

Curriculum for Consent Calendar
March 3, 2010

SUBJ	No	New No.	Course/Program Title	Form Type	Originator	Rec'd AP	To UCC/ Senate	UCC Action/ Appr.
BA	P-2		B.S. in Business Admin. – Finance Option	P-2	Wenyuh Tsay	2/18/10	2/23/10	3/1/10
BIOL	383		Tropical Ecology	C	George Vourlitis	10/29/09	11/18/09	3/1/10
BIOL	683		Tropical Ecology	C	George Vourlitis	10/29/09	11/18/09	3/1/10
CHEM	P-2		Chemistry Major and Minor /Biochemistry Major	P-2	Jackie Trischman	2/9/10	2/12/10	3/1/10
DNCE	201		Contemporary Dance Technique I	C-2	Karen Schaffman	2/9/10	2/12/10	2/15/10
MASS	P-2		Bachelor of Arts in Mass Media	P-2	Dreama Moon	12/1/09	12/1/09	2/15/10
SPAN	314 B-E		Advanced Spanish for Professional Use	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	315		Reading & Analysis of Hispanic Literary Texts	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	316		Advanced Spanish for the Professional	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	317		Spanish Sociolinguistics	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	330		Techniques for Professional Translation /Interpretation	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	331		Introduction to Spanish Linguistics	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	350A		Spanish Civilization	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	350B		Spanish American Civilization	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	400 A-D		Hispanic Prose Fiction, Poetry, Theatre & Essay	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	410 A-Z		Spanish Author Studies	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	415		Hispanic Women Authors	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
SPAN	422S		Literature Chicano/a	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
VPA	P-2		B.A. in Visual and Performing Arts	P-2	Marcos Martinez	2/9/10	2/12/10	2/15/10
VPA	P-2		Minor in Art History	P-2	Andrea Liss	2/9/10	2/12/10	2/15/10
VPA	P-2		Minor in Arts and Technology	P-2	Kristine Diekman	2/9/10	2/12/10	2/15/10
VPA	P-2		Minor in Dance	P-2	Karen Schaffman	2/9/10	2/12/10	2/15/10
VPA	P-2		Minor in Music	P-2	Bill Bradbury	2/9/10	2/12/10	2/15/10
VPA	P-2		Minor in Theatre	P-2	Marcos Martinez	2/9/10	2/12/10	2/15/10
VPA	P-2		Minor in Visual and Performing Arts	P-2	Karen Schaffman	2/9/10	2/12/10	2/15/10
VSAR	403		Interactive Multimedia	P-2	Karen Schaffman	2/9/10	2/12/10	2/15/10

WLAN	101	MLAN	Beginning Study of a Second Language	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	102	MLAN	Beginning Study of a Second Language	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	115	MLAN	Intro to Literatures: to 1600	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	116	MLAN	Intro to Literatures: from 1600	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	201	MLAN	Int. Study of a Foreign Language I	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	202	MLAN	Int. Study of a Foreign Language II	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	216	MLAN	Int. Second Language for Special Purpose	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	316	MLAN	Adv. Second Language for Special Purpose	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	331	MLAN	World Languages & Their Speakers	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	350	MLAN	Origins & Aspects of Latino Culture	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	370	MLAN	Literature of the Spanish/Portuguese World	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	415	MLAN	Modern France/N.African Immigrant Writers	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10
WLAN	450	MLAN	Art of Advertising: French & Francophone Culture	C-2	Michael Hughes	2/1/10	2/23/10	3/1/10

Curriculum Reconciliation

College of Arts & Sciences

Changes to course:

MASS 490 Delete course

NEAC Recommendations - 3/3/10

Committee	Seat (#)	Term	Name(s)
Budget & Long Range Planning Cmte.	CoE	09-11	Pat Stall
Institutional Review Board	CoAS Sociology	10-12	Konane Martinez Jill Weigt

APC: Academic Program Discontinuance

Notes from APC:

- We currently do not have a policy on Program Discontinuance / Suspension and this policy will comply with coded memo AAP 91-14.
- This policy was crafted based on the existing policies of CSU Channel Islands, Long Beach and San Francisco, but taking into account that we have UCC and BLP reviewing program proposals.
- This policy takes care of discontinuation of an academic degree program, option, track, etc. and is not meant to cover re-organization or elimination of units within Academic Affairs.
- Discussion about layoffs cannot be mentioned in this document.

