

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I. GENERAL GUIDELINES

The Student Grievance Committee shall hear and seek redress of student grievances, other than a grade appeal, concerning members of the faculty, administration, or staff, and shall recommend corrective action/s.

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II. MEMBERSHIP

The voting members of the Student Grievance Committee shall be:

1. Three students and two alternate students named by the Associated Students, Inc. Undergraduate students serving on this committee shall be a student in good standing. Graduate students shall have been admitted to an authorized advanced degree or credential program.
2. Three full-time tenure line faculty members and two alternate faculty named by the Academic Senate.
3. One full-time staff member from the Division of Academic and Student Affairs and one alternate named by the President.
4. A committee chair will be selected from among the faculty members on the committee.

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III. COMMITTEE STRUCTURE AND RESPONSIBILITY

Four voting members shall constitute a quorum. Decisions shall be reached by a majority of those present and voting, except where otherwise indicated (see Section IV – Judgment, #3). Each student member shall be appointed for two years on staggered terms. Non-student members shall be appointed for three years on staggered terms. No member shall serve more than two terms consecutively. A Chair (who cannot be a student) shall be appointed for two years by the President of the University. A Vice Chair shall be selected from among the committee members. No member shall serve as Chair more than two consecutive terms. The Chair shall be the Committee's administrative officer whose duties shall include the following:

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1. Arranging for appropriate times and places for meetings and hearings, informing members of the times and places of meetings and hearings, informing in writing all interested parties of the times and places of meetings or hearings that they are requested to attend and supplying them with a statement of alleged grievances, and informing all other interested parties that a grievance is pending and of the final disposition of the grievance.
2. Securing and distributing written material appropriate for its consideration.
3. Maintaining records and informing in writing the immediate supervisor, department chair, or college dean of the Committee's recommendations.

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Responsibilities of Committee Members

1. Should any member of the Committee be unable to complete an appointed term, a replacement shall be appointed to fill the balance of the term by the original appointing officer or agency. Resignations shall be submitted in writing to the Chair of the Committee. The Chair shall inform in writing the appropriate officer or agency of the vacancy and shall request the prompt appointment of a replacement.
2. Should a Committee member be unable to hear a case, an alternate shall be appointed for the course of the grievance. If a member of the Committee is granted an official leave for

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90 less time than remaining in a term, or if because of illness or other reasons a member is
91 judged unwilling or unable to participate in the work of the Committee, the Chair shall
92 inform the administrator or agency of the appointee and shall request the prompt
93 appointment of a temporary replacement.

- 94 3. When the services of a temporary appointee are no longer required, the Chair shall
95 promptly inform the temporary appointee and the appointing administrator or agency.
- 96 4. Should the Committee be involved in a specific case when an absent member returns, the
97 replacement member shall continue as a member of the committee in all sessions dealing
98 with that specific case until it is concluded. The returning member shall resume
99 membership on the Committee for subsequent cases.
- 100 5. When a member of the Committee has more than three consecutive absences, the
101 Committee may vote to remove that member and may request a replacement from the
102 appointing administrator or agency.
- 103 6. A member of the Committee may be reappointed upon the expiration of term if duly
104 recommended by the designated persons, but the member may be appointed for a third
105 term only after a break in service of not less than two years.
- 106 7. If the Committee is involved in a case when a member's term expires, the member shall
107 continue on the Committee only in its consideration of the case. A newly appointed
108 member shall not be considered a member of the Committee for a prior continuing case.
109 The new Committee member shall, however, serve for all other matters.
- 110 8. A member of the Committee may choose to resign from the Committee, in which event a
111 replacement for the balance of the term shall be appointed by the original appointing
112 officer or agency.
- 113 9. A member of the Committee may choose to be disqualified from consideration of any
114 case for which there may be a conflict of interest, in which event a replacement shall be
115 appointed by the Chair of the Committee from the list of alternates of the member's
116 constituency.
- 117 10. If a member is a principal in a preliminary investigation or hearing by the Committee, the
118 member shall be excluded from considering that case.
- 119 11. Upon the conclusion of a hearing in which a Committee member was a principal, the
120 Committee shall determine the member's fitness to continue on the Committee. The
121 decision shall be conveyed by the Chair to the appointing officer or agency, either
122 informing of the continuation of membership or requesting a replacement.
- 123 12. Either party to a hearing may request of the Chair that a Committee member(s) be
124 excluded from considering the case. The request shall be for cause and shall be brought to
125 the Chair's attention as the first item in the hearing. If a member is disqualified by the
126 Chair from consideration, a replacement shall be appointed by the Chair from the list of
127 alternates of the member's constituency.

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129 **IV. STEPS FOR SEEKING REDRESS**

130 Steps toward redress should begin with the Dean of Students who will then direct the student to
131 the appropriate committee for redress. If the matter is one that pertains to the Student Grievance
132 Committee, all attempts should be made to resolve the matter at the lowest level possible. If a
133 satisfactory solution is not reached, the grievance should then be taken to the Student Grievance
134 Committee for hearing and appropriate action.

