APC Final Report as of May 7, 2008

Submitted by Rika Yoshii (Please send any comments or questions to ryoshii@csusm.edu)

APC met every Wednesday from 3-4pm in KEL 3013

In Fall 2007, we completed a revised Advanced Placement Policy and it was passed by the Senate; we also met with the VPAA Gonzalez to discuss our concerns regarding the Centers and Institutes policy; and we responded to a system-wide survey on Drops, Withdrawals, Incompletes and Repeats.

Spring 2008 completed tasks:

1) Community Service Learning policy minor revision – passed by the Senate

2) Concurrent Credit policy – passed by the Senate

    a. This is to award graduate units to senior student applying to a master's program (formalization of the current procedure)

3) Graduate Writing Assessment policy – passed by the Senate

    a. This is to determine graduate student writing abilities before they advance to candidacy (as required by the Chancellor's office).

4) GPA Adjustment policy revision – passed by the Senate

    a. This is to automate GPA adjustment without having the students submit requests.

5) Add/Drop policy revision – at the Senate for the second reading

    a. This is to use permission numbers instead of the old Add forms.

6) We also collected information on how People Soft will impact the Fall registration to determine which policies needed to be updated.

Spring 2008 on-going tasks to be completed in Fall 2008:

1) **Administrative Drop policy revision** – currently working on a policy revision to 1. set a deadline by which the instructor must make a request, and 2) allow drops for the lack of enrollment requirements. A draft was completed on April 23rd.

2) **Online Courses** – currently listing all issues related to online courses. These will lead to tasks for other standing committees. We had already invited experts from the College of Education.

3) **CLEP and IB** – We are collecting and organizing data on how CLEP and IB credits are awarded at other CSU campuses in order to develop our own policies.

We need to determine the meeting time for next year as soon as we have filled vacant seats.

During AY 2007-08, the voting members of the Budget and Long Range Planning (BLP) Committee included Judy Papenhausen (at-large), Patricia Stall (COE), Kathleen Watson (chair, COBA), Robert Yamashita (COAS), and Hua Yi (Library). Ex-Officio members of the committee included Vicki Golich, Dean of the College of Arts and Sciences, Wayne Veres, Dean of Instructional Information Technology Services, David Barsky, Associate Vice President for Academic Programs and Jennifer Jeffries joined us in January as the new interim Associate Vice President for Planning and Accreditation. The committee met weekly throughout the year.

Budget and Long-Range Planning Committee provides faculty representation on a number of University Committees and task forces. The chair of BLP serves on the University Budget Committee (UBC), the Senate Executive Committee, and as BLP representative to the Academic Senate. She also represents BLP on the Academic Affairs Restructuring Task Force, convened to propose to the Provost principles and processes for creating and restructuring schools and colleges. BLP formerly provided representation on the Academic Blueprint Committee which provided input on WASC, Theme 1: Academic Master Planning. Because that committee is disbanded, three members of BLP, Patricia Stall, Robert Yamashita and Kathleen Watson, agreed to represent BLP on a WASC Theme 1 Task Force for the Spring semester. In addition, the entire voting membership of BLP, at the invitation of the Provost, participated in joint meetings with the Academic Affairs Leadership Council (AALC) to provide input on Academic Affairs strategic planning. For regular BLP business, the chair coordinated committee members' review of program proposals, requests for feedback from program originators, reports to the senate, and provided detailed minutes posted to the Senate website.

<u>**Curriculum Reviews**</u>
During AY 2007-08 BLP conducted two kinds of curriculum review: 1) A-form reviews and 2) P-form reviews.