Definition: This policy provides categories of decision variables and a set of processes and procedures to be used in recommending the discontinuation or enrollment suspension of academic programs at California State University San Marcos (CSUSM).

Scope: All CSUSM academic programs

Authority: The President of the University and Coded Memo AAP 91-14

I. PREAMBLE

This policy provides categories of decision variables and a set of processes and procedures to be used in recommending the discontinuation of academic programs at California State University San Marcos (CSUSM). This policy does not address re-organization or elimination of organizational units within Academic Affairs. Academic programs covered by this policy include:

- undergraduate and graduate degree programs;
- concentrations, tracks and options;
- minors;
- certificate programs (including Extended Learning) for credit; and
- credential programs.

Should it be necessary to consider the discontinuation of an academic program, a determination will be based upon a thorough review of the following categories of decision variables:

- the importance of the program to the University's mission as articulated in the approved mission statement;
- the quality of the program; ~~and~~
- the efficiency (cost effectiveness); and
- the viability (demand) of the program.

In considering a decision to discontinue a program, no one category should necessarily be deemed more crucial than any other, nor, likewise, its deficiency, or low rating, in any one category necessarily sufficient for program discontinuance. A decision to discontinue a program should not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all the decision variables, within a process that is broadly consultative and collegial.

II. DECISION VARIABLES

A. Importance to the institution

1. To what extent the program promotes the mission of the University.
2. To what extent the program is central to the curriculum of a department, a ~~college~~college/school/school or the University.

53 | 3. To what extent the program contributes to a balanced curriculum.

54 | ~~3.~~

55 | B. Quality of the program

56 |
57 | To what extent the quality of the program justifies continuance in its present form. The
58 | variables for evaluating program quality include but are not limited to:

- 59 | 1. demonstrated ability of the faculty to offer and maintain a current and rigorous
60 | curriculum;
61 | 2. access to resources adequate to develop the sufficient breadth, depth and coherence of the
62 | program;
63 | 3. demonstrated ability to attract and retain well-qualified faculty;
64 | 4. the quality of the program's faculty as demonstrated by participation in appropriate
65 | scholarly, creative and/or professional activity; and
66 | 5. to what extent the program's excellence and standing in its discipline enhances the
67 | reputation of the University.

68 |
69 | C. Efficiency (cost effectiveness) ~~and viability~~ of the program

70 |
71 | To what extent the program is cost-effective relative to disciplinary norms and compared to
72 | similar programs at comparable institutions. The measurements presented for the specific
73 | program shall include:

- 74 | 1. student-faculty ratio;~~;~~
75 | 2. total cost per FTEF;~~;~~
76 | 3. the total cost per FTES;~~;~~
77 | 4. potential for external funding and support;~~;~~ and
78 | 5. other discipline specific variables.

79 |
80 | D. Viability (demand) of the program

81 |
82 | To what extent the present and projected demand for the program is sufficient. Demand for
83 | the program may be measured by one or more of the following:

- 84 | 1. the number of completed applications for admission;
85 | 2. the FTES generated in lower division, upper division, and/or graduate level courses;
86 | 3. the number of students who completed the program;
87 | 4. the anticipated need for graduates of the program.

