

09/10 Awards to 2/28/10:	41 awards	\$5,493,164
08/09 Awards:	53 awards	\$8,937,699

Total UARSC Indirect Cost Support to CSUSM - Fiscal 08/09

<u>Source</u>	<u>Allocations:</u>	<u>PI</u>	<u>Provost</u>	<u>College/Dept</u>	<u>Grant Development</u>	<u>08/09 Allocation</u>
CoAS Subtotal Allocations		84,186	84,186	77,428	63,139	308,939
CoAS Subtotal Unfunded					*	7,810
CoED Subtotal Unfunded						55,092
Acad. Affairs Subtotal Unfunded						54,023
Ctr. ARTES Subtotal Unfunded						2,287
Misc. Subtotal Unfunded					**	1,923
Student Support Subtotal Unfunded					***	81,097
Center for Children & Families Unfunded						<u>0</u>
GRAND TOTAL						<u>511,171</u>

- * Includes Diekman, Brown & Strother
- ** Includes Meza & Evans
- *** *CAMP included with CoED*

1 **Version 14**

2 **March 26, 2010**

3 **Name: Student Grievance Policy and Procedures**

4 **Student Grievance Policy**

5 **Definition:** Provides a means for students to seek redress of complaints regarding matters other
6 than grade appeals or allegations of discrimination, harassment, retaliation, or concerns regarding
7 university compliance federal and state disability related laws. Grade appeals can be filed by
8 following the Student Grade Appeal Policy. Students concerned with matters of discrimination,
9 harassment, retaliation, compliance with disability related laws, or any similar matter should
10 contact the Dean of Students Office for assistance.

11 **Scope:** The purpose of the Student Grievance Policy is to enable a student to resolve a complaint
12 arising out of any alleged unauthorized or unjustified act or decision, other than a grade appeal,
13 by a member of the faculty, administration, or staff that in any way adversely affects the status,
14 rights, or privileges of a member of the student body. The burden of proof shall lie with the
15 complainant, also referred to as grievant herein.

16 **Timeline:** Requests for formal grievance hearing arising from alleged unauthorized or
17 unjustified actions which occurred during the spring or summer term must be filed by October 15
18 of the same calendar year. Requests for formal grievance hearing arising from alleged
19 unauthorized or unjustified actions which occurred during the fall term must be filed by March
20 15 of the subsequent calendar year. Students must attempt informal resolution to the dispute
21 prior to filing a request for formal grievance hearing. See Section IV - A.

22 **Authority:**

23 **STUDENT GRIEVANCE PROCEDURES**

24 **I. INTRODUCTION**

25 The relationship of the student to California State University San Marcos is governed by
26 statutes, rules, and policies adopted by the California Legislature, the Trustees, the
27 Chancellor, the campus President, and their duly authorized designees. This document
28 establishes and describes procedures that are to be used for resolving student complaints and
29 grievances arising from a student's claim that a member of the faculty, staff, or
30 administration has in some way adversely impacted the student by an alleged unauthorized or
31 unjustified act or decision. Only those claims arising from official actions taken by faculty,
32 staff, or administrators on behalf of California State University San Marcos can be
33 considered, and the grievability of such claims is to be determined through the procedures
34 specified in this document.

35 If there is a specific policy or procedure for appealing decisions made in a unit or
36 department, that appeal process must be completed prior to filing a formal grievance through
37 the Dean of Students Office. Students are required to attempt to resolve complaints
38 informally and may seek the support of the Dean of Students Office as an impartial advisor to
39 provide guidance on University processes. Should informal attempts to resolve a complaint
40 fail, the formal grievance procedures described herein may be invoked. In all cases, these
41 procedures are designed to effect reasonable and orderly resolutions of student complaints
42 and grievances in a fair, consistent, and timely manner.

43 The procedures specified herein are to be followed when no other specific campus policy or
44 procedure exists that would more appropriately and effectively bring about a resolution of a
45 student's complaint or grievance. Grade appeals must be pursued per the Student Grade Appeal
46 Policy. Students concerned with matters of discrimination, harassment, retaliation, compliance
47 with disability related laws, or any similar matter should contact the Dean of Students Office for
48 assistance. The grievance procedures cannot be used as a method of rebuttal to any student
49 disciplinary action, nor as a means to establish or change university policy.

50 **II. DEFINITIONS (new section)**

51 Advisor – An individual who advises or speaks on behalf of the grievant or respondent.
52 Attorneys are excluded from the University's grievance process. See Section IV.C.11.

53 Appointing Officer or Agency – The individual or group identified in these procedures to appoint
54 members to the Student Grievance Committee, e.g., Academic Senate for faculty appointments,
55 Associated Students, Inc. for student appointments.

56 Appropriate Vice President – The Vice President or other direct report to the University
57 President leading the unit in which the respondent is employed.

58 Chair – A member of the University faculty assigned responsibility by the President for
59 managing those cases in which informal resolution of differences has not been achieved,
60 facilitating the Formal Grievance Hearing, and serving as the Committee's administrative officer.

61 Conflict of Interest – A person who has a personal relationship with either party to the grievance;
62 persons involved with the grievance or other type of dispute related to the complaint; any person
63 who is serving as an advocate for faculty, staff, students, or administration; or any member who
64 believes he or she cannot remain objective in committee proceedings. A conflict of interest may
65 exist between a committee member and the grievant, a committee member and the respondent, a
66 committee member and a witness to the grievance, a committee member and an advisor for either
67 the grievant or the respondent. For questions regarding a conflict of interest please contact the
68 Dean of Students Office.

69 Dean of Students – The Dean of Students or designee assigned by the Dean as an impartial
70 representative from the Dean of Students Office to provide assistance and guidance on the
71 grievance process itself to all parties upon request.

72 Grievant - A student who has filed a complaint that is proceeding to the formal grievance process
73 including a grievance hearing. The student must be presently enrolled at CSU San Marcos or
74 have been previously enrolled at the time the action which is the subject of the complaint
75 occurred.

