

Definition of Upper-Division EducationBackground

In 1999, the Academic Senate, upon recommendations of the General Education Committee (GEC), passed the following definition for Upper-Division General Education (UDGE):

Upper Division General Education provides an opportunity for students to learn about areas of study outside their academic major. Upper Division General Education courses assume satisfaction of Lower Division General Education Requirements and develop upper division skills. Courses should not require discipline-specific prerequisites. Designed for non-majors, these courses make explicit the basic assumptions, principles and methods of the disciplinary or interdisciplinary area of study. This conceptual framework and the applicability of these principles and methods should be emphasized throughout the course.

Upper Division General Education courses should help students see how disciplines, ideas, issues and knowledge are often interrelated, intersecting and interconnected. These courses should also provide students with a classroom environment that fosters independent, active, engaged learning and a genuine curiosity about the subject matter.

This definition did not specify the number of units for an UDGE course, as all previous submissions for UDGE credit had been three units.

The CSU requirement for UDGE, specified in Title V and Executive Order 595, is a total of nine units. Executive Order 595 authorizes each campus to make "reasonable adjustments" in the number of units, but warns that the adjusted requirements "will not unduly exceed any of the prescribed credit minima."

California State University San Marcos (CSUSM) has further required that the 9 units be specified to include 3 units each in Mathematics and Physical or Biological Science (Area BB), 3 units in Arts and Humanities (Area CC), and 3 units in the Social Sciences (Area DD).

In the 2003-2004 academic year, several courses previously approved for UDGE credit were changed to 4 unit courses, and several new 4-unit courses were proposed for UDGE credit. The approval of 4-unit courses has several possible consequences:

(1) 3-unit UDGE courses may be unavailable for a student in a given area if (a) no 3-unit courses are offered in the area, (b) all the 3-unit courses in the area fill up prior to a student's registration time, or (c) available 3-unit courses in a given area conflict with other aspects of a student's schedule.

(2) If a student has to take a 4-unit course instead of a 3-unit course for any of the reasons outlined in (1), that student's fees may increase if (a) the student was planning on taking two 3-unit courses and instead has to take one 4-unit course and one 3-unit course in regular session, or (b) the student is taking the 4-unit course in special session.

(3) Standard schedule times for 4-unit courses do not mesh well with standard schedule times for 3-unit courses, so a student majoring in a discipline with many 3-unit courses may have a hard time scheduling a 4-unit GE courses to fit his or her schedule, if there are no open 3-unit UDGE courses available.

In examining the UDGE programs of other CSU campuses, the GEC discovered that some 4 unit courses have been approved for UDGE credit; however, in the vast majority of cases, these courses carry 3 *or* 4 units of credit, with 4 units being required for majors in the department where the course is being offered and optional for nonmajor and general education students. The GEC would be willing to consider approving such a structure for UDGE courses at CSUSM after consultation with academic departments and with the office of the Vice-President for Academic Programs about its effect on class scheduling and other practical issues concerning the delivery of the curriculum.

Therefore, be it

RESOLVED, that the following paragraph be appended to the Definition of Upper-Division General Education:

Upper Division General Education courses shall be three-unit courses, or shall provide a 3-unit option to students seeking GE credit, so that three such courses will exactly correspond with the 9-unit Upper Division General Education requirement of the CSU.

And be it further

RESOLVED, that the UDGE-BB, UDGE-CC, and UDGE-DD forms be amended to reflect this change in the definition of Upper Division General Education.

MASTER'S THESIS AND PROJECT COMMITTEE COMPOSITION POLICY

Approved by the Graduate Studies Committee 12/04/03

Revised and re-approved by GSC 2/5/04

All members of the thesis or project committee will be individuals with advanced degrees and/or relevant professional experience.

Thesis Committee: Each thesis committee will have a minimum of two members.

- The chair of the thesis committee, who must be a tenure line CSUSM faculty member, ensures that the thesis conforms to program and university standards. S/he must have knowledge and expertise in the field of study and is responsible for the intellectual integrity, rigor, and quality of research.
- The second member of the thesis committee must hold a graduate degree.
- The thesis chair and the coordinator/director of the graduate program must approve the composition of the thesis committee.

Project Committee: Each project committee will have a minimum of two members, one of whom must be a tenure line CSUSM faculty member.

- The chair of the project committee will normally be a tenure line faculty member, who ensures the culminating project conforms to program and university standards. S/he must have knowledge and expertise in the field of study and is responsible for the intellectual integrity, rigor, and quality of the project.
- The coordinator/director of the graduate program must approve the composition of the project committee or delegate the approval of its composition to an appropriate faculty member.
- Any exceptions to the project chair being a tenure line faculty member must be approved by the coordinator/director of the graduate program and the Dean of Graduate Studies. Exceptions will be granted only when the non-tenure track individual has unique knowledge and expertise which will enhance the quality of the project.

Individual programs may have more stringent guidelines for thesis and project committee membership, as approved by the Dean of Graduate Studies.

**Academic Senate Parliamentarian
Recommendations from NEAC
March 1, 2004**

Background: NEAC was charged with recommending a process for the selection of the AS Parliamentarian, and to outline the duties and authority of the position. NEAC was also charged with clarifying the above in the AS Constitution and By-Laws.