<u>A-Form Reviews</u> -- Under current curriculum policies, colleges, departments and programs proposing new majors (minors do not require A-forms) must complete and submit an A-form, which broadly outlines the proposed degree, makes an initial case about external demand for the degree or about internal need for it, and sketches out an early estimation of the resources needed to initiate and sustain the program. A-Forms go through college curriculum committees (not all colleges have them), and then are distributed by Academic Programs to key planning stakeholders for comment. After these reviews, the A-forms and stakeholder's comments come to BLP. The packages are assessed for long-range planning and resource implications. The committee votes whether or not the proposed degree should be added to CSUSM's University Academic Master Plan (UAMP) which is sent to the CSU Chancellor's Office each January.

In AY 2007-08, BLP reviewed A-forms for the following proposed degree programs and voted to add them to the UAMP:
- ❑ M.S. in Nursing
- ❑ B.A. in Ethnic Studies

<u>P-Form Reviews</u> -- Originators of major and minor degree programs, options and certificates, and existing degree programs undergoing substantial changes submit P-forms. P-Forms represent the realized plan of the curriculum, including resource needs for initiating and sustaining the degree program. Once P-forms are reviewed by the University Curriculum Committee (UCC) and BLP, they are submitted to the Academic Senate for approval. If approved by the Senate, the P-forms are then submitted to the Provost, the President and (if necessary) to the Chancellor's Office for official authorization.

BLP reviewed the following P-forms, provided feedback to initiate discussions with originators, and incorporated responses as we wrote long-range planning and resource implication reports to Academic Senate. We moved the following out of BLP during AY 2007-08:
- ❑ B.S in Business Administration: Option in Global Supply Chain Management (new option)
- ❑ B.S in Business Administration: Option in Management Information Systems (new option)
- ❑ Accelerated Baccalaureate in Nursing (B.A. in Nursing, offered through Extended Learning)
- ❑ B.A. in Global Studies
- ❑ B.S. in Kinesiology, Option in Health Science (new option)
- ❑ B.A. in Liberal Studies: Option in Border Studies (new option)

Center and Institutes
Both BLP and APC were asked to review the Policy on Centers and Institutes to suggest changes. The Policy is an administrative policy so it is not subject to Academic Senate approval but the administration is open to proposed language changes. BLP discussed what additional information we would like proposers of Centers and Institutes to provide to facilitate BLP's ability to assess the financial impact of the Center or Institute. BLP proposed changes that integrate and reorganize sections 5 and 6, to include a narrative response to the questions and an attached budget in spreadsheet format that itemizes the yearly projected source of funds and expenditures. BLP proposed adding to section 7 [Evaluation] an annual report that would include both a budget and activity report.

Strategic Planning
BLP met with representatives of the Academic Affairs Leadership Council to discuss the AA Vision, Mission, Values and Goals [titled by BLP, The "Foundational Tenets" of the Academic Affairs Strategic Process]. We suggested some changes in the wording of the Goals, and some changes in the Mission. Given BLP's involvement in the development of the AA strategic planning process over the last two years, the Executive Committee of the Senate had BLP draft a resolution in support of the Foundational Tenets, which was subsequently approved by the Academic Senate.

P-form Resource Table Revisions
UCC asked BLP to provide suggested revisions to Table III (Resource Table) of the P-form which summarizes resources needed by a new program and their associated costs. BLP suggested revisions that include expanded categories and projected new costs for the first, second, and third year and beyond. Sources of external funding should be identified. Projections of student growth are included. Course sequencing, with identification of required and elective courses, and the potential for course fees are added to the Table.

Information Gathering
BLP invited guests to provide input on the budgeting process, and listen to our suggestions regarding how budget information could better facilitate BLP's charge to inform Senate of the resource implications of new programs. Invited guests included:

❑ Provost Emily Cutrer, update on the budgeting process in AA and discussion of how the three-year rolling budget could facilitate BLP's analysis of the resource impact of new programs.

❑ Dean of Graduate Studies, Geraldo Gonzalez, history of the differential fee for graduate studies and the distribution of these revenues. BLP proposed working with Graduate Studies to identify costs unique to graduate programs and support efforts to direct differential fees to the graduate programs that are generating the fees.