76 Grievance - A complaint that was not satisfactorily resolved at the informal level. The action in
77 question taken on behalf of CSU San Marcos must have occurred when the grievant was a
78 registered student at the University.

79 Informal Resolution - Students are required to attempt to resolve complaints informally and at
80 the lowest possible organizational level prior to filing a formal grievance. Steps for informal
81 resolution will vary by colleges and units within the University. Students may seek the support
82 of the Dean of Students Office as an impartial advisor to provide guidance on University
83 processes. For more information, see Section IV-A.

84 Instructional Days – days on which regularly scheduled classes or examinations are held at CSU
85 San Marcos excluding Saturdays, observed holidays, and academic breaks. Grievance
86 proceedings are held only during the fall and spring semesters. At the discretion of the
87 Committee Chair, an exception may be allowed if the committee is available, and if the
88 exception is requested by and/or acceptable to both the grievant and the respondent. See Section
89 IV.E.1.

90 President – The President of CSU San Marcos or designee.

91 Provost – The Provost/Vice President for Academic Affairs or designee.

92 Recorder – A designated faculty or staff member who provides administrative support to the
93 Committee Chair and records the formal hearing and deliberations. This person is not a member
94 of the committee.

95 Request for Formal Student Grievance Hearing – A form designed by the Dean of Students on
96 which the grievant records a description of the grievance and the desired outcome. The written
97 “Request for a Formal Student Grievance Hearing” form, including any supporting
98 documentation, signals the start of the formal proceedings and must be written by the grievant.

99 Respondent – A member, or members, of the CSU San Marcos faculty, staff, or administration
100 against whom the grievance is filed.

101 Student - A person who is regularly enrolled at CSU San Marcos.

102 University – California State University San Marcos also referred to as CSU San Marcos or
103 CSUSM.

104 III. STUDENT GRIEVANCE COMMITTEE MEMBERSHIP AND STRUCTURE

105 A. Three students named by Associated Students, Inc. Undergraduate and graduate students
106 serving on this Committee shall be students in good standing (i.e., not under any type of
107 university probation). Graduate students shall be enrolled in an authorized graduate degree or
108 credential program.

109 B. A minimum representation of at least one tenured faculty member from each college named
110 by the Academic Senate. A recommendation to add representation from other academic
111 units, e.g., School of Nursing, may be made at any time for decision by Academic Senate.
112 However, the additional faculty representative will not be included in any case under review
113 by the Student Grievance Committee at the time his or her appointment.

114 C. One full-time staff member or Administrator from the Division of Academic Affairs or the
115 Division of Student Affairs named by the President.

116 D. A Committee Chair will be selected by a vote of the committee members from among the
117 faculty members on the committee. A Vice Chair will be selected in the same fashion from
118 remaining non-student representatives. The Vice Chair shall assume the responsibilities of
119 the Chair should the Chair step down temporarily or permanently.

120 E. Alternates will include the following individuals. Alternates may vote only if acting on
121 behalf of a voting member of the committee.

122 1. Two alternate students named by the Associated Students, Inc. Undergraduate and
123 graduate students serving on this committee shall be students in good standing. Graduate
124 students shall have been enrolled in an authorized graduate degree or credential program.

125 2. Two alternate tenured faculty named by the Academic Senate.

126 3. One alternate full-time staff member from the Division of Academic Affairs or Division
127 of Student Affairs named by the President.

128 F. All members shall be appointed for two years on staggered terms. No member shall serve
129 more than two consecutive terms. A Chair shall be appointed for two years by the President
130 of the University. No member shall serve as Chair for more than two consecutive terms.

131 G. The duties of the Chair include the following. To manage workload, the Chair may delegate
132 duties to the Vice Chair.

- 133 1. Arranging for the date, time, and location of all meetings and hearings. Informing the
134 grievant, respondent, the Committee, the Dean of Students and any other parties to the
135 grievance (excluding advisors or witnesses for either side) of the time, date, and location
136 of meetings and hearings that they are requested to attend.
- 137 2. Securing and distributing written material appropriate for consideration by committee
138 members or parties to the grievance prior to or during meetings and proceedings as
139 designated in these procedures.
- 140 3. Maintaining all written and electronic records and providing documentation of the
141 committee's recommendations to all appropriate recipients.
- 142 4. Identifying an investigating subcommittee from the committee membership to explore the
143 case in depth and report back to the grievance committee. The investigating subcommittee
144 will include four members, one of whom must be a faculty member and one of whom
145 must be a student. The investigating subcommittee may meet in person with both parties
146 to the grievance, and may, on behalf of the grievance committee, explore options for
147 informal resolution.
- 148 5. Organizing and facilitating at least one committee meeting prior to the formal hearing to
149 review the evidence submitted by the grievant and respondent, accept the report of the
150 investigating subcommittee, and compile the committee's questions based on the evidence
151 to be answered by the grievant and respondent.
- 152 6. The Committee Chair has the ability to seek procedural advice from the Dean of Students
153 Office and/or CSU San Marcos general counsel at anytime.

154 H. Committee Operations

- 155 1. Should any member of the Committee be unable to complete an appointed term, a
156 replacement shall be appointed to fill the balance of the term by the original appointing
157 officer or agency. Resignations shall be submitted in writing to the Chair of the
158 Committee. The Chair shall inform the appropriate officer or agency of the vacancy in
159 writing and shall request the prompt appointment of a replacement.
- 160 2. Should a Committee member be unable to hear a grievance, an alternate shall be
161 appointed for the course of the grievance. If a member of the Committee is granted an
162 official leave for less time than remaining in a term, or if because of illness or other
163 reasons a member is judged unwilling or unable to participate in the work of the
164 Committee, the Chair shall inform the administrator or agency of the appointee and shall
165 request the prompt appointment of a temporary replacement.
- 166 3. When the services of a temporary appointee are no longer required, the Chair shall
167 promptly inform the temporary appointee and the appointing administrator or agency in
168 writing.
- 169 4. Should the Committee be involved in a specific case when an absent member returns, the
170 replacement member shall continue as a member of the committee in all sessions dealing

171 with that specific case until it is concluded. The returning member shall resume
172 membership on the Committee for subsequent cases.

