

# Faculty Role in Academic Restructuring and Program Discontinuance

**AS-2634-03/FA - November 13-14, 2003**

## ATTACHMENT TO AS-2634-03/FA

**RESOLVED:** That the Academic Senate of the California State University (CSU) urge campus senates to review or develop, as appropriate, policy recommendations related to discontinuance and suspension of academic and academic support programs, academic reorganization, and dissolution or merger of departments, schools, colleges, and similar academic units; and be it further

**RESOLVED:** That the Academic Senate CSU urge that any such policies embody the principles of joint decision-making and shared governance in the procedures they describe.

***RATIONALE:*** *The discontinuance or suspension of an academic program or the reorganization of academic units (departments, schools, colleges) bears directly on curriculum and affects the configuration of course offerings. For this reason, as indicated in numerous documents, faculty bear primary responsibility for the process by which any such action occurs and for the policy language affecting it. Appended are examples of such policies from several CSU campuses.*

**APPROVED - November 13-14, 2003**

# Enrollment, Budget and Educational Quality in the CSU

**AS-2632-03/FGA/AA - November 13-14, 2003**

**RESOLVED:** That the Academic Senate of the California State University (CSU) reaffirm its support of the principles contained in its unanimously adopted resolution AS-2612-03/FGA, *Recommended CSU Budget Priority for 2003-2004* (**attached**), and endorse the remarks of Senate Chair Robert Cherny that were given at the hearing of the Assembly Higher Education Committee on September 23, 2003 (**attached**); and be it further

**RESOLVED:** That the Academic Senate CSU urge the Chancellor to limit the enrollment targets for the CSU for 2004-2005 to the number of students fully supported in the Governor's January Budget; and be it further

**RESOLVED:** That the Academic Senate CSU urge the Chancellor's Office to work with the Department of Finance and the Legislative Analyst to redefine "marginal cost" for enrollment growth in the CSU in a manner that reflects the actual costs of additional students; and be it further

**RESOLVED:** That the CSU not increase any enrollment unless such an increase is funded at an appropriate level based on the new marginal cost; and be it further

**RESOLVED:** That the CSU devise an admission policy that allows for adjustments in enrollment that reflect the final state budget for that year.

**RATIONALE:** *For the last decade, the CSU has not received adequate funding from State revenues and student fees to maintain the quality of education that should be provided to those attending the CSU. The Chancellor's Office calculated that for 2003-2004, under the Partnership Agreement with the State, the CSU should have received \$12,051 per student. In fact, the CSU received only \$10,355 per student—a shortfall of \$1,696 per student. Even the \$12,051 represents only a minimum funding agreement. This shortfall in funding has resulted in overcrowded classes and laboratories, a decline in the number of tenure/tenure-track faculty, obsolete or broken lab equipment, eroded library collections and services, deteriorating facilities, and faculty salaries that fall further and further behind those at comparable institutions. This has been documented in the "CSU at the Beginning of the 21<sup>st</sup> Century" report.*

*Much of this shortfall has been due to using a calculation of marginal cost that is woefully outdated. Again refer to the 21<sup>st</sup> Century document, specifically pages 47-49.*

**APPROVED UNANIMOUSLY - November 13-14, 2003**

## Support for Proposition 56: Budget Accountability Act

**AS-2636-04/FGA - January 22-23, 2004**

**RESOLVED:** That the Academic Senate of the California State University (CSU) support Proposition 56 (Budget Accountability Act) on the March 2004 ballot and urge that campus senates consider similar resolutions to express their support for the Proposition and then communicate that support through local media.

**RATIONALE:** *The Budget Accountability Act permits the Legislature to enact State Budget-related taxes and spending with a 55 percent vote rather than the two-thirds vote currently required. The Proposition also requires that 25 percent of "excess" state revenue be set aside as a "rainy day fund." Finally, it requires that the Legislature and Governor lose salary and expenses each day the budget is late and requires the budget summary in the state ballot pamphlet to direct voters to the State's web site and budget-related vote information.*