❑ Director of the University Budget Office, Mary Hinchman, clarification of FIRMS categories and payment for services provided by other divisions.

Recommendations for Next Year
BLP would like to see movement toward some formula funding based on FTES growth projections, associated with a specific new program proposal, which would be specifically dedicated to Library and IITS. A formula driven budget process for the entire University should be considered as it is unclear how monies are allocated to divisions across the University. We need predictability in order to plan for program growth and new program development.

As FTES increases, the present 20:1 funding formula partially addresses maintaining present programs and their growth, but neglects associated costs such as staff and O&E. And an additional portion of growth money that comes to the University should be specifically set aside for new program development.

Given the recent changes in the Resource Table section of the P-form, BLP should revisit the A-form.

Committee Membership for 2008-09
Faculty membership for 2008-09:
Ongoing:
Patricia Stall (COE – 07-09)
Hua Yi (Library – 07-09)

New:
Staci Beavers (at-large – 08-10)
Kathleen Watson (COBA – 08-10)
Robert Yamashita (COAS – 08-10)

Ongoing administrators:
Dean COAS
Dean IITS
AVP Academic Programs
AVP Planning and Accreditation

Chair Betsy Read (Faculty at Large), Soheila Jorjani (CoBA), Janet McDaniel (Faculty at Large), Carmen Nava (Faculty At Large), Ann Fiegen (Library), Lance Newman (CFA), Fran Chadwick (CoE), Cathy James (Fall '07, Lecturer), Myra Besosa (Spring '08,Lecturer), Jackie Trischman (Fall '07, CoAS), Ahmad Hadaegh (Spring '08, CoAS),)Mary Elizabeth Stivers (AVP-AR)

The following items were part of FAC's work this year:

New Grievance Process: Faculty Hearing Panel elections were held and a panel consisting of not less than 25 percent of the full-time equivalent faculty (FTEF) was established.

University Professional Development Special Call: A Special UPD grants call aimed at assisting probationary and tenured Unit 3 employees working to meet the qualifications for retention, tenure, or promotion was made to spend out the limited funds remaining from spring '07. 27 grants were submitted were reviewed and 21 grants were awarded totaling $~32,000.

Guidelines for President's Award for Outstanding Contributions to Student Success:
Guidelines were established to initiate an award to recognizes one temporary faculty member each year who significantly contributes to student learning, advances the university' mission of educational excellence, and demonstrates dedication to our diverse student community.

Textbook Accessibility Statement: Worked with LATAC to establish dates and draft statement.

P&T Calendar for 08/09: Calendar was 08/09 was established taken to EC, and approved at Senate.

Sabbatical Leave Policy: Revisions were made to include a statement requiring final approval of the sabbatical leave being contingent upon the award of tenure. Moved to EC and approved by the Senate.

Review of Student Evaluation Forms: Faculty survey to assess the usefulness of the current student evaluation instrument in providing summative and formative information on teaching effectiveness was developed and administered to faculty. A report of the results obtained from the quantitative portion of the survey was made to the Senate.

CoBA RTP Document: Revisions to the CoBA RTP Document were made, moved to EC, and approved by the Senate.

Political Science RTP Document: The Political Science RTP Document was reviewed and sent back to the department for revisions.

Evaluation of Coaches: Procedures developed by the Department of Athletics for the annual evaluation of head and assistant coaches were reviewed and revisions by the Department of Athletics were made. WHAT IS THE STATUS? GOOD IDEA TO WRITE WHERE THIS LIES NOW. WHO TAKES THE NEXT ACTION? SHOULD THIS GO ONTO NEXT YEAR'S LIST???

Faculty Grants Committee Policy: A policy was established in collaboration with Gerry Gonzalez for a new Faculty Grants Committee (FGC) to conduct the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities. The policy was moved to EC and is pending approval by the Senate.