173 5. When a member of the Committee has more than three absences, the Committee may
174 vote to remove that member and may request a replacement from the appointing
175 administrator or agency.

176 6. A member of the Committee may be reappointed upon the expiration of term if duly
177 recommended by the original appointing administrator or agency. The member may be
178 appointed for a third term only after a break in service of no less than two years.

179 7. If the Committee is involved in a case when a member's term expires, the member shall
180 continue on the Committee only in its consideration of that case. A newly appointed
181 member shall not be considered a member of the Committee for a case which is in
182 process at the time of appointment. The new Committee member shall, however, serve
183 for all other matters.

184 8. A member of the Committee may choose to resign from the Committee, in which event a
185 replacement shall be appointed by the original appointing administrator or agency for the
186 balance of the member's term.

187 9. A member of the Committee may choose to be disqualified from consideration of any
188 case for which there may be a conflict of interest (see definition above). In this event a
189 replacement shall be appointed by the Chair of the Committee from the list of alternates
190 of the member's constituency.

191 10. If a Committee member is the grievant or respondent in a hearing, a conflict of interest is
192 inherent, and the member shall be excluded from considering that case and an alternate
193 appointed.

194 Upon the conclusion of a hearing in which a Committee member was a principal party,
195 the Committee shall determine the member's fitness to continue on the Committee. The
196 decision shall be conveyed by the Chair to the appointing officer or agency, either
197 informing of the continuation of membership or requesting a replacement.

198 Either party to a hearing may request of the Chair that a Committee member(s) be
199 excluded from considering the case. The request shall be brought to the Chair's attention
200 prior to the hearing and must be supported by a substantial reason for exclusion. The
201 Chair will bring the matter to the Committee for vote on the member's exclusion. If a
202 member is disqualified by the Committee from consideration, a replacement shall be
203 appointed by the Chair from the list of alternates of the member's constituency.

204 11. The Committee may conduct procedural business via email including distributing
205 materials for review prior to meetings. The Committee Chair may elect to request a
206 secure site, such as WebCT or its successor, be established to streamline document
207 drafting and review. If so, the Committee Chair must confer with the Dean of Students
208 Office so that information security and confidentiality guidelines are in place. No
209 members of the committee may discuss the facts of any grievance, nor their opinions

210 thereof, through any electronic media. All deliberations and decisions related to the
211 recommended outcome of the grievance must be conducted in person and confidentially.

212 IV. STEPS FOR SEEKING REDRESS

213 A. Informal Resolution

214 1. Informal discussion between the grievant and respondent in a grievance shall be essential
215 in the early stages of the dispute and should be encouraged at all stages of the formal
216 grievance process. An equitable solution to a problem should be sought before anyone
217 involved in the case assumes official or public positions that might polarize the dispute
218 and render a solution more difficult. No one involved in or aware of a case may use the
219 informal resolution process, the filing of a grievance, or the character of the informal
220 discussions to strengthen the case for or against persons directly involved in the dispute
221 or for a purpose other than to resolve the grievance.

222 2. A grievance can be brought as a result of an unauthorized or unjustified act or decision by
223 a member of the faculty, staff, or administration which in any way adversely affects the
224 status, rights or privileges of a student. The student may consult with the Dean of
225 Students Office to evaluate the situation and to determine which of the following steps
226 might best apply. In general, informal resolution will be conducted in one of the two
227 following ways:

228 a. The student should bring the complaint to the attention of one or more of the proper
229 college committees where such grievance provision exists or to the chair, dean,
230 administrator, or staff supervisor; or

231 b. The student should bring a complaint against an administrator or staff member to that
232 person's supervisor.

233 3. Should the grievant or respondent require a reasonable accommodation as mandated by
234 Title II of the Americans with Disabilities Act, or have any other special needs, it must be
235 brought to the attention of the administrator of the informal process and the Dean of
236 Students Office in writing no less than seven instructional days prior to the date the
237 accommodation is requested to be implemented.

238 B. Criteria for a Case to Proceed to a Formal Grievance Hearing

239 The grievant must show that the remedy sought will not effectively result in either (1) special
240 favoritism for him or her and/or (2) prejudice against others. The fact that no other student
241 has initiated a grievance or requested a Formal Grievance Hearing regarding the same issue
242 does not preclude the outcome being in favor of the grievant.

243 C. Filing of Grievance and Rebuttal

244 At any point in the proceedings, the grievant may withdraw the Request for a Formal Grievance
245 Hearing or accept an informal resolution. Should an informal resolution be under negotiation or
246 consideration during the formal process, the Committee Chair may elect to pause the timeline for
247 the formal grievance until the attempt at informal resolution is exhausted.

