

1 **FAC Resolution: Student Evaluation of Course Instruction**

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3 RESOLVED:

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5 That the instrument for student evaluation of course instruction developed by the FAC subcommittee be
6 adopted on a trial basis for three years, during which time it will serve as the official instrument for
7 student evaluation. After the third year of the trial period, FAC (or a subcommittee of FAC) will conduct
8 a review and evaluation of the trial and report its findings to the Academic Senate.

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10 After receiving the FAC report and reviewing its recommendations, the Senate will conduct a vote to
11 confirm (or not) the status of the instrument for student evaluation as the official instrument for student
12 evaluation.

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16 RATIONALE:

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18 FAC charged the Subcommittee on Student Evaluation of Instruction with reviewing current procedures
19 for the evaluation of teaching at Cal State San Marcos and with recommending revisions in both existing
20 processes for the evaluation of teaching and the student evaluation instrument.

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22 For the past one and one-half years, the Subcommittee has been conducting an extensive review of the
23 literature on student evaluation of instruction, with a focus on identifying best practices in administration
24 procedures and item construction, and carefully reviewed more than 150 potential questions.

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26 The Subcommittee sought feedback through college and department discussions in Spring 2003 on the
27 composition of the instrument and again in Spring 2004 on a draft instrument. The feedback suggested
28 that faculty supported using student evaluations to improve teaching, as well as in personnel decisions
29 (which is required); that in accordance with the best practices delineated in the literature on effective
30 evaluation of teaching only summative evaluations by students should be included in personnel files; and
31 that multiple sources of evidence on teaching should be used to make personnel decisions.

32 **FAC Resolution: Personnel Decisions and the Instrument for Student Evaluation of Course**
33 **Instruction**

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35 RESOLVED:

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37 That, in keeping with the requirements that faculty who teach shall be formally evaluated on a regular
38 basis and must include student evaluation materials in their WPAF, student ratings in Section 1A and
39 student information in Section 2 of the form are required in files compiled for periodic reviews and
40 personnel decisions (retention, tenure, and promotion).

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47 processes for the evaluation of teaching and the student evaluation instrument.

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54 composition of the instrument and again in Spring 2004 on a draft instrument. The feedback suggested
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57 evaluation of teaching only summative evaluations by students should be included in personnel files; and
58 that multiple sources of evidence on teaching should be used to make personnel decisions.

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60 In keeping with current research-based recommendations on student evaluation of instruction the sub-
61 committee proposes that the evaluation data received by RTP and other personnel committees must
62 include the student responses to the five core summative items in Section 1A and the information on
63 students items in Section 2 of the form. Section 1.B and 1.C and the open ended questions in Section 3
64 are formative responses and would not be required.

Graduation Requirements

April 13, 2004

Unit Requirement

Every baccalaureate degree requires completion of a minimum of 120 semester units. Some choices of majors will require more than 120 semester units; the descriptions of each major specify how many units are required.

At least forty (40) units shall be in upper-division credit and no more than seventy (70) units may be transferred from a community college.

Major Requirements

Every baccalaureate degree must include an approved major. While individual programs have unique requirements, all majors must include twenty-four (24) units exclusive of units used to meet the General Education requirement. For a Bachelor of Arts degree, at least twelve (12) units required in the major shall be upper-division courses, and for a Bachelor of Science degree, at least eighteen (18) units required for the major shall be upper-division. Most majors require more than these minima. .

Multiple Majors

It is possible for a student to complete more than one major within one degree (for example, a B.A.). Each major must consist of at least 24 semester units that are completely separate and distinct from the other majors' requirements and General Education. To be recognized as graduating with multiple majors, a student must declare the additional major(s) with the appropriate discipline or program no later than the beginning of the student's final year of study. The completion of additional majors within one degree will be noted at the time of graduation by appropriate entries on the student's transcript and on the diploma.

It is also possible for a student to complete a major in one degree concurrently with additional majors from a different degree (for example, a major in a B.S. concurrently with an additional major from a B.A.). Each major must consist of at least 24 semester units that are completely separate and distinct from the other majors' requirements and General Education. By declaring which major is the primary major (for example, Biochemistry) the student also declares which degree he or she will receive (in this case, a B.S.). Students must make this declaration no later than the beginning of the student's final year of study, and that degree's major will be noted at the time of graduation by appropriate entries on the student's transcript and on the diploma. Majors within the other degree will be noted only on the student's transcript.

The University does not award two degrees for multiple majors that are completed concurrently.

Minors

An undergraduate student may elect to complete one or more minors; this is not a degree requirement. After the first minor, each subsequent minor must contain twelve units beyond those used for major requirements and other minors. Students may not declare or receive a minor in the same subject or title as the major. Unless the description of the major(s) and minor contain additional stated restrictions, there is no restriction on double-counting units in the major(s) and the first minor that a student declares. Minors are awarded as part of a baccalaureate degree. The completion of a minor will be noted only on the student transcript.

Academic Certificates & Certificate Programs

Cal State San Marcos grants certificates to individuals who complete certificate programs that enhance major requirements or credential programs. A certificate is issued upon the successful completion of an academic certificate program. The university acknowledges the completion of a certificate by recording it only on a student's transcript.