Interim Policy On Integrating Part Time Faculty Into Life Of The Institution: Discussions on revising the policy were initiated. A change in title to "Inclusion of Lecturers into University Life" was recommended.

Post Tenure Review Procedures: Revisions were made that the PTPE report shall consist of one 3-5 page narrative with complete CV and the optional report formats were removed. The revisions were moved to EC where action is pending.

Review of the Presidents Awards: Revisions to titles and procedures were recommended.

Unfinished Business Includes:

        A.   Recommendation concerning Research Misconduct
        B.   Nursing evaluation for part time faculty
        C.   Guidelines/Template for Writing Departmental RTP Standards
        D.   CoE Lecturer Evaluation Policy and Emeritus Faculty Policy
        E.   CoE Lecturer Evaluation Policy and Emeritus Faculty Policy
        F.   CoAS Lecturer Evaluation Policy
        G.   Sabbatical Leave Policy Revisions

General Education Committee
Report to CSUSM Academic Senate
May 7, 2008

Curriculum approved for GE credit this academic year:

D7/D: ID 170
E: PE 203
BB: KINE 336, PHYS 315. BB removed for BIOL 375, at department request.
CC: LTWR 336E, ID 370S, LTWR 431, LTWR 415, LTWR 303B
DD: PSCI 362, ID 370R, PSYC 440K, WMST 330

The GEC also communicated to the Department of Chemistry and Biochemisty that no paperwork would be required to divide the B1 and B3 credit currently carried by CHEM 150 when that course is divided into a lecture component (CHEM 150) and a lab (CHEM 150L). The changed CHEM 150 will retain B1 certification (but not B3), and the new CHEM 150L will be approved for B3.

Language Other Than English Requirement (LOTER) modification.

This year GEC completed an update of this policy. The general substance of the policy remains unchanged. The main procedural difference is a clause which allows the GEC to modify the Procedures of the policy without obtaining a second reading approval from Senate (the GEC must inform Senate of procedural changes.)

Area E recertification.

The committee struggled for most of the year on recertifying Area E courses. A central difficulty the committee has encountered with this process since it began in spring 2007 is the question of what are the criteria for area E classes. Another matter reached the committee during the process: a discussion at the Institute for Social Justice and Equality symposium questioned the wisdom of GEC's management of the GE curriculum regarding the appearance of race/gender/ethnicity/social justice issues in the GE curriculum. The committee voted this March to suspend the recertification process until the criteria for Area E could be made clearer. Pending such clarity, all area E courses will retain their certification until further notice.

GE Assessment.

The GE Assessment Coordinator, Sharon Hamill, apprises GEC regularly on her work with faculty on assessing attainment of GE learning objectives. For more information on her work, please consult her annual report, which will be posted on the GE website: www.csusm.edu/ge.

General Education Town Hall Meeting

The Provost's Town Hall Meeting on March 6 was on General Education, its learning goals, and assessment. Various issues were discussed; faculty are encouraged to go to the Senate Off Leash blog to offer comments on the issues.

Area C3 courses.

With the adoption of PeopleSoft, all courses which qualify for area C3 (which would be most courses in Arts and Humanities departments) will be encoded into the computer – this was not done with Banner. Departments offering courses in the Arts and Humanities were given the opportunity by Academic Programs prior to the unveiling of PeopleSoft to request that certain courses not be so encoded.

Recommendations for next year's GEC: The area E recertification process remains unfinished. The GEC should decide what to do with it. This year's GEC did not wish to continue with the process until the criteria are clearer. In a related matter, the GEC should also decide whether it wishes to update the campus GE Philosophy statement and GE forms in the hope of clarifying the goals for the General Education program.