- 248 1. A form entitled, "Request for a Formal Grievance Hearing" is available in the Dean of
249 Students Office and must be completed and returned to the Dean of Students Office no
250 later than the following dates: March 15 for alleged grievances that took place during the
251 previous Summer/Fall Semesters, October 15 for alleged grievances that took place
252 during the previous Spring Semester. By filing the "Request for a Formal Grievance
253 Hearing", the grievant acknowledges that the Grievance Committee may review the
254 grievant's university records in order to fully examine the issues of the case. Such review
255 will be done within the constraints of pertinent privacy laws and university policies.
- 256 2. The Dean of Students Office must provide both grievant and respondent with access to
257 copies of these procedures and be available to address procedural questions related to
258 these procedures.
- 259 3. The grievant may file a Request for Extension in writing with the Dean of Students
260 Office should he or she require additional time due to a "serious and compelling" reason.
261 The request must describe the reasons for the extension and the extended time necessary.
262 The request should be submitted as soon as the grievant becomes aware of the
263 circumstances and should not be delayed until the March 15/October 15 deadline without
264 cause. The Dean of Students Office will submit the Request for Extension to the
265 Grievance Committee for decision.
- 266 4. Within five instructional days of receiving the Request for a Formal Grievance Hearing,
267 the Dean of Students Office will transmit copies to the respondent and the Committee
268 Chair. Prior to doing so, the Dean of Students Office will confirm that a good faith
269 attempt to resolve the complaint informally has been made. The Committee Chair will set
270 a meeting to confirm all the committee members for the case and identify members of the
271 investigating subcommittee. The investigating subcommittee will conduct its review in a
272 way that does not extend the timelines outlined in these procedures.
- 273 5. Within ten instructional days of receipt of the Request for a Formal Grievance Hearing,
274 the respondent will provide a written answer to the grievance to the Dean of Students
275 Office. The Dean of Students Office will then provide a copy to the grievant. If a written
276 answer from the respondent is not received within ten instructional days, the Dean of
277 Students Office will notify the Committee Chair.
- 278 6. Within five instructional days after receiving the respondent's written answer to the
279 grievance, the Dean of Students Office will forward all materials to the Grievance
280 Committee Chair serving as notification that the formal grievance proceedings can begin.
- 281 7. Within ten instructional days after receipt of the respondent's answer to the grievance, the
282 Committee Chair will hold a committee meeting to review the evidence submitted by the

283 grievant and respondent and compile the committee's questions based on the evidence to
284 be answered by the grievant and respondent.

285 8. Within fifteen instructional days of the committee meeting (See IV.C.9), the questions
286 will be submitted to the respondent and the grievant by the Committee Chair.

287 9. Within ten instructional days after the parties receive the questions, the committee's
288 questions must be answered by both the grievant and respondent and submitted to the
289 Committee Chair.

290 10. Within five instructional days of receiving the answers to the questions the Committee
291 Chair will set the hearing date and notify the grievant and respondent. The hearing date
292 will be set no sooner than twenty instructional days from this point to allow time for
293 logistical arrangements and sufficient preparation by the committee while avoiding
294 unnecessary extension of the case.

295 11. The grievant and/or respondent may each independently name an advisor to assist him or
296 her through any portion of the formal process. The name of the advisor must be given to
297 the Dean of Students Office as soon as the advisor is secured but no less than ten
298 instructional days prior to the grievance hearing. Attorneys may not appear in the
299 proceedings as advisors for either party. The University also may choose whether or not
300 to enlist the services of the campus general counsel to assist the Committee in order to
301 ensure due process for both parties and provide procedural advice. Both parties are
302 responsible for notifying their advisors of the hearing date and ensuring their presence at
303 the hearing. The hearing may proceed if an advisor fails to attend. The advisor for the
304 grievant or respondent may not be a witness to the grievance and may not be called to
305 speak at the hearing.

306 D. Preparing Witnesses and Evidence

307 1. The grievant and respondent are responsible for obtaining their own witnesses and
308 documentation. Participation in this process by prospective witnesses is voluntary.

309 2. The names of witnesses, if any, for either party along with a brief statement of their
310 testimony and any written evidence they will be presenting must be submitted to the
311 Chair ten instructional days before the hearing. If testimony and evidence are not
312 submitted to the Committee Chair at least ten instructional days prior to the start of the
313 hearing, the related witness and/or evidence will not be admitted in the hearing.

314 3. Witnesses must sign and date all testimony and evidence submitted. Witnesses will be
315 subject to appropriate university disciplinary action and may be exposed to civil liability
316 if false information is submitted.

317 4. The grievant and respondent may elect to present exhibits in the hearing, e.g., regulations,
318 statements in catalogs, or student handbooks, etc. In order for exhibits to be included in
319 the hearing they must be submitted to the Committee Chair at least ten instructional days
320 prior to the hearing.

321 5. No later than five instructional days prior to the start of the hearing, the Committee Chair
322 working in collaboration with the Dean of Students Office, will make hearing materials
323 available for review in the Dean of Students Office by the grievant and respondent.
324 Materials may include the Request for Formal Grievance form, statements by the grievant
325 and respondent, names of witnesses and their testimony, and any other written evidence
326 and exhibits. The materials will also be available in the Dean of Students Office for
327 committee members to review prior to the hearing if they so choose.

328 6. Both parties are responsible for notifying their witnesses of the hearing date and ensuring
329 their presence at the hearing. The Chair may also approve an appearance via electronic
330 medium that enables the committee to see, hear, and interact with the witness. However,
331 if the witness cannot be present as described above, written evidence must be submitted.
332 If the witness fails to appear in person or via electronic medium, with the exception of a
333 “serious and compelling” reason, and only submits written evidence, the Grievance
334 Committee may, if it so chooses, discount the witness' written evidence.

335 E. Grievance Hearing Procedures

336 1. Grievance proceedings are held only during the fall and spring semesters. At the
337 discretion of the Committee Chair, an exception may be allowed if the committee is
338 available, and if the exception is requested by and/or acceptable to both the grievant and
339 the respondent. The grievant and respondent are responsible for securing the availability
340 of their witnesses and/or advisors (if any) prior to requesting or approving the exception.

341 2. Quorum - Five of the Committee members including a minimum of one student shall
342 constitute a quorum. Quorum is necessary for committee decision-making in a particular
343 case or other official business.

344 3. An audio recording of the hearing including all testimony will be made. The Chair will
345 coordinate the logistics of the recording with the Dean of Students Office who will
346 provide the mechanism for recording. There will be no recording of committee
347 deliberations.