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Informal Discussion

- 135 1. Informal discussion between persons directly involved in a grievance shall be essential in
136 the early stages of the dispute and should be encouraged at all stages. An equitable
137 solution to a problem should be sought before the persons directly involved in the case
138 have assumed official or public positions that might polarize the dispute and render a
139 solution more difficult. Neither persons directly involved in a case nor any other persons
140 shall use the informal discussion, the filing of a grievance, or the character of the
141 informal discussions to strengthen the case for or against persons directly involved in the
142 dispute or for a purpose other than to resolve the grievance.
- 143 2. A grievance can be brought as a result of an unauthorized or unjustified act or decision by
144 a member of the faculty or staff or an administrative officer which in any way adversely
145 affects the status, rights or privileges of a student. The student should consult with the
146 counseling staff, the Dean of Students, the appropriate College Dean, or the Dean of
147 Graduate Studies to evaluate the situation and to determine which of the following steps
148 might best apply:
 - 149 a. The student should bring the complaint to the attention of one or more of
150 the proper college committees where such grievance provision exists or to
151 the chair, dean, administrator, or staff supervisor; or
 - 152 b. The student should bring a complaint against an administrator or staff
153 member to that person's supervisor.
- 154 3. When informal recourse fails, the student may file in writing to the Committee an appeal
155 accompanied by available documentary evidence. The documentation will include 1)
156 what alleged transgression transpired, 2) when the transgression took place, 3) what
157 redress the student is seeking. Simultaneously a copy of the complaint shall be given to
158 the respondent.
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Procedures for the Formal Hearing

- 161 1. No student grievance shall be filed with the Committee later than the last day of the
162 semester (excluding summer session) after the semester during which the student was
163 allegedly aggrieved.
- 164 2. The Committee shall establish and publish its own procedures in accordance with
165 provisions for academic due process and in accordance with the stipulations below.
166 Present at these meetings shall be only Committee members, parties to the action and
167 their representatives, and testifying witnesses. The burden of proof rests with the
168 complainant.
- 169 3. The Committee, before sitting as a whole to arrive at judgment, shall arrange for an
170 expeditious and comprehensive investigation of the matter. From written statements
171 presented by the complainant and from preliminary discussions with the aggrieved it shall
172 decide whether there are sufficient grounds to hear a case and whether it will accept
173 written statements in lieu of personal appearances by witnesses. The Committee shall
174 review and consider documentary records of department, or college grievance
175 organizations relating to the case. If the Committee closes the case, having decided that
176 there are not sufficient grounds for a hearing, it shall notify in writing the complainant
177 and respondent as to the reasons for its actions.
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- 179 4. If the Committee determines that the case merits further consideration, the parties
 180 involved (a) shall be informed in writing, (b) shall be consulted as to the possibility of
 181 correcting the situation, and (c) if a hearing is still required, shall be advised in writing of
 182 the scheduled time, place, and alleged grievance.
- 183 5. At the hearing the complainant, persons directly involved, and witnesses may testify and
 184 be questioned by the opposite party and Committee members. Written evidence presented
 185 by either party may be subject to refutation and consideration by the opposite party and
 186 Committee members. Only evidence presented in the hearings shall be considered in the
 187 final judgment.
- 188 6. Proceedings shall be conducted in accordance with the American Association of
 189 University Professors' Joint Statement on Rights and Freedoms of Students (1967).
 190

Confidentiality

- 192 1. To protect all parties involved, all participants shall maintain confidentiality to the
 193 maximum extent possible at every level of the grievance process. A breach of
 194 confidentiality is a breach of ethics and/or code of conduct and The Family and
 195 Educational Right to Privacy Act (FERPA).
- 196 2. No member of the committee shall discuss personal and/or pertinent information relating
 197 to a specific grievance with any persons who are non-committee members except at the
 198 request of the committee or as part of the hearing processes defined in this document.
 199 This shall not preclude notification of proper authorities by the Student Grievance
 200 Committee in the event that the committee perceives the safety of any person or property
 201 to be in jeopardy.
- 202 3. No member of the committee shall discuss personal and/or pertinent information relating
 203 to a specific grievance with any of the principals throughout the course of the
 204 investigation and following the recommendation of the committee except at the request of
 205 the committee and/or at a hearing.
- 206 4. Communication Guidelines: All written documentation and recommendations relating to
 207 individual grievances shall be marked and handled "confidential," and is only available to
 208 those directly involved in the grievance (interested parties). All documents relative to an
 209 individual grievance shall be appropriately maintained for three years in locked file
 210 drawers located in the Academic Senate Office and shredded at that time. No members
 211 of the committee will discuss the facts of any grievance through electronic mail.
 212

Judgment

- 214 1. Committee members shall arrive at a judgment in consultation among themselves. Only
 215 those entitled to vote on the case, their alternates, the chair, and a clerk secretary shall be
 216 present during consultation and voting. Only members of the Committee who have heard
 217 all testimony during the hearing relating to the alleged grievance shall vote on the case.
- 218 2. The Committee shall transmit its recommendation in each case to a person or agency
 219 whom the Committee judges appropriate to effect the decision regarding the grievance. A
 220 copy of recommendations shall be forwarded to the President and to other appropriate
 221 parties. If the person or agency involved decides not to carry out the recommendation of
 222 the Committee, that decision shall be submitted promptly to the Committee. If within a
 223 reasonable time remedial action has not been taken, the Student Grievance Committee

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- 224 may request the President or the appropriate administrator to expedite resolution of the
225 situation.
- 226 3. When in the opinion of the Committee disciplinary action may be appropriate, the
227 Committee may recommend further action to the President.
- 228 4. The decisions reached by this Committee shall take precedence over decisions reached by
229 student grievance committees within departments, schools, or colleges.
- 230 5. If redress requires a policy change or if a policy change appears advisable or necessary,
231 the Committee shall refer its recommendations to the Senate Executive Committee or to
232 the President as appropriate.
- 233 6. Should any person, whether or not directly involved in a complaint, allegedly suffer some
234 disadvantage, discrimination, or reprisal as the result of a complaint, testimony, or
235 statement in connection with Committee action, the Student Grievance Committee shall,
236 upon request or upon its own motion, exercise original jurisdiction and take the necessary
237 steps to verify the facts and remedy the injustice.