*The current two-thirds vote "super majority" requirement has repeatedly allowed the state budget process to be held hostage by a minority of legislators, delaying the timely enactment of the state budget beyond the constitutional deadline of July 1. These delays have had a negative impact on system and campus budget decision making during the days and weeks before the arrival of students for fall semester classes. The delays and indecision have an impact on the ability of campuses to provide the most appropriate schedule of classes and services to our students.*

*The proposed "rainy day fund" would provide a fiscal means for mitigating the extremes of the "boom and bust" cycle in higher education funding and the accompanying sharp increases in student fees and their impact on students. This fund could serve to protect investments in higher education and insulate students from dramatic fee increases during bad economic times in California.*

*Late passage of budgets makes it impossible for the CSU to implement changes over the whole budget year, typically resulting in double impact in winter and/or spring terms.*

**APPROVED UNANIMOUSLY - January 22-23, 2004**

1 Policy on Academic Honesty

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3 Approved: Academic Senate 4/12/95

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5 The maintenance of academic integrity and quality education is the responsibility of each student within  
6 this university and the California State University system. Cheating and plagiarism in connection with an  
7 academic program at a campus is listed in Section 41301, Title 5, *California Code of Regulations*, as an  
8 offense for which a student may be expelled, suspended, put on probation, or given a less severe  
9 disciplinary sanction.

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11 Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and  
12 defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes:

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14 A. CHEATING

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16 Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

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18 *Comments:*

- 19  
20 1. Faculty members are strongly encouraged to make every reasonable effort to foster honest academic  
21 conduct. This includes adequate communication of expectations about what kinds of collaboration are  
22 acceptable within the course. Instructors should state in course syllabi their policies and procedures  
23 concerning examinations and other academic exercises as well as the use before examinations of shared  
24 study aids, examination files, and other related materials and forms of assistance.  
25  
26 2. Students completing any examination should assume that external assistance (e.g., books, notes,  
27 calculators, conversation with others) is prohibited unless specifically authorized by the instructor.  
28  
29 3. Students must not allow others to conduct research or prepare any work for them without advance  
30 authorization from the instructor. This comment includes, but is not limited to, the services of commercial  
31 term paper companies.  
32  
33 4. Students who are required to do a paper in a course should assume that submitting the same or similar  
34 paper to different courses (regardless of whether it is in the same semester or in different semesters) is not  
35 permitted without the explicit permission of the instructors of both courses.

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37 B. FABRICATION

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39 Falsification or invention of any information or citation in an academic exercise.

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41 *Comments:*

- 42  
43 1. "Invented" information may not be used in any laboratory experiment or other academic exercise  
44 without notice to and authorization from the instructor. It would be improper, for example to analyze one  
45 sample in an experiment and covertly "invent" data based on the single experiment for several more  
46 required analyses.  
47  
48 2. One must use/acknowledge the actual source from which cited information was obtained. For example,  
49 a student may not reproduce sections from a book review and indicate that the section was obtained from  
50 the book itself.  
51  
52 3. Students who attempt to alter and resubmit returned academic work with intent to defraud the faculty

53 member will be in violation of this section. For example, a student may not change an answer on a  
54 returned exam and then claim that they deserve additional credit.

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### 56 C. FACILITATING ACADEMIC DISHONESTY

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58 Intentionally or knowingly helping or attempting to help another to commit an act of academic  
59 dishonesty.

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61 *Comments:*

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63 1. For example, a student who knowingly allowed copying from his or her paper during an examination  
64 would be in violation of this section.

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66 2. Providing information about the contents of an examination to a student who will later take the  
67 examination, or taking an examination on behalf of another student are violations of academic honesty.

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### 69 D. PLAGIARISM

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71 Intentionally or knowingly representing the words, ideas, or work of another as one's own in any  
72 academic exercise.

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74 -The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific  
75 substance of another's work, without giving appropriate credit, and representing the product as one's own  
76 work

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78 -The act of putting one's name as an author on a group project to which no contribution was actually  
79 made; and

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81 -Representing another's artistic/scholarly works such as musical compositions, computer programs,  
82 photographs, paintings, drawings, sculptures, or similar works as one's own.

83

84 *Comments:*

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86 1. Direct Quotation: Every direct quote must be identified by quotation marks, or by appropriate  
87 indentation or by other means of identification, and must be promptly cited in a footnote. Proper footnote  
88 style for academic departments is outlined by such manuals as the *MLA Style Sheet*, *APA Publications*  
89 *Manual*, or K. L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*.