88 |
89 | III. PROCESS AND PROCEDURE

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91 | The process for discontinuance is similar to the process for the creation of programs. This
92 | process involves program faculty, program/department chair (or equivalent), the dean of the
93 | college/college/school housing the program, the Provost, the Academic Senate, and the President
94 | of the ~~university~~-University (or designee). This process for reviewing program discontinuance
95 | shall be completed within one calendar year from the initial recommendation. The Ad-Hoc
96 | Program Discontinuation Review Committee shall submit its recommendation within eight~~six~~
97 | months after the intial recommendation. The Senate vote and President's decision on program
98 | discontinuance shall be completed within ~~six~~four months after the Ad-Hoc Program
99 | Discontinuation Review Committee's recommendation.

100 |
101 | A. Initiation of program discontinuance

102 | A recommendation to consider program discontinuance may be made by any of the
103 | following parties:

- 104 | 1. the chair of the program (or equivalent) with the written approval of a majority of the
105 | tenured/tenure-track faculty in the program;

2. the dean of the ~~col~~lege/school (or equivalent administrator) housing the program;
3. the Provost;
4. ~~the President~~; or
5. a majority vote of the Program Assessment Committee.

Each recommendation must be accompanied by documentation that indicates specific reasons for discontinuance based on the decision variables listed above. A recommendation to discontinue a program should not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all the decision variables. Each recommendation shall include information regarding the potential effect on the future employment status of the faculty and staff in the program.

The recommendation shall be submitted in writing to the chair of the Academic Senate. The chair of the Academic Senate shall inform the following parties within 7 calendar days of the receipt of the recommendation:

1. all tenured and tenure-track faculty who teach in the program;
2. the dean of the ~~col~~lege/school (or equivalent administrator) housing the program;
3. the Provost;
4. the Academic Senate; and
5. the students of the affected program (via ASI student representative and chair of department).

“Calendar days” exclude the summer break and the breaks between semesters wherever the term is used in this document.

If, within 14 calendar days of receipt of this recommendation, none of the individuals or parties listed in 1. through 5. above has objected to the proposed discontinuance in writing to the Provost and the chair of the Academic Senate, a recommendation for discontinuance will be sent to the President.

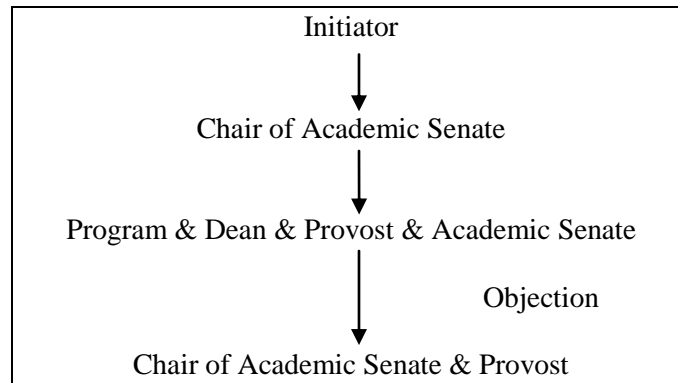


Figure 1. Initiation of Program Discontinuance

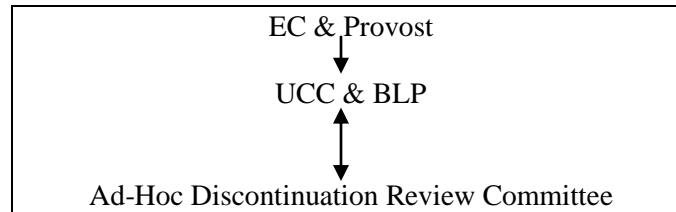
If, within 14 calendar days of receipt of this recommendation, a written objection is submitted by one or more of the individuals or parties listed in 1. through 5e. above to the Provost and the chair of the Academic Senate, the following procedure shall be followed prior to submission of program discontinuance recommendation to the President.

B. Review of the recommendation

Within 14 calendar days of receipt of the letter objecting to a proposed program discontinuance from one of the parties listed above, the Senate Executive Committee in consultation with the Provost shall request that the University Curriculum Committee (UCC)

159 and the Budget and Long-Range Planning committee (BLP) form an **Ad-Hoc Program**
160 **Discontinuation Review Committee** to conduct a special program review focused on issues
161 related to potential discontinuance. The committee shall include:

- 162 1. the chair (or designee) of UCC,
- 163 2. the chair (or designee) of BLP,
- 164 3. one faculty member from the affected program,
- 165 4. the chair (or equivalent) of the affected program, and
- 166 5. the dean of the college/school which houses the program.