348 4. Hearing Facilitation

349 a. The Chair facilitates the hearing and makes rulings on procedural matters. The Chair
350 must present all written material for the committee to study and provide relevant
351 information if so requested by the committee. Proceedings shall be conducted in
352 accordance with the American Association of University Professors' Joint Statement
353 on Rights and Freedoms of Students (1990) or its successor.

354 b. The Chair shall be responsible for conducting the hearing in such a manner that the
355 rights of the grievant and respondent are observed throughout and that fair play and
356 due process are accorded.

357 c. The hearing shall not be conducted according to technical legal rules relating to
358 evidence and witnesses or rigid procedural guidelines. The Chair shall admit evidence
359 on which reasonable persons are accustomed to rely in the conduct of serious affairs,

360 but shall exclude evidence that is irrelevant, inappropriate, or unduly repetitious.
361 Statements related to questions of character, excluding factual evidence presented
362 regarding credibility of statements or witnesses will not be admitted in the hearing.

363 5. Presenting Evidence and Witnesses

364 a. Written evidence presented by either party may be subject to refutation and
365 consideration by the opposite party and Committee members. Only evidence
366 presented to the Committee per Section IV.D.1-5 may be presented at the hearing.
367 Only evidence presented in the hearing shall be considered in the final
368 recommendations.

369 b. At the hearing, the grievant and respondent, and witnesses may testify and be
370 questioned by the opposite party and Committee members. The Chair will facilitate a
371 structured process. No party to the hearing or committee member may proceed with
372 questioning without acknowledgement or instruction from the Chair. Any party or
373 witness who is disruptive to the hearing process may be excused from the hearing by
374 the chair after one verbal warning regarding inappropriate conduct.

375 c. Each witness must leave the room after giving evidence and must not hold
376 discussions with other witnesses.

377 d. At the request of the committee, a witness may be recalled only to provide
378 clarification. The Chair must make a decision on the importance of the potential
379 testimony against the inconvenience of recalling excused witnesses.

380 e. Additional witnesses, beyond those previously named by the grievant and the
381 respondent per Section IV.D.1-5 may not be called to present evidence at the hearing
382 unless approved by the Chair. Such exceptions will be rare, and the rationale for such
383 exception must be substantiated by the Chair and entered into the hearing record.

384 f. The Chair may ask each witness the following question: “Do you promise that the
385 testimony you are about to give in this matter shall be the truth as you know it?”

386 F. Closed Hearing and Confidentiality

387 1. No member of the committee shall discuss personal and/or pertinent information relating
388 to a specific grievance with any persons who are non-committee members except at the
389 request of the committee or as part of the investigation or hearing processes defined in
390 this document. This shall not preclude notification of University Police and the Dean of
391 Students Office by the Student Grievance Committee Chair in the event that any
392 committee member perceives the safety of any person or property to be in jeopardy.

393 2. The formal grievance hearing is a closed proceeding. Attendance in the hearing is limited
394 to the grievant, the respondent, their advisors (if any), witnesses while giving evidence,
395 the committee, and a recorder (if any), to provide administrative support for the Chair.
396 The content of the proceedings and the committee recommendations resulting wherefrom
397 must not be made public by any participant in the hearing. In the event these matters

398 should become public, further public statements may only be made by the President or
399 designee. This closed proceeding does not prohibit referral by the committee to an
400 appropriate unit for review of a party's conduct following appropriate procedures on the
401 basis of evidence presented at the hearing.

402 3. To protect the grievant and respondent, all participants shall maintain confidentiality to
403 the maximum extent possible at every level of the grievance process. A breach of
404 confidentiality is a breach of ethics and may breach employment contracts, the code of
405 student conduct, or the Family Education Rights and Privacy Act (FERPA).

406 4. Communication Guidelines: All written documentation and recommendations relating to
407 individual grievances shall be marked and handled per the university's practices for
408 confidential material. The Committee Chair may consult with the Dean of Students
409 Office for further information.

410 5. Committee Deliberation and Recommendation

411 a. The Committee shall have up to ten instructional days from the date of the hearing in
412 which to conduct its deliberations and determine its recommended outcome to the
413 case.

414 b. Committee members shall deliberate and arrive at their recommendations in
415 consultation among themselves based only on evidence admitted in the formal
416 grievance hearing. Only those entitled to vote on the case, their alternates, the chair,
417 and the recorder shall be present during consultation and voting. Only members of the
418 Committee who have heard all testimony during the hearing relating to the grievance
419 shall vote on the case.

420 c. A committee member may seek procedural advice only from the Chair.

421 d. The Chair must not allow coercion of any member of the committee by another
422 member.

423 e. The Committee will determine the recommended outcome to the grievance by secret
424 ballot. The Chair records the vote.

425 f. A simple majority of the quorum is required to reach a conclusion.

426 g. The Chair must write a report consisting of the finding of facts and recommendations
427 made by the Grievance Hearing Committee. This report will be signed by all the
428 committee members and submitted to the Appropriate Vice President within ten
429 instructional days after the committee has determined the recommended outcome of
430 the grievance.

431 h. Dissenting committee members may write a minority report which must be submitted
432 to the Appropriate Vice President within ten instructional days after the committee
433 has determined the outcome of the grievance. A copy of the Committee Report and

- 434 the Dissenting report(s) will be filed in the Dean of Students Office within the same
435 timeframe.
- 436 h. When in the opinion of the Committee, disciplinary action against a student or
437 university employee may be appropriate, the Committee may recommend that the
438 report be reviewed by the appropriate administrator or department to determine if
439 disciplinary action against a student or university employee is warranted.
- 440 i. The recommended outcome determined by this Committee shall supersede any
441 previous decisions reached by individuals or committees within departments, schools,
442 or colleges of the University.
- 443 j. If the recommended outcome reveals a need for policy review or creation, the
444 Committee shall refer its recommendations to the Senate Executive Committee or to
445 the Vice President of the Division responsible for the policy as appropriate.
- 446 k. Should any grievant, respondent, or person not directly involved in a complaint,
447 allegedly suffer some disadvantage, discrimination, or reprisal as the result of a
448 complaint, testimony, or statement in connection with Committee action, the Student
449 Grievance Committee shall, upon request or upon its own motion, refer the concern to
450 the appropriate administrator or department for review and potential action.