NEAC recommendations:

Member Status:

The Parliamentarian would be a non-voting, ex-officio member of the Academic Senate. He/she must be a tenured faculty with at least two years Senate experience at Cal State San Marcos, and have a good understanding of Robert's Rules of Order. The Parliamentarian shall be selected by the Executive Committee from nominations solicited by NEAC. The call for volunteers/nominations shall occur within one week of the announcement of the spring election results and an appointment made by the last AS Executive Meeting of the AY. Should no nominee come forward, the incoming Senate Chair has the authority to appoint a member from the Senate to act as interim Parliamentarian until NEAC is able to find nominees. The interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.

Rationale: NEAC believes that former experience with the AS is vital. We also excluded non-tenured faculty from consideration because the Parliamentarian may have to make recommendations to the AS Chair that other faculty may find unpopular. We want faculty that perform this function to feel free to make unpopular decisions (as long as they are correctly based on Robert's Rules of Order). Because the position is non-voting, we thought an election was unnecessary. Moreover, we didn't want to exclude faculty that might be interested in serving on the Senate. With this recommendation, faculty that run for AS (but lose) have a chance to volunteer for Parliamentarian. We also wanted to determine the Parliamentarian sooner than our current process in which a Parliamentarian is selected at the first full AS meeting of the AY.

Duties:

The Parliamentarian is expected to attend all full meetings of the Academic Senate. He/she sits next to the Chair of the Senate during the full Senate meetings and advises the Senate Chair rather than the body-at-large on Robert's Rules of Order. The Parliamentarian has the authority to advise the Chair when he/she is not adhering to Robert's Rules of Order. The Parliamentarian is also expected to attend the new Senator orientation, at which she/he provides a brief overview of Robert's Rules of Order.

Rationale: The role of Parliamentarian is to advise the chair, not usurp her/his authority. However, the Parliamentarian must be able to call the chair out of order when necessary. We recommend that the Parliamentarian attend the new senator orientations to present an overview of Robert's Rules of Order so that all senators are aware of the proper procedures at AS meetings.

Constitution Language:

Currently reads:

Article 5.4.3: Parliamentarian

The Senate shall name a Parliamentarian at its first meeting of the academic year. The Parliamentarian shall be a non-voting, ex-officio member of the Senate.

Recommended Change:

Article 5.4.3: Parliamentarian

The Parliamentarian shall be named by the Executive Committee of the Academic Senate at its last meeting of the academic year from a list of nominees forwarded from NEAC. For the selection procedure, see Academic Senate Election Rules and Guidelines. The Parliamentarian shall be a non-voting, ex-officio member of the Senate, must be tenured with a minimum of two years experience in the Academic Senate, and possess a good knowledge of Robert's Rules of Order.

Article 5.4.3.a: Parliamentarian Duties

The Parliamentarian is to attend all full meetings of the Academic Senate and shall be seated next to the Chair of the Senate. The Parliamentarian shall advise the Chair rather than the body-at-large on Robert's Rules of Order, but has the authority to advise the Chair when he/she is not adhering to said Rules. The Parliamentarian shall attend the new Senator orientation to present a brief overview of Robert's Rules of Order. The Parliamentarian shall also be available to Academic Senators for consultation on matters related to Academic Senate meeting procedures.

Guidelines for Elections:

There are no current guidelines for the Parliamentarian. We recommend adding the following:

Guidelines for Election of the Academic Senate Parliamentarian

NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the spring election results. NEAC will forward the list of nominees to the Executive Committee who will select the Parliamentarian by the last Executive Meeting of the academic year. Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall appoint a member from the Senate to act as interim Parliamentarian until NEAC is able to solicit nominees. Once nominees are solicited, the Executive Committee shall select the Parliamentarian. The interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.

**Cal State San Marcos
Academic Senate
RESOLUTION,**

In support of an **Environmental Curriculum Requirement for Future CSUSM Graduates**

Whereas, the rate at which the people of our state and nation use the earth's gradually diminishing supply of finite and semi-finite natural resources (as in, clean freshwater, old-growth trees, petroleum, etc.) versus the ever-increasing demand for these resources by an ever-increasing human population is unsustainable; and

Whereas, this unsustainable lifestyle, if unaltered, will result in the continued and increased degradation of our shared local, regional and global environment; and

Whereas, the perpetuation of this unsustainable lifestyle and its continued degradation of the environment will negatively impact the biological, financial and psychological health of our society and as such, there is a clear need for a shift in social values and public policy that is appreciative of this reality; and

Whereas, the CSU system mission statement, "...requires of its bachelor's degree graduates breadth of understanding, depth of knowledge, and the acquisition of such skills as will allow them to be responsible citizens in a democracy;" and

Whereas, we, the Associated Students, Inc. of Cal State San Marcos feel that to be considered a responsible citizen in our democratic state and nation, future graduates of this institution must be educated about and have an understanding of the impact of both individual and aggregate human behavior on the environment; and

Whereas, requiring future graduates to take a class that raises awareness about human impact on the environment, is the best way for Cal State San Marcos to ensure that its graduates have the knowledge necessary to think critically about public policy which may have an impact on the environment; and

Whereas, requiring future graduates to take a class that raises awareness about human impact on the environment, is also the best way for Cal State San Marcos to affect a shift in both individual and aggregate social values, which ultimately, may move our society to adopt an environmentally sustainable way of life; and therefore be it

Resolved, that the Associated Students, Inc. of Cal State San Marcos strongly urge the faculty of Cal State San Marcos to develop a course that addresses the environmental educational issues described in this resolution and include it in the lower division general education requirements for all students, beginning with the class scheduled to graduate in 2010. Furthermore, we encourage departmental faculty to incorporate discussions of these issues in classes in the major, where appropriate.

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