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175 **Figure 2. Review Process**
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177 The committee is responsible for deciding to what extent to involve appropriate
178 constituencies such as additional program faculty, library liaisons, AVP Academic
179 Programs, Dean of Graduate Studies (if applicable), IITS representative, and representative
180 students of the program, etc.

181
182 The Ad Hoc Discontinuation Review Committee shall evaluate the recommendation to
183 discontinue a program by collecting necessary data and supporting documentation from:

- 184 • program review(s), and
- 185 • an external review or accreditation review, as well as
- 186 • other sources deemed appropriate.

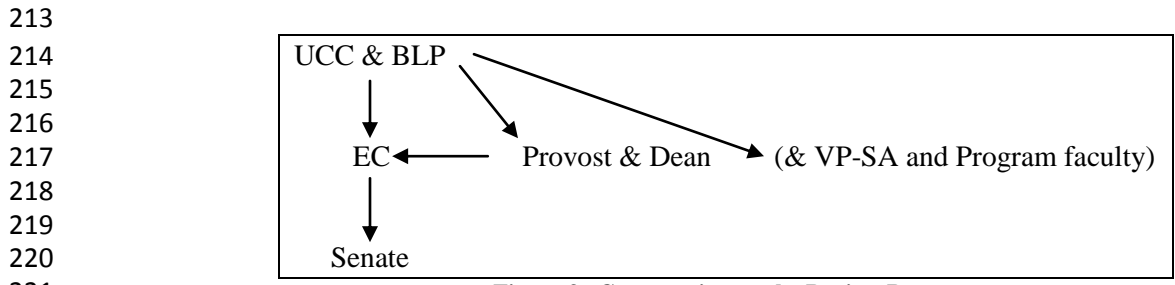
187
188
189 Again, a recommendation to discontinue a program should not be based solely on
190 quantitative measures, but on a holistic assessment of the program in terms of all the
191 decision variables.

192
193 At the end of the review, the Ad Hoc Discontinuation Review Committee shall report in
194 writing its findings, recommendation, and rationale to UCC and BLP. The Committee may
195 recommend that the program be (a) discontinued; (b) discontinued unless specified
196 conditions can be met; (c) suspended (i.e., suspend new enrollment); (d) continued; (e)
197 limited in size; (f) offered in whole or in part only through Extended Learning; (g) combined
198 with another program; or (h) offered jointly with one or more CSU campuses. The
199 Committee may make other recommendations as appropriate.

200
201 When UCC and BLP have reviewed the report for completeness, they shall forward it to the
202 following parties:

- 203 • the Executive Committee of the Academic Senate
 - 204 • the dean of the affected college/school
 - 205 • the Provost
 - 206 • the Vice President of Student Affairs (for information only)
 - 207 • the faculty of the affected program (for information only)
 - 208 • the Dean of the Library (for information only)
 - 209 • the Dean of Graduate Studies (if applicable)
- 210

211 The dean and the Provost may submit their recommendations to the Executive Committee of
212 the Academic Senate.



221 **Figure 3. Commenting on the Review Report**

222

223 The Executive Committee of the Academic Senate shall collect the individual
224 recommendations from the Ad-Hoc Discontinuation Review Committee, the dean, and the
225 Provost, and shall prepare a summary and a motion to be distributed to the Senate along with
226 the individual recommendations.

227

228 The Executive Committee shall forward the motion to the Senate for appropriate action.
229 The dean, faculty, and students of the affected program shall be invited to attend the Senate
230 meetings when the Ad-Hoc Discontinuation Review Committee report is presented. The Ad-
231 Hoc Discontinuation Review Committee recommendation and Senate action on program
232 discontinuance shall then go to the President for review.