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91 2. Paraphrase: prompt acknowledgment is required when material from another source is paraphrased or  
92 summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might  
93 state: "to paraphrase Locke's comment..." and conclude with a footnote identifying the exact reference. A  
94 footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any  
95 preceding or succeeding paraphrased material.

96

97 3. Borrowed Facts or Information: Information obtained in one's reading or research which is not  
98 common knowledge among students in the course must be acknowledged. Examples of common  
99 knowledge might include the names of leaders of prominent nations, basic scientific laws, etc.

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101 Material which contributes only to the student's general understanding of the subject may be  
102 acknowledged in the bibliography and need not be immediately footnoted. One footnote is usually  
103 sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their

104 special information from one source. When direct quotations are used, however, quotation format must be  
105 used and prompt acknowledgment is required.

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107 Faculty Responsibilities:

- 108  
109 1. Faculty must report all incidences of Student Dishonesty and the actions taken to the Office of the  
110 Dean of Students.

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112 The reporting must include:

- 113 Student name  
114 Student ID number as it appears on the class roster  
115 Class Code, CRN, and Semester taken  
116 The issues of dishonesty that occurred  
117 The actions or consequences taken by the professor  
118

- 119 2. Each faculty should include a statement on Academic Honesty in their syllabi such as:

120  
121 Students will be expected to adhere to standards of academic honesty and integrity, as outlined in  
122 the Student Academic Honesty Policy. All assignments must be original work, clear and error-  
123 free. All ideas/material that are borrowed from other sources must have appropriate references to  
124 the original sources. Any quoted material should give credit to the source and be punctuated with  
125 quotation marks.  
126

- 127 3. Faculty should keep accurate records and documents regarding the case and their own resolution and  
128 consequences for at least one semester.  
129

- 130 4. Faculty should have a discussion of academic honesty, expectations, and consequences within the  
131 first two or three class meetings in order to maintain consistency and uniformity with all classes and  
132 students.  
133

- 134 5. Faculty are encouraged to include creative assignments that require original thought in order to  
135 reduce the incidences of student dishonesty.  
136

- 137 6. Faculty have the ultimate responsibility and discretion when grading students who have been  
138 dishonest in class, however, faculty also have the responsibility to be fair and equitable to all students  
139 within the same class, therefore, consequences for like offenses must be the similar.  
140

- 141 7. Grading Policy-the following grading policy will be applied in all cases of academic dishonesty—If  
142 an assignment where a student is caught cheating is worth more than 15% of the grade, the student  
143 may receive a “FAIL” in the class. If the assignment is worth less than 15%, then the assignment can  
144 be given a grade of “0”.  
145

146 Student Responsibilities:

- 147  
148 1. Students are responsible for knowing and understanding the rules of Academic Honesty as  
149 outlined in the university catalog, to include fabrication, cheating, facilitating academic  
150 dishonesty, plagiarism.  
151 2. Communicating with the professor if they do not understand how the policy applies to the a  
152 particular class or assignment.  
153 3. Utilizing the library resources on academic honesty and plagiarism to fully understand the  
154 differences between a citation, giving credit, original writing, and plagiarism.  
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156 Administrative Responsibilities:

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1. Administrators are responsible for knowing and understanding the rules of Academic Honesty to include fabrication, cheating, facilitating academic dishonesty, plagiarism and to take administrative action where necessary.
2. Administrators should facilitate a discussion of Academic Honesty at student orientation to ensure that all students are aware of the Academic Honesty issues on campus and how they will be dealt with.

