

MEMORANDUM OF UNDERSTANDING

DATE: October 21, 2004

In light of reductions in the on-going funding to the General Education program line in Academic Programs, which formerly supported the GE Coordinator, Academic Programs and the Academic Senate have agreed to increase the support of the General Education Committee (GEC) Chair in lieu of recruiting a faculty GE Coordinator. This agreement will cover the academic years 2004-05, 2005-06 and 2006-07 and should be reviewed in the fall semester of 2006.

The GEC Chair will receive one course release to be funded directly from the General Education budget (in addition to traditional Academic Senate funding) and will assume the following responsibilities which represent some essential aspects of the portfolio intended for the GE Coordinator found in the call for that position issued by the GEC in April, 2004:

- The GEC Chair will serve as the leader of the GE curriculum at CSUSM and will coordinate with the Associate Vice President for Academic Programs in representing the GE Program to on-campus (e.g., ad-hoc committees in which a “GE” voice is desired) and external groups (e.g., system-wide Assessment Coordinator and GE Coordinator meetings). The GE budget for 2004-05 has \$241 ear-marked for the GEC Chair’s travel.
- The GEC Chair will issue a request for proposals and make recommendations to the Associate Vice President for Academic Programs concerning the allocation of the (non-instructional) GE budget (\$3187 in 2004-05) to encourage innovation in the GE Program, assessment of student attainment of GE Learning Outcomes, and applications for external funding in support of GE innovation and assessment.
- The Chair will conduct a preliminary review of GE course forms and documents submitted to the Curriculum and Scheduling Office to determine whether they are ready for distribution to the GEC. The GEC Chair will work with Curriculum and Scheduling Office staff to keep GE information published in the General Catalog and the On-line Class Schedule up-to-date.
- The GEC Chair will provide assistance and feedback to individual faculty and to departments submitting proposals for consideration by the GEC.
- To the extent that time permits, the GEC Chair will coordinate GE assessment efforts with the GEC, Analytic Studies and academic departments. The GEC Chair will monitor an assessment schedule and report to the GEC on progress made by Analytic Studies and academic departments on the assessment of achievement of GE student learning outcomes and its effect on program improvement.

CSUSM Academic Senate Meeting Schedule 2005/06

Academic Senate

(Regular meetings begin at 1 p.m. and run until approximately 2:50 p.m.)

Fall 2005

August 24	Convocation (a.m.) & New Senator Orientation (2:15 - 3:30 p.m.)
September 7	Senate Meeting
October 5	Senate Meeting
November 2	Senate Meeting
December 7	Senate Meeting

Spring 2006

January 12	Spring Assembly (9 – 10:30 a.m.)
January 18	Senate Meeting
February 1	Senate Meeting
March 1	Senate Meeting
April 5	Senate Meeting
April 19	Senate Meeting
May 3	Joint Senate Meeting

Executive Committee

(Regular meetings are held from 12 - 2 p.m., or until 12:50 p.m. when preceding a Senate meeting.)

Fall 2005

August 23	Retreat (11:30 a.m. – 3:30 p.m.)
September 7, 14, 21, 28	
October 5, 12, 19, 26	
November 2, 9, 16, 30	
December 7, 14	

Spring 2006

January 18, 25	
February 1, 8, 15, 22	
March 1, 8, 15, 22	<i>(Spring Break is March 27 – 31)</i>
April 5, 12, 19, 26	
May 3	

Unless otherwise noted, the Academic Senate Meetings are held 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.