451 9. Decision

- 452 a. Within ten instructional days from receipt of the committee's report, the appropriate
453 Vice President will render a decision on the grievance and communicate it in writing
454 to the grievant and respondent. A copy of this decision will be provided to the
455 President's Office, the Dean of Students Office, the Grievance Committee Chair, and
456 the administrator of the unit in which the respondent is employed. Unless deemed
457 otherwise by the President, the appropriate Vice President has the sole decision
458 making power to carry out the recommendations of the Committee or to make an
459 alternate decision on the grievance. This decision is final for all purposes and
460 supersedes all previous recommendations and decisions. Written copies of the
461 decision will be kept on file in the Dean of Students Office with all other materials
462 relating to the case.
- 463 b. Ordinarily, the outcome of the formal Grievance Hearing shall not be overturned
464 because of technical departure from the procedures or because of errors in their
465 application. However, if technical departures or errors were such that a fair and just
466 determination of the issues was compromised, then the appropriate Vice President
467 may reject the recommendation or call for a new hearing.
- 468 c. Deciding the effect, if any, of a failure to strictly adhere to the time deadlines stated in
469 these procedures is within the discretion of the appropriate Vice President with input
470 from the Dean of Students, the Chair, and the Grievance Committee.

471 V. RECORDS RETENTION AND CONFIDENTIALITY UPON CONCLUSION OF CASE

472 All documents and recordings of the hearing relative to an individual grievance case shall be
473 appropriately maintained in locked file drawers located in the Dean of Students Office for
474 three years after the grievant separates from the university. Records will be destroyed after
475 this three year period. Upon conclusion of the case, requests for copies of any materials
476 related to a formal grievance case must be submitted to the Dean of Students Office. Such
477 requests will be reviewed per relevant university policies and applicable laws to determine
478 whether the request will be granted, the format and timeline in which materials will be
479 available, and if any charge will apply to the requesting party.

Request for a Formal Student Grievance Hearing Form

Students are required to attempt to resolve complaints informally prior to filing a formal grievance. Steps for informal resolution will vary by colleges and departments. Students may seek the support of the Dean of Students Office as an impartial advisor to provide guidance on University processes.

This form must be completed by the student grievant and returned to the Dean of Students Office no later than the following dates:

March 15 for concerns that occurred during the preceding fall term

October 15 for concerns that occurred during the preceding spring or summer term

If these dates fall on a day the university is closed, the deadline will be extended to the next date the Dean of Students Office is open.

Student Information

Student name

CSUSM student ID number

CSUSM email address

Phone number

Mailing address

Student's major

Complaint Information

Department in which complaint arose

Semester in which complaint arose

Person/people/department whom the complaint is against (Respondent(s) to the grievance)

List all members of the University community involved in attempting informal resolution

Referred by (if applicable)

Complaint Information (cont'd)

Description of the complaint (grievance):

(Please attach supporting documentation and supply additional pages if necessary.)

Outcome you would like to see as a result of the grievance process:

By filing the "Request for a Formal Grievance Hearing", the I acknowledges that the Grievance Committee may review the my university records in order to fully examine the issues of the case. I understand such review will be done within the constraints of pertinent privacy laws and university policies.

Student Signature _____ Date _____

Dean of Students Office Use Only:

Date received: _____

Number of ages submitted _____

Was additional documentation submitted? Yes No (circle one)

Please initial here that you gave a copy of all documentation to the student. _____

Signature of staff member receiving the form: _____

Grievance Timeline	
1. Grievance Occurs	
2. Informal Resolution	
3. Last Day to submit Request for formal Grievance Hearing	March 15 for grievances occurring in the preceding Summer/Fall Semester. October 15 for grievances occurring in the preceding Spring Semester
4. Dean of Students Transmits copies to respondent and Committee Chair	5 Instructional Days (I-Days) of Step 3
5. Respondent provides answer to grievance to Dean of Students. Dean of Students will provide copy of answer to grievant	10 (I-Days) of Step 3
6. Dean of Students provide Committee Chair with respondent answer, and all other materials	5 (I-Days) of Step 5
7. Committee chair holds committee meeting to review evidence submitted by grievant and respondent	10 (I-Days) of Step 5
8. Committee Chair submits questions to the grievant and respondent	15 (I-Days) of Step 7
9. Grievant and Respondent must provide Committee with answers to questions	10 (I-Days) of Step 8
10. Committee Chair will set hearing date and notify the grievant and respondent. The hearing date will be set at least twenty days from this point	5 (I-Days) of Step 9
11. Grievant and respondent must provide the name of their advisor (if they have one) to the Dean of Students	10 (I-Days) prior to Step 15
12. Grievant and respondent must provide the names of their witnesses with a brief statement of their testimony and written evidence to the Chair	10 (I-Days) prior to Step 15
13. Grievant and respondent must present exhibits to the Chair	10 (I-Days) prior to Step 15
14. Committee Chair will make all materials available in the Dean of Students Office for review by the grievant, respondent or committee	5 (I-Days) prior to Step 15
15. Grievance Hearing Date	
16. Committee members shall deliberate (vote) and arrive at their recommendations	10 (I-Days) of to Step 15
17. Committee Chair will write a report consisting of the findings and recommendations to the appropriate Vice President	10 (I-Days) of to Step 16
18. Dissenting Committee members if they choose will submit a minority report to the appropriate Vice President	10 (I-Days) of to Step 16
19. The appropriate Vice President will render a decision on the grievance and notify the grievant and respondent of that decision	10 (I-Days) of to Step 17