Library and Technology Advisory Committee (LATAC) End of Year Report to Senate, Spring 2008

LATAC Membership
>   Chair, Joan Hanor, CoE 07-09
>   Shaoyi He, CoBA 03-05, 07-09
>   Sajith Jayasinghe, CoAs 07-09
>   Youwen Ouyang, CoAS, 06-08
>   Sue Thompson, Library Faculty 06-08
>   Chris Ashley, Library Staff
>   Robert Erichsen, IITS Staff
>   Marion Reid, Dean of Library
>   Linda Scott, Interim Director, Academic Technology
>   Wayne Veres, Dean of IITS
>   Chad Huggins, AA staff at large
>   Kai Norwood, Student Representative at Large

LATAC, chaired by Joan Hanor, spent the year on the following issues:

Accessibility Technology Initiative (ATI) and Instructional Materials Accessibility Plan (IMAP)
In consultation with Wayne Veres, Dean of Instructional and Information Technology Services and Chief Information Officer, LATAC worked on the issues related to Accessibility Technology Initiative (ATI) and the Instructional Materials Accessibility Plan (IMAP). This involved joint efforts from LATAC, IITS and FAC. Led by Linda Scott, Interim Director of Academic Technology, LATAC prepared a draft/proposal resolution for the Timely Adoption of Textbooks and Printed Materials. The draft went thru several revisions to reflect input from faculty, Disabled Student Services, and Senate. The final statement Regarding the Timely Adoption of Textbooks and Printed Materials was approved by the Senate and was submitted with the Instructional Materials Accessibility Plan (IMAP) to the Chancellor's office in fall 2007. Communications from the Chancellor's Office provided positive feedback.

CSU Security System
In consultation with Teresa Macklin, LATAC reviewed the CSU Security Policy. It will be discussed on all campuses and will be going through the CSU Senate. It has since gone through several revisions and will offer consistency across campuses.

Resolution on Impact of Budget on Library and Instructional and Information Technology Services (IITS) Resources, Collections, and Services
In consultation with Mark Stengel, Associate Dean, Library and Marion Reid, Dean of the Library, and Wayne Veres, IITS, LATAC discussed budget impact on resources, collections and services and of prior resolution passed by the system-wide senate concerning library resource needs for all undergraduate and graduate programs. A Resolution on Impact of Budget on Library and Instructional and Information Technology Services (IITS) Resources, Collections, and Services was composed and presented to Exec and Senate.

Issues Carried Forward
All new courses and those going through a substantial redesign will need to be fully accessible as of fall 2008**.** LATAC will provide a proactive role in facilitating and implementing strategies to assure compliance.
- Expand communications plan to advise, support, clarify requirements, assess needs, and identify necessary services.
- Extend discussions regarding placing an ADA alert on C forms.
- Research further resources.
- Continue to update information.

NEAC Year End Report for AY 2007/2008

Committee Members: Staci Beavers, Allison Carr, Jeffrey Kohles, Alice Quiocho,
Radhika Ramamurthi (Chair), Marie Thomas.
Ex Officio: Marcia Woolf

1. NEAC recruited for numerous committees throughout the year. In Fall 2007, NEAC successfully filled all vacancies with the exception of the CoBA seat on GEC. NEAC held elections for the Promotions and Tenure Committee seats in the Fall and Spring, and ensured that the committee is fully seated. After elections in Spring 2008, 11 Academic Senate Committee positions remain unfilled. In an effort to attempt to fill these positions before Fall 2008, NEAC re-issued a call with the open seats and hopes to return to fewer vacancies in Fall 2008. NEAC notes that the position of Senate Vice-Chair remains open and despite its best efforts, NEAC has been unable to recruit anyone into that position.

2. As charged by the Executive Committee of the Senate, NEAC amended the Election Rules and Guidelines to increase the number of candidates eligible to run for the positions of Senate Vice-Chair and Secretary. The amendment was passed unanimously in Senate.

3. NEAC received 6 Constitutional Amendment items for consideration and recommended 4 of the six to the referendum process. The remaining two items: representation of part-time faculty on LATAC and representation of Nursing in the Academic Senate were deferred to next year for further discussion.