233

234 **IV. SAFEGUARDS FOR STUDENTS**

235

236 If a program is to be discontinued, procedures shall be set up by the program to enable students to
237 complete their course of study at CSUSM. The procedures shall include:

- 238 • preparation of an official list of students enrolled in the program;
- 239 • establishment of a cut-off date for students to declare the major;
- 240 • a tentative plan of course offerings for completion of the program;
- 241 • the date by which program requirements must be met;
- 242 • notification to all students on the list of the following alternatives:
 - 243 ○ other programs offered by the university to which the student may wish to transfer;
 - 244 ○ similar programs offered by nearby institutions for appropriate course substitutions.

245

246 **V. SAFEGUARDS FOR FACULTY AND STAFF**

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248 Safeguards for faculty and staff are contained within the appropriate collective bargaining
249 agreement memoranda of understanding between the Board of Trustees and the exclusive
250 bargaining agents.

251

252 **VI. PROCEDURE FOR ENROLLMENT SUSPENSION AND REINSTATEMENT¹**

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254 From time to time it may become necessary for new enrollment in an academic program to be
255 temporarily suspended, due to either a lack of qualified faculty or a reduction in the budget.
256 Enrollment suspension of a program is proposed and approved in accordance with section B of
257 this policy.

258

¹ This section supersedes the section on Voluntary Inactivation of Programs of Study in the Inactive Course Policy and Procedure (1999-2000).

259 | Reinstatement of a suspended program must be proposed by the appropriate program/department
260 | chair (or equivalent) in consultation with the college/school dean. The ~~dean's~~ proposal
261 | shall explain in detail the changes in staffing or funding that makes reinstatement possible.
262 |

263 | In cases where the program has been suspended for two years or less, the Provost, if satisfied that
264 | sufficient faculty and budget are available to offer the program successfully, may approve the
265 | proposal for reinstatement by notifying the Academic Senate of the action that has been taken.
266 |

267 | Dean —————> Provost
268 |

269 | In cases where the program has been suspended for more than two years, the Provost will refer
270 | the proposal for reinstatement to the Academic Senate for review and recommendation by the full
271 | Senate. In all cases, reinstatement requires final approval by the Provost.
272 |

273 | Dean —> Provost —> Senate
274 |

275 | VII. DISCONTINUED AND SUSPENDED PROGRAM ARCHIVE

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277 | All materials necessary for potential reinstatement of a suspended or discontinued program shall
278 | be forwarded to the appropriate CSUSM institutional repository.

CSUSM ACADEMIC SENATE

Officer and Chair Course Release Funds

DRAFT Guiding Principles

1. ~~Each year~~In the interest of shared governance, the Academic Senate builds into its annual operating budget a sum sufficient to award course releases to the Senate Officers and Standing Committee Chairs (hereafter, “members”).
- ~~1.2.~~ 2. The number of course releases provided to each member is determined by the Senate Officers in the fall of each year, following the final allocation of budgets by the Provost’s Office.
- ~~2.3.~~ 3. The dollar amount of a course release is based upon information provided by the Provost’s Office and reflects the current cost of replacement faculty hired to teach a three-unit course.
- ~~3.4.~~ 4. The number of course releases provided to each member is based upon best knowledge concerning the projected workload for that member in that academic year. To inform such decisions, the Officers may periodically survey the members concerning actual time spent in the discharge of their Senate duties.
- ~~4.5.~~ 5. Course release funds are transferred annually to the member’s academic unit ~~and intended to for~~ the purpose of “buying out” that member’s time (i.e., to release the member from a part of their teaching load so as to provide time to pursue their Senate duties). They are not stipends.
- ~~5.6.~~ 6. In the case of non-teaching members (e.g. Library), the funds are intended to provide some reduction in ~~their the member’s~~ regular workload (e.g. hiring assistants) so as to provide time to pursue their Senate duties.
- ~~6.7.~~ 7. If any of the course release funds cannot be used to release that member’s time (e.g., too few units as in the case of co-chairing, left-over units, unable to cancel classes, etc.), it is intended that the funds will be used to provide a reduction in the member’s regular workload (e.g., by hiring a teaching or research assistant).
- ~~7.8.~~ 8. If the funds cannot be used to reduce the member’s regular workload, it is intended that the funds will be used for the member’s professional development.
- ~~8.9.~~ 9. If the member is unable to use any portion of the funds, that portion will be returned to the Academic Senate Office.
- ~~9.10.~~ 10. The Senate chair is compensated for work performed during summer, winter, and spring breaks. For this work, the chair is engaged as a Special Consultant during non-academic days and is paid the equivalent of a course release pursuant to principle 3 above.