166 Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in  
167 Sections 41301 through 41304 of Title 5, California Code of Regulations. These sections are as follows:  
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169 41301. Expulsion, Suspension and Probation of Students. Following procedures consonant with due  
170 process established pursuant to Section 41304, any student of a campus may be expelled, suspended,  
171 placed on probation or given a lesser sanction for one or more of the following causes which must be  
172 campus related:

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174 A. Cheating or plagiarism in connection with an academic program at a campus.  
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176 B. Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing  
177 false information to campus officials.  
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179 C. Misrepresentation of oneself or of an organization to be an agent of a campus.  
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181 D. Obstruction or disruption, on or off campus property, of the campus educational process,  
182 administrative process, or other campus function.  
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184 E. Physical abuse on or off campus property of the person or property of any member of the campus  
185 community or of member of his or her family or the threat of such physical abuse.  
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187 F. Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by,  
188 a member of the campus community.  
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190 G. Unauthorized entry into, unauthorized use of, or misuse of campus property.  
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192 H. On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs,  
193 or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to  
194 medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.  
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196 I. Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property  
197 or at a campus function without prior authorization of the campus President.  
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199 J. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.  
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201 K. Abusive behavior directed toward, or hazing of, a member of the campus community.  
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203 L. Violation of any order of a campus President, notice of which had been given prior to such violation  
204 and during the academic term in which the violation occurs, either by publication in the campus  
205 newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not  
206 inconsistent with any of the other provisions of this Section.  
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208 M. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or  
209 probation pursuant to this Section.  
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211 N. For purposes of this Article, the following terms are defined:  
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213 1. The term "member of the campus community" is defined as meaning California State University  
214 Trustees, academic, nonacademic and administrative personnel, students, and other persons while such



215 other persons are on campus property or at a campus function.

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217 2. The term "campus property" includes:

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219 (a) real or personal property in the possession of, or under the control of, the Board of Trustees of The  
220 California State University, and

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222 (b) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus  
223 auxiliary organization.

224

225 3. The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a  
226 blackjack, slingshot, billy, sandclub, sandbag, metal knuckles, any dirk, switchblade knife, pistol,  
227 revolver, dagger, or any other firearm, any knife having a blade longer than five inches, any razor with an  
228 unguarded blade, and any metal pipe or bar used or intended to be used as a club.

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230 4. The term "behavior" includes conduct and expression.

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232 5. The term "hazing" means any method of initiation into a student organization or any pastime or  
233 amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily  
234 danger, or physical or emotional harm, to any member of the campus community; but the term "hazing"  
235 does not include customary athletic events or other similar contests or competitions.

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237 O. This Section is not adopted pursuant to Education Code Section 89031.

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239 P. Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this  
240 Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the  
241 provisions of this article as in effect immediately prior to such effective date.

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243 41302. Disposition of Fees: Campus Emergency; Interim Suspension. The President of the campus may  
244 place on probation, suspend, or expel a student for one or more of the causes enumerated in Section  
245 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in  
246 which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of  
247 the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees  
248 shall be required of the student on account of the suspension.

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250 During periods of campus emergency, as determined by the President of the individual campus, the  
251 President may, after consultation with the Chancellor, place into immediate effect any emergency  
252 regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency,  
253 safeguard persons and property, and maintain educational activities.

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255 The President may immediately impose an interim suspension in all cases in which there is reasonable  
256 cause to believe that such an immediate suspension is required in order to protect lives or property and to  
257 ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice  
258 of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension.  
259 During the period of interim suspension, the student shall not, without prior written permission of the  
260 President or designated representative, enter any campus of The California State University other than to  
261 attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

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263 41303. Conduct by Applicants for Admission. Notwithstanding any provision in this Chapter 1 to the  
264 contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a  
265 student, commits acts which, were he enrolled as a student, would be the basis for disciplinary  
266 proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied

267 to any person who, while a student, commits acts which are subject to disciplinary action pursuant to  
268 Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be  
269 determined under procedures adopted pursuant to Section 41304.  
270

271 41304. Student Disciplinary Procedures for The California State University. The Chancellor shall  
272 prescribe, and may from time to time revise, a code of student disciplinary procedures for The California  
273 State University. Subject to other applicable law, this code shall provide for determinations of fact and  
274 sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302, and  
275 for qualified admission or denial of admission under Section 41303; the authority of the campus President  
276 in such matters; conduct related determinations on financial aid eligibility and termination; alternative  
277 kinds of proceedings, including proceedings conducted by a Hearing Officer; time limitations; notice;  
278 conduct of hearings, including provisions governing evidence, a record, and review; and such other  
279 related matters as may be appropriate. The Chancellor shall report to the Board actions taken under this  
280 section.  
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