4. As charged by Executive Committee of the Senate, NEAC considered the creation of a new committee that would be charged with the reading of grant proposals for the University Professional Development/Research, Scholarship, & Creative Activity Funds. After investigating the work load associated with reviewing grant proposals, NEAC agreed that both the current workload and the charge of the Faculty Affiars Committee that currently has the responsibility to review the grants argue for the creation of a new committee that would have only reading the grants as its charge. NEAC passed its recommendations to FAC to create the policy governing the new committee.

5. Thanks to the co-operation and willingness of the members of the Executeive Committee, NEAC was able to provide Academic Senate representation at the Associated Students Incorporated (ASI) meetings that are held two Fridays of the month from 3 to 5. One member of EC, by rotation, attended an ASI meeting and reported back to EC.

Remaining work for 2008/2009:
1. Revise the language of the Constitution to ensure representation of Nursing on the Academic Senate.
2. Investigate if current representation of temporary faculty on Academic Senate Committees is sufficient.

NEAC thanks Marcia Woolf for her hard work, patience, and sense of humor in working with the committee to run the nominations, elections, appointments, and constitutional amendment process smoothly.

Program Assessment Committee
Final Report to the Academic Senate 2007/2008

Members:
Maureen Fitzpatrick   CoAS Social Sciences
Dawn Formo   CoAS Humanities
Tejinder Neelon   CoAS Sciences
Camille Schuster   CoBA
Ted Shore   At-Large
Gabriela Sonntag   Library, Chair
Laurie Stowell   COE
David Barsky   Academic Programs
Susan O'Connor   Provost's Office

Accomplishments this year: This year PAC applauds the work of departments in completing the first set of annual assessment reports. PAC reviewed the assessment plans and made funding recommendations to the AVP for Academic Programs (for undergraduate programs) and the Dean of Graduate Studies and AVP for Research (for graduate programs). The program student learning outcomes were sent to Peggy Maki for review and feedback. Many departments incorporated her comments and now we are very pleased to see that all programs have their student learning outcomes published in the new catalog. The Academic Senate passed a resolution, written by PAC, urging the Provost to set aside funding for a faculty member to assist all departments and programs with their assessment efforts. The call for this position should go out shortly and the Learning Outcomes Assessment Faculty Fellow (LOAFF) will report to the AVP for Academic Programs. We also sent to Senate a major revision of the Program Review Policy that we hope to see passed at the May Senate meeting.

Status of Program Reviews
Program reviews completed during this year:
      Economics
      Psychology BA
Program reviews still underway:
      Delayed:
      Visual and Performing Arts (awaiting final response and PAC report)
      Human Development (External Reviewer visit in early Fall 2008)
      Spanish BA and MA
      EDUC MA
      Psychology MA
      On track:
      Communication
      Business BA and MA
      Liberal Studies

Recommendations for next year As part of the program review process we want to discuss specific guidelines for the external reviewers, offer more information on the assessment website, and further develop the PAC guidelines for reviewing the annual assessment reports/plans to provide better quality feedback to the programs as well as a guide for funding recommendations. Additionally a faculty survey on the program review process will allow further input to the WASC report. At the Assessment Town Hall a suggestion was made that PAC call a meeting of anyone interested in sharing assessment strategies in early Fall 2009. Assuming that the new Program Review Policy is passed by the Academic Senate at its May meeting, the PAC will also monitor the implementation and look for further improvements in this policy and procedure.