Grievance Timeline (Example Calendar)	Fall 2010	Spring 2011
1. Grievance Occurs	Fall 2010	Spring 2011
2. Informal Resolution - Required before the filing of the formal process		
3. Last Day to submit Request for formal Grievance Hearing	No later than 3/15/2011	No later than 10/15/2011
4. Dean of Students Transmits copies to respondent and Committee Chair	3/22/2011	10/21/2011
5. Respondent provides answer to grievance to Dean of Students. Dean of Students will provide copy of answer to grievant	4/5/2011	11/4/2011
6. Dean of Students provide Committee Chair with respondent answer, and all other materials	4/12/2011	11/14/2011
7. Committee chair holds committee meeting to review evidence submitted by grievant and respondent	4/19/2011	11/30/2011
8. Committee Chair submits questions to the grievant and respondent	5/10/2011	1/19/2012
9. Grievant and Respondent must provide Committee with answers to questions	8/29/2011	2/2/2012
10. Committee Chair will set hearing date and notify the grievant and respondent. The hearing date will be set at least twenty days from this point	9/6/2011	2/9/2012
11. Grievant and respondent must provide the name of their advisor (if they have one) to the Dean of Students	9/20/2011	2/16/2012
12. Grievant and respondent must provide the names of their witnesses with a brief statement of their testimony and written evidence to the Chair	9/20/2011	2/16/2012
13. Grievant and respondent must present exhibits to the Chair	9/20/2011	2/16/2012
14. Committee Chair will make all materials available in the Dean of Students Office for review by the grievant, respondent or committee	9/27/2011	2/23/2012
15. Grievance Hearing Date	10/4/2011	3/1/2012
16. Committee members shall deliberate (vote) and arrive at their recommendations	10/18/2011	3/15/2012
17. Committee Chair will write a report consisting of the findings and recommendations to the appropriate Vice President	11/1/2011	3/29/2012
18. Dissenting Committee members if they choose will submit a minority report to the appropriate Vice President	11/1/2011	3/29/2012
19. The appropriate Vice President will render a decision on the grievance and notify the grievant and respondent of that decision	11/16/2011	4/19/2012

UCC review of the proposed Environmental Studies Degree Major Program

UCC has finished its review of the Environmental Studies Degree Major Program and is completing its review of the accompanying new course forms. The program is proposed as an interdisciplinary program that draws from faculty expertise in Chemistry and Philosophy in addition to newly proposed Environmental Studies courses for its upper division core. It draws from Biology, Chemistry, Physics, Anthropology, Economics, Geography, Liberal Studies, Philosophy, and Political Science for upper division electives.

The program is based on six newly proposed Environmental Studies core courses, one newly developed Environmental Studies elective course and three newly developed Visual Arts courses. ENVS 100 Introduction to Environmental Studies, ENVS 105 Introduction to Biology/Ecology, ENVS 200 Geomorphic Processes, and ENVS 210 Research Methods: Intro to GIS serve as preparatory courses for the major and ENVS 310 Environmental Impact Analysis and ENVS 490 Capstone in Environmental Studies serve as upper division core courses. The newly developed elective courses are VSAR 313 Digital Arts and the Environment, VSAR 330 Art and Science: Historical and Contemporary Practice, VSAR 330 Art, Science, and Technology, and ENVS 320 Environmental and Land Use Design.

The Environmental Studies Program is designed to provide a collaborative setting for University and community partners to study environmental and land use issues and to provide students with an opportunity to interact with environmental systems on local, regional, and global scales. Philosophy and literature classes in the program will help students to evaluate environmental issues ethically and aesthetically and social science courses will provide them with the background to work within environmental review processes such as the National Environmental Policy act, and to understand the impacts and process of urbanization and suburbanization on the environment. Chemistry and Biology courses will help them to understand the fundamentals of the physical and life sciences as applied to environmental systems.

UCC supports the program proposal, finding it to be academically sound and particularly suited for our region and student population

