



What you should know about

Custom Course Materials

Many professors prefer to create their own unique packages of course materials for use in their classes.

CSUSM faculty and adjuncts have several options available to them through the Aztec Shops and Montezuma Publishing.

Collections with Articles and Readings Requiring Copyright Permission*

A

For those who select articles and readings to use in class, Montezuma Publishing will obtain all necessary copyright permissions before copying and binding them. This can include original materials such as notes and syllabi. Page numbers and a table of contents can be added. This package will sell at a price set by Aztec Shops and Montezuma Publishing to cover all costs.

Original Material, Syllabi, Notes, Workbooks, Lab Manuals*

B

Assemble your own collection of materials. This can include CD's videos, and more. Montezuma Publishing will copy and bind the materials. Since there are no copyright materials in the package, the professor may choose to specify a royalty. This royalty can be no more than 10% of the cost of the material and will be placed in a foundation account for your department/college's use. (Note: A service charge of 8% is charged on all expenditures from this account.)

Consignment*

C

Prepare your own package that does not contain copyright material. Copy, bind, and bring to Aztec Shops for sale. Specify an amount to be charged but no more than 110% of the cost to produce the material. Aztec Shops will add their costs to the price. The book funds will be directed to the department/college.

* The department shall decide the use of the money taking into account the faculty contribution(s) toward the generation of the material.

For more information, contact Tammy Wagonis x4732
www.aztecshops.com

Compiled by the Faculty Affairs Committee and Academic Resources, in compliance with the CSUSM Faculty Ethics Policy (http://www.csusm.edu/faculty_affairs/)

CUSTOM COURSE MATERIAL

POLICY

Effective Date: mm/dd/yyyy

Definition

This policy of Cal State San Marcos deals with customized course materials of non-text book resources that a professor assembles for use in CSUSM courses. This includes workbooks, copyright and non-copyright materials, articles, syllabi, workbooks, recordings, and any other materials that are copied for distribution and use in a CSUSM course.

Authority

Provost for Academic and Student Affairs

Scope

This policy applies to all faculty including tenure track, temporary, graduate assistants, and volunteers.

Karen S. Haynes, President

Approval Date

Robert Sheath, Provost

Approval Date

CUSTOM COURSE MATERIALS**PROCEDURES**

Effective Date: mm/dd/yyyy

I. Introduction

There are three categories of Custom Course Materials

1. Option A: Collections with Articles and Readings Requiring Copyright Permission
2. Option B - Royalty Material: Material reproduced through Aztec Shops and Montezuma publishing with an option of a royalty of up to 10%.
3. Option C - Consignment Material: Materials reproduced and bound before being brought to Aztec Shops for sale. The professor may specify a price not to exceed 110% of the production cost of the material. Aztec Shops will add their costs to this price.

II. General

1. Copyright Material: Copyright material may only be reproduced through Aztec Shops and Montezuma Publishing after appropriate permissions have been obtained.
2. Pricing: All prices include the cost of reproducing the material, costs incurred by Aztec Shops or Montezuma Publishing plus any royalties on original collections or markups on consignment packages.
3. Aztec Shop Costs: All costs incurred by Aztec Shops or Montezuma Publishing must be recovered in the sale of the materials.

III. Option A - Collections with Materials Requiring Copyright Permission

1. No royalties or markups may be added to material or collections that contain material requiring copyright permission.

IV. Option B - Royalty Material Details

1. No royalties or markups may be added to material or collections that contain materials requiring copyright permission.
2. Royalties : The royalty charged on non-copyright material can be no more than 10% of the cost of the material and will be placed in a foundation account for the Department or College's use. The department shall decide the use of this money taking into account the faculty contribution(s) toward the generation of the material.
3. Foundation Accounts: Faculty charging royalties must work with their department to set up a foundation account. A service charge of 8% is charged by the foundation on **each** expenditure made from this account. The Department or College may use these funds for any budgeted or non-budgeted project or activity.

V. Option C - Consignment Material Details

1. Markups on Consignment Material: All funds collected from markups on consignment materials will be paid to the Department's or College at the end of each semester. The department shall decide the use of this money taking into account the faculty contribution(s) toward the generation of the material.

CSUSM Academic Senate Meeting Schedule 2004/05

Academic Senate

(Regular meetings are held from 1:15 - 3 p.m.)

Fall 2004

August 25	Convocation (a.m.) & New Senator Orientation (2:15 - 3:30 p.m.)
September 1	Senate Meeting
October 6	Senate Meeting
November 3	Senate Meeting
December 1	Senate Meeting

Spring 2005

January 13 (<i>tent.</i>)	Spring Assembly (a.m.)
January 19	Senate Meeting
February 2	Senate Meeting
March 2	Senate Meeting
April 6	Senate Meeting
April 20	Senate Meeting
May 4	Joint Senate Meeting

Executive Committee

(Regular meetings are held from 12 - 2 p.m., or until 1 p.m. when preceding a Senate meeting)

Fall 2004

August 24	Retreat (9:30 p.m. – 1:30 p.m.)
September 1, 8, 15, 22, 29	
October 6, 13, 20, 27	
November 3, 10, 17	
December 1	

Spring 2004

January 19, 26	
February 2, 9, 16, 23	
March 2, 9, 16, 23	<i>(Spring Break is March 28 – April 2)</i>
April 6, 13, 20, 27	
May 4	

Unless otherwise noted, the Academic Senate Meetings are held from 1:15-3:00 pm in Commons 206. All CSUSM faculty are encouraged to join us. *Only elected Senators may vote.*

Because the Senate is not a governing board, meetings of the Academic Senate are not covered under the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.