Student Affairs Committee (SAC) Year-End Report
Prepared by Martha Stoddard Holmes (chair)
May 4, 2008
The Student Affairs Committee shall provide advice and recommend policy on all student issues including but not limited to policies and procedures related to academic environments, student government, student diversity, student organizations or activities, athletics, student discipline and welfare, student research competition, lottery grants, and matters concerning admissions, retention, advising, and commencement. In pursuit of these duties, the committee may create ad hoc subcommittees. (Article 6.13.1: Student Affairs Committee Duties)

Voting Members:
> Martha Stoddard Holmes (chair, CoAs), Jonathan Berman (At-Large), Ben Cherry (CoBA), Ahmad Hadaegh (At-Large), Moses Ochanji (CoE), Toni Olivas (Library)

Nonvoting Members:
> Bridget Blanshan, Dean of Students
>   & AVP for Student Development Services (Fall 2007)
> Gregory Toya, Associate Dean of Students (Spring 2008)
> Sherray Blythe (ASI Representative Fall 2007)
> Brittany Ikemoto (ASI Representative Spring 2008)
> Ben Cherry (Faculty Athletic Liaison)

I. Summary of Activity *(in chronological order)*

A. Emergency Preparedness Video and Campus Responses to Fires

SAC began the year with a request (BC) to Marcia Woolf for feedback from faculty and students about the Emergency Preparedness video we were urged to show on the first day of classes. Feedback was generally positive, with some suggestions for improvement. The revised video for Spring 08 also received positive feedback. Innovative faculty approaches included using Web CT to show the video and capture student feedback. Later in Fall '08, we were glad to have a campus plan for emergencies when CSUSM again dealt with a wildfire emergency, campus closures, and major impact on students and faculty alike. SAC discussed campus communications during the fires and resources to assist affected students.

B. **Academic Honesty Presentations to Departments.** Most departments were visited last AY by a team of BB/GT and one SAC representative (MO). SAC informed departments of SAC's willingness to return for follow-up presentations. None were requested. BC suggested that an Academic Honesty presentation be part of the New Faculty Orientation program. MSH communicated this suggestion to the Faculty Center and offered SAC's participation. SAC will review the (2005) Academic Honesty Policy next AY.

C. Student Grievance Policy
MSH, BB, and Jule Gómez de Garcia met several times to discuss revision needs for this Policy and draft a tentative action plan. We have made some progress but will consider it a priority in AY 2008-09. While GT became the Student Affairs representative to SAC in Spring 08, BB will continue to work with SAC on this issue.

D. Lottery Grant Allocation Process
SAC met with Dr. Gerardo González throughout the year to evaluate problems with the process of allocating across campus units the portion of State Lottery Funds given to the CSUSM Academic Senate Lottery Grant competition. Discussions focused on the following issues:

- Allocating funds to instructional and co-curricular units in an equitable way.
- The difficulty of establishing direct impact on student instruction in co-curricular units.
- The imprecise process of "head-count" that has been used to measure such involvement.
- The history of the Academic Senate's resolutions on this process.
- The impact of growth and change in the University on the usefulness of earlier allocation procedures.
- The relative benefits and drawbacks of pre-allocating funds to 7 campus units or simply having one university-wide competition.

SAC prepared a proposal that would refine the process and give it more integrity in relation to the Lottery Grant's emphasis on student instruction while working with recent trends in allocations. We distributed it to Deans and AVPS responsible for all seven units served by the Lottery Grant competition and received positive feedback from all but 2, who did not respond. SAC next submitted a resolution to EC, which ultimately resulted in a vote to send a revised version of the resolution to Senate for a first reading. EC voted a further revised resolution be sent to Senate for a second reading on May 7.

E. Lottery Grant Proposals and Prioritizations
SAC continued to revise the Call for Proposals to provide greater transparency about ranking criteria and the allocation process. We also tried to strengthen the feedback loop from Deans/AVPs to applicants by requesting comments for all applicants. This year's review cycle generated further ideas for revisions to next year's call to support applicants' preparation of strong proposals.