TIMETABLE FOR PERIODIC EVALUATION AND PERFORMANCE REVIEW 2010/11

REVIEW	WPAF DUE			PRE-REVIEW FOR COMPLETENESS			Candidate adds requested material no later than			PEER REVIEW (PRC) COMMITTEE REVIEW			Candidate picks up re-commendation no later than			End of rebuttal/response period *			End of PRC response period **			DEAN REVIEW			Candidate picks up re-commendation no later than			End of rebuttal/response period *			End of Dean's response period **			PROMOTION & TENURE (P&T) COMMITTEE REVIEW			Candidate picks up re-commendation no later than			End of rebuttal/response period *			End of P&T Committee response period **			PRESIDENT OR DESIGNEE REVIEW		
	Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End		Begin	End	Decision						
Periodic Evaluation (typically 1st, 3rd, and 5th year)	WED JAN 19	THUR JAN 20	WED JAN 26	WED FEB 02	THUR FEB 03	WED MAR 02	TUE MAR 08	FRI MAR 18	MON APR 04	TUE APR 05	MON MAY 02	WED MAY 04	MON MAY 16	MON MAY 23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A												
	5 Work Days			7 Days			20 Work Days			10 Days			7 Days			20 Work Days			10 Days			7 Days																										
2nd Year Retention	MON AUG 30	TUE AUG 31	TUE SEP 07	TUE SEP 14	WED SEP 15	MON OCT 04	THUR OCT 07	MON OCT 18	MON OCT 25	TUE OCT 26	MON NOV 15	FRI NOV 19	WED DEC 01	WED DEC 08	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	THUR DEC 09	JAN 28															
	5 Work Days			7 Days			14 Work Days			10 Days			7 Days			14 Work Days			10 Days			7 Days												30 Work Days														
2nd Year Retention w/optional Tenure and/or Promotion Review	Use above timeline for 2nd Year Retention (including the Feb 26 final decision for retention) and continue with the following P&T Committee/President schedule:														MON JAN 31	FRI MAR 11	WED MAR 16	TUES APR 05	TUES APR 12	WED APR 13	TENURE JUN 01	PROMO JUN 15																										
4th Year Retention (3rd or 5th year for faculty off cycle)	TUE SEP 07	WED SEP 08	TUE SEP 14	TUE SEP 21	WED SEP 22	TUE OCT 26	MON NOV 01	FRI NOV 12	FRI NOV 19	MON NOV 22	WED JAN 05	TUE JAN 11	MON JAN 24	MON JAN 31	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	TUE FEB 01	JUN 01														
4th Year Retention w/ optional Tenure and/or Promotion Rvw (3rd or 5th year for faculty off cycle)	TUE SEP 07	WED SEP 08	TUE SEP 14	TUE SEP 21	WED SEP 22	TUE OCT 26	MON NOV 01	FRI NOV 12	FRI NOV 19	MON NOV 22	WED JAN 05	TUE JAN 11	MON JAN 24	MON JAN 31	TUE FEB 01	MON MAR 14	FRI MAR 18	THUR APR 07	THUR APR 14	FRI APR 15	TENURE JUN 01	PROMO JUN 15																										
Tenure and/or Promotion Review	TUE SEP 07	WED SEP 08	TUE SEP 14	TUE SEP 21	WED SEP 22	TUE OCT 26	MON NOV 01	FRI NOV 12	FRI NOV 19	MON NOV 22	WED JAN 05	TUE JAN 11	MON JAN 24	MON JAN 31	TUE FEB 01	MON MAR 14	FRI MAR 18	THUR APR 07	THUR APR 14	FRI APR 15	TENURE JUN 01	PROMO JUN 15																										
	5 Work Days			7 Days			25 Work Days			10 Days			7 Days			25 Work Days			10 Days			7 Days			30 Work Days			10 Days			7 Days			30/40 Work Days														
Post-Tenure Periodic Review	TUE MAR 1							FRI APR 1							FRI APR 29																																	

Holidays/Breaks:

Labor Day	SEP 06
Veteran's Day	NOV 11
Thanksgiving	NOV 25 - 26
Winter Holiday/Break	DEC 23 - JAN 11
Martin Luther King Jr.	JAN 17
Cesar Chavez Day	MAR 31
Spring Break	MAR 28 - APR 01

* Candidate may submit a rebuttal/response within 10 days of receipt of the recommendation or by the end date listed on timeline - whichever comes first.

** Reviewing committee/administrator may submit response to a candidate's rebuttal within seven days or by the end date listed on timeline - whichever comes first.

• Campus Holidays are NOT counted in number of "work" days.

The number of days indicated on the calendar is the minimum number of days required, so the actual number of days may be more than the minimum.

11:00 to 11:25 a.m.

11:30 to 11:55 a.m.

12:30 to 1:00 p.m.

Track One - Teaching with Cougar Courses: Pilot faculty share their experiences

Kellogg 2413 (Faculty Center Conference Room)

Using Wikis to Increase Active Learning

Wayne Neu, CoBA

This session discusses a semester-long exercise during which students develop a wiki site that integrates written content, illustrations, and links to supplemental content on the Web. In essence, students act as authors of an electronic "book," taking an active role in developing their understanding of course content.

Using Forums for F2F and Online Courses

Laura Makey, CoAS

Forums are an important resource for both F2F and fully online courses. How they are used depends on the structure and focus of the course website. This presentation will review how forums are being used in Cougar Courses for F2F and online sections of the same course.

Collecting and Grading Electronic Assignments

Camille Schuster, CoBA

Health issues, travel schedule, and organization issues converged to create good reasons for experimenting with electronic assignments. This session will share the assignments created for Cougar Courses and address some of the benefits and constraints of the process.

Track Two - Using Technology Tools in your Courses

Kellogg 2416 (Multimedia Presentation Room)

Teaching with a Tablet PC

Eun Kang, CoBA

Free your students from note taking and allow them to concentrate on your lecture. I will discuss how I use PowerPoint slides and an electronic pen to write on the slides, save and send them to students after class so that students can focus on lecture rather than writing during class.

Tablet PCs: Applications in lecture and lab

Ed Price, CoAS

Tablet PCs provide a way for instructors to add digital ink to a lecture in progress, thereby combining the spontaneity and natural pacing of writing on the board with the archival and multimedia features of computer-based presentation. I will describe a Tablet PC-based application called Ubiquitous Presenter that allows instructors to annotate prepared slides, automatically archives the slides on the web, and even provides a mechanism for students to electronically make submissions in class.

Creating Student Video Projects

Jeff Heil, COE

Are you interested in incorporating video projects in a course, but lack the time or resources to learn? In this session you will see some examples of student video projects and discuss ways to incorporate video projects into any course. Resources will be shared.

Track Three - Learning to Teach Online: Tools, techniques, and straight talk

Kellogg 2400 (Conference Area in Faculty Center)

Communicating Online in Real Time

Pearl Ly and Allison Carr, Library

Do you write long, detailed emails answering student questions or leave assignment comments on WebCT/Cougar Courses? Do you want to communicate with your students online in real-time? Enhance your online communication with students with instant messaging using free and easy-to-use software!

Teaching Online: Surprises and rewards

Leslie Mauerman, COE, & Kathy Shellhammer, CoAS

An instructor with years of online experience and an instructor with semesters of online experience share the surprises and rewards of teaching online. Techniques will be shown, which ensure full participation, community building, and help students to be successful online learners.

12 Weeks Into an Online Course:

Reflections by an economist

Roger Arnold, CoAS

I was apprehensive when I first started teaching online -- Would the students get much out of an online course in economics? Would the grades in an online course be lower than in an in-class course? After 12 weeks of teaching online, I am convinced that there are some online and hybrid courses that offer a superior method of instruction to the in-class experience.

Lunch - Noon to 12:25PM
Faculty Center Patio