Charge of the AA Structure Ad Hoc Committee

In Fall 2009, the Academic Affairs Budget Ad Hoc Committee (the 3:3 Committee) provided a report regarding the 2010-11 budget projections and the impact of significant reduction on Academic Affairs. In Section 5 of that report, the Committee stated

Given the serious budgetary situation facing the university in the next few years, attention must be given to the levels of staffing and administration in all units. Current models of service must be questioned and adjusted to meet new realities and the university needs to find a better way to describe optimal efficiency in support and administrative operations. One possibility in finding these efficiencies is to consider restructuring within the divisions. Analyses of various scenarios should begin immediately in conjunction with the 2010-11 budget discussions and the potential for 10% permanent and 5% fiscal cuts. For example, there have been considerations of reducing the number of colleges and creating one focused on applied disciplines (e.g. business, education, and health related fields).

In addition to the 3:3 recommendations, two Dean searches – one for College of Education and one for College of Arts and Sciences – will be underway in the near future. It is critical that if structural changes are to be made, they be determined in order to inform those searches.

In order to engage in a meaningful conversation about the effective structure of the Academic Affairs instructional units and to address the budgetary/efficiency issues associated with the structure of Academic Affairs and the pending Dean searches, I will convene an Academic Affairs Structure Ad Hoc Committee to provide me with input about this issue.

The participants will be:

Academic Senate Reps: BLP

College/SON/Library Reps: Three faculty members from each unit - an assistant, associate and full.
SON does not have any fulls so its reps will be three assistants.
BLP members “count” for their unit for their rank. CoAS has two associates on BLP so the college will send a full to round out the team.

(Total faculty: 15)

Staff Reps: Marcy, two budget analysts (one from CoAS) and two advising staff
(one from a college and one from EMS.)

(Total staff: 5)

Admins: Judy, Jan, Dennis, Mark, Victor

(Total admins: 5)

Total number of participants: 25

JJ facilitates

CSUSM Academic Senate Meeting Schedule 2010/11

Academic Senate

(Unless otherwise noted, meetings are held in COM 206, begin at 1 p.m., and run until approximately 2:50 p.m.)

Fall 2010

August 26 Convocation: 9 - 11 a.m., California Center for the Arts, Esc.
New Senator Orientation: 2:15 – 3:30 p.m. – UH 440
September 1 Senate Meeting
October 6 Senate Meeting
November 3 Senate Meeting
December 1 Senate Meeting

Spring 2011

January 13 Spring Assembly: 9 – 10:30 a.m. – ARTS 240
February 2 Senate Meeting
March 2 Senate Meeting
April 6 Senate Meeting
April 20 Senate Meeting
May 4 Joint Senate Meeting (with newly elected 11/12 Senators)

Executive Committee

(Except as noted, the EC meets from 12 - 2 p.m. in KEL 5207. On Senate meeting days, the EC meets from 12 – 12:50 p.m. in COM 206.)

Fall 2010

August 24 Planning Meeting: 11:30 a.m. – 3:30 p.m. – KEL 3010
September 1, 8, 15, 22, 19
October 6, 13, 20, 27
November 3, 10, 17
December 1

Spring 2011

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

All members of the 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 subject to the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.