Two university-wide proposals were ranked by SAC and fully funded. A total of 17 pre-ranked proposals were received, of which 14 received full or partial funding. Three proposals were declined for funding. The recommendation for funding was based on the following factors:

    i)   The priority listing as developed by the unit head or by SAC for university-wide proposals,
    ii)   The amount of funding recommended by the unit heads,
    iii)   The amount funds available for each unit

The leftover funds were distributed to prioritized proposals which were unfunded because the allocation to that unit had been exhausted.

MSH met with GG and Chairs Ramamurthi (NEAC) and FAC (Read) to discuss the idea of a Senate Grants Committee. Because the Lottery Grant spans both instructional and co-curricular units, it was decided that it was not an appropriate candidate for inclusion in a Grants Committee focused on grants for faculty.

F. Student Research Competition
SAC supported the efforts of the Office of Research to promote the competition to faculty and students. SAC needs to continue to promote the competition. CSUSM's active engagement in the Council on Undergraduate Research (CUR) will catalyze more coherent campus efforts to involve undergraduates in research and help promote research-related events like this one.

II. Representations on related committees (on behalf of SAC or Academic Senate)

A. Disability Access and Compliance Committee
AH represented SAC on this committee again this year. Information items, but no action items, were sent to SAC from the committee this year.

B. University Student Union Advisory Board
AH and TO represented SAC on this Task Force.

III. Recommended Tasks

A. Continue Lottery Grant Allocation Process Review
B. Revise Student Grievance Policy
C. Review Academic Honesty Policy
D. Review Management of Course Records Policy
E. Support Office of Research in promotion of Student Research Competition and CUGR (Committee on Undergraduate Research)
F. Research Student Evaluation Format (online vs. paper)
G. Continue to Evaluate EP Video

UCC Report to the Academic Senate May 7, 2008

Voting Members: Robert Aboolian, Annette Daoud, Dawn Formo, Jule
                         Gomez de Garcia, Gabriela Sonntag, Richelle Swan, Kara
                         Witzke, Olaf Hansen (Chair)
Non-Voting Members: David Barsky, Virginia Mann

Work completed in 2007/08: In the academic year 2007/08 the UCC reviewed P-Forms
for 8 new programs, minors, options, or certificates. These are the Option in Global
Supply Chain Management, the Option in Management Information Systems, the Minor
in Critical Intercultural Communication, the Accelerated Baccalaureate in Nursing, the
Bachelor of Arts in Global Studies, the Option in Health Science in Kinesiology, the
Certificates of Special Studies in Foundational and Advanced Aspects of Business.
Currently we are reviewing the Option in Border Studies in Liberal Studies. Furthermore
UCC approved a change to the Bachelor of Arts, Special Major. We also reviewed and
presented to the Senate 92 C- or C2-Forms. In preparation for the new university catalog
UCC reviewed the changes submitted by the departments for the catalog reconciliation
cycle, which brought numerous changes to program and course descriptions. We also
finished the update of the new P-Form template and presented the template to the Senate.

Continuing Work: The review of the P2-Forms for Visual and Performing Arts and
several courses from Human Development are still pending. We started but did not finish
the review of the Minor in Kinesiology. UCC is waiting for the outcomes of the study
group, initiated by the Executive Committee, before we continue the review of the
proposed Military Science courses. We were not able to update the C- and C2-Forms to
accommodate the recommendations from the WASC review and several other issues
brought to UCC's attention during the last year.

Continuing Members: Robert Aboolian, Dawn Formo, and Olaf Hansen are the
continuing members of the UCC. Two new members, Judith Downie (Library) and
Delores Lindsey (College of Education), were elected to the UCC in Spring 2008. Next
Monday, May 5, UCC will elect its new chair.

I would like to thank all members of the UCC for their excellent work, weekly
attendance, and numerous discussions in our meetings. The last year also made it clear to
us how important it is to balance decisions about the curriculum approval between
different departments, viewpoints, and interests. We hope that all decisions of the UCC
will improve the quality of the curriculum at California State University San Marcos and
are in the best interest of our students.

Submitted by Olaf Hansen.