

Senate Items under Administrative Review

<i>Cmte.</i>	<i>Item</i>	<i>Response</i>
APC	Extended Studies' Roles & Responsibilities Policy Revision	
APC	Credit by Challenge Examination P&P Revision	
APC	Course Form Change Policy Revision	
APC	Grad. & Post-Bac. Course Repeat Policy revision	
APC	Academic Calendar: 08/09 and Beyond	
APC	GPA Adjustment Policy	
APC	Graduate Studies: Cont. Enrollment Req't & Time Limit to Degree	
FAC	RTP Calendar 2007/08	Approved
FAC	Grant Proposal Seed Money Policy Revision	
FAC	School of Nursing RTP Policy	Approved
FAC	RTP Policy revision	Approved
LATAC	Fair Use Policy revision	
SAC	Student Grade Appeals Policy Revision	
	IRB Policy revision	

1 I. Centers and Institutes at CSU San Marcos
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3 According to CSU Executive Order No. 729 (July 5, 2000), "Centers, institutes and similar organizations are
4 entities affiliated with California State University campuses to offer non-credit instruction, information, or other
5 services beyond the campus community, to public or private agencies or individuals." Such entities may exist under
6 a number of names such as "institute," "center," "office," "research group," "council," "bureau," "field station,"
7 "consortium," "archives," or "museum." These entities (herein collectively referred to as "centers and institutes")
8 facilitate the conduct and dissemination of research, perform public service, or provide special training. This
9 document does not apply to central administrative or service units such as the Writing Center, or the Faculty
10 Center, which serve campus-wide academic programs and which also use the term "Center."

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12 Centers and institutes report administratively to the associate vice president for research (AVPR), in Academic
13 Affairs, who is the provost's designee as appropriate administrator for centers and institutes. The AVPR will
14 oversee, publicize, and promote their activities, and will work collaboratively with the centers and institutes to set
15 appropriate goals for success and sustainability. The AVPR will coordinate the periodic evaluation of centers and
16 institutes.

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18 The principal reason for establishing a center or institute is to bring into focus the communication, learning,
19 research, or other efforts of faculty, students, and staff interested in an area of study or service not normally offered
20 by a single academic department or program. A center or institute can enhance service and professional
21 development opportunities for students, faculty, and staff; build links with government, industry and community
22 organizations; foster interdisciplinary work; aid in obtaining external support; and complement the instructional
23 program.

24
25 Affiliation of centers and institutes with the university connotes performance of the activity in the name of and with
26 the endorsement of the university. University centers and institutes promote internal and external recognition of the
27 university's activities, and provide opportunities for students, staff, and faculty to extend the mission of the
28 university.

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30 In general, institutes tend to be larger and more complex organizations than centers, which in turn tend to have
31 more focused missions than institutes. Centers may, for example, be housed administratively under institutes.

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33 II. Procedures for Official Recognition of a Center or Institute
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35 Recognition as a center or institute defines administrative, fiscal, and legal responsibilities of both the university
36 and the organization, thus reducing personal, financial, and legal risks for the associated faculty and for the
37 university. The following course of events is normally expected for a center or institute to obtain official
38 recognition.

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40 A. Working proposal development. Normally an officially recognized center or institute is the result of a
41 collaborative proposal from faculty. The founders of a center or institute should begin by meeting with the associate
42 vice president for research (AVPR) to discuss and refine the following concepts:

- 43
44 1. outline the scope of the center or institute,
45 2. describe its relationship to the mission of the institution
46 3. show how the center or institute better serves the needs outlined than the existing departmental, school, or
47 university organization, and
48 4. explore the proposed financial and other support obligations of the university to the center or institute.
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50 These discussions are designed to lead to the development of a written working proposal, or prospectus, and may
51 involve other members of the university community.
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53 B. Formal proposal development. Once the affiliated areas of the university have given conceptual approval for the
54 project to proceed to the proposal stage, the initiators will prepare a formal proposal. The formal proposal will
55 consider and answer, among other questions, the following:

- 56
- 57 1. Rationale
 - 58 a. Why is the new center or institute needed?
 - 59 b. Why is the present organizational structure not able to accommodate these needs?
 - 60
 - 61 2. Mission
 - 62 a. What activities will the center or institute promote?
 - 63 b. How does the center's/institute's mission support the mission of the university?
 - 64
 - 65 3. Structure and personnel
 - 66 a. What is the proposed organizational structure of the center or institute?
 - 67 b. What will be the responsibilities of the center or institute director? Who will be the founding director?
 - 68 c. Who are the unit's founding members and how does their expertise relate to its purpose?
 - 69 d. What are the rights, responsibilities, and benefits of membership in the center or institute?
 - 70 e. Will the center or institute have an advisory board? For what purpose? How will members be selected?
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 - 72 4. Relationship of the center or institute to other university entities
 - 73 a. Which programs, administrative units, colleges or library, other centers or institutes will be involved in the
74 proposed new center or institute?
 - 75 b. What effect will the center or institute have on the faculty's department(s) academically, operationally, and
76 financially?
 - 77 c. What is its relationship to teaching, coursework, and the instructional program of the faculty's home
78 department(s)?
 - 79
 - 80 5. Operating expenses, facilities, and equipment
 - 81 a. What support for the center or institute will be derived from non-university sources?
 - 82 b. What operating support from the university is required for this center or institute to be functional on an ongoing
83 basis?
 - 84 c. What space and facilities will be needed?
 - 85 d. What other equipment will be needed?
 - 86 e. Describe the computer and telecommunications needs.
 - 87 f. Describe any needs for library collections and/or services.
 - 88
 - 89 6. Financial support
 - 90 a. How will the center or institute be financed for the first three years and for at least five years thereafter?
91 Specifically address the anticipated personnel, operating, space, equipment, and other costs and how they will be
92 supported.
 - 93 b. What will happen if outside sources of funding are no longer available after the center or institute is formed?
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 - 95 7. Evaluation
 - 96 a. All centers and institutes will undergo periodic evaluation. What are the critical elements that will go into an
97 assessment of the center or institute's degree of success?
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 - 99 C. Proposal submission. The faculty initiators send the formal proposal to the associate vice president for research
100 (AVPR), who will make a recommendation regarding establishment of the center or institute. The AVPR's
101 recommendation will include:
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 - 103 • comments on the technical merits of the proposal, i.e., responses in the formal proposal to the above questions,
104 • a summary of comments received from consulting faculty, staff, and administrators (including the University
105 Foundation)

- 106 • identification of the university's and Foundation's obligations and responsibilities regarding institutional support
107 for the center or institute
108 • a determination concerning the proposed unit's financial viability, including the identification of any university
109 resources essential to its operation.
110

111 Within four weeks of receipt of the formal proposal the AVPR will send the proposal, accompanied by her/his
112 recommendation, to the chair of the Academic Senate. The senate chair, in turn, will consult with appropriate senate
113 standing committees and either (a) forward the package to the provost (accompanied by a senate recommendation);
114 or (b) return the proposal (accompanied by questions, commentary, and/or suggestions) to the proposers/AVPR for
115 further development. The senate chair has six weeks in which to formulate the senate's recommendation and
116 forward it to the provost. If either the AVPR or the senate chair has not completed her/his recommendation within
117 the allotted time, the recommendation will be automatically sent forward to the next step of review.
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119 If he/she approves the proposal, the provost will forward the complete package to the president for action, along
120 with a letter of intent identifying the university's obligations and responsibilities to the center or institute. The
121 provost will strive to complete her/his determination within four weeks. The final decision regarding establishment
122 of a center or institute resides with the president of the university.
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124 Normally a center or institute will be granted a charter that governs the operation of the center or institute for up to
125 six years, renewable upon approval of the president or designee (see evaluation procedures).
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127 III. Administration and Annual Report 128

129 1. Each center or institute shall be administered by a director. The president or designee appoints the center or
130 institute director, after consultation with the search committee and/or the advisory board, if any, and the associate
131 vice president for research. The director will:

- 132 a. be responsible for establishing a vision and goals which support the mission of the center and the University;
133 b. be responsible for financial management of the center or institute, ensuring fiscal solvency;
134 c. assure that the center or institute operates in accordance with all current university policies;
135 d. obtain appropriate approval for noncredit course offerings, if any;
136 e. provide consultation with the advisory board (if one exists);
137 f. prepare the annual report for presentation to the associate vice president for research;
138 g. prepare the self-study for the center or institute's periodic evaluation;
139 h. be reviewed in accordance with the terms set forth in the charter of the center or institute.
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141 2. Centers and institutes may have advisory boards, as appropriate.
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143 3. Administration of finances of the center or institute, except for that portion from the State budget, will normally
144 be handled by the CSUSM Foundation a. When the center or institute receives indirect funds (F&A) from grants for
145 which the center or institute receives resources from a department, the director will negotiate appropriate F&A
146 reimbursement for the departmental resources.
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148 4. The director shall submit an annual report at the close of each academic year to the associate vice president for
149 research. The report shall include a summary of:

- 150 a. Projects accomplished during the year (including a listing of the personnel involved in each--faculty, staff,
151 students--and their responsibilities)
152 b. A balance sheet showing the financial status of the center or institute, including information on revenues and
153 expenditures
154 c. Proposals for external funding submitted during the year
155 d. Names, titles, and organizational affiliations of persons serving on the advisory board
156 e. Major challenge or issue
157 f. Assessment activities
158 g. Proposed goals for the following academic year
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160 5. All operations will follow all current policies of the university, including the following: The California State
161 University, San Marcos Foundation shall act as depository and fiscal agent for the center or institute for non-state
162 funds and provide appropriate accounting and related services, except for the following: all non-degree credit and
163 noncredit certificate programs and all courses for continuing education credit will be offered through Extended
164 Studies and funds will be deposited in the "CERF" account. All awarded grants and contracts related to a center or
165 institute must follow established campus procedures, including appropriate approvals at the proposal stage. All
166 grant and contract funds received by a center or institute from external sources must be processed through the
167 CSUSM Foundation.

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169 6. A center or institute may offer courses (whether credit or non-credit) only upon approval by the appropriate
170 academic unit.

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172 7. Members of a center or institute do not have academic titles unless they have them by virtue of an appointment in
173 a college/library unit.

174 175 IV. Procedures for Periodic Evaluation of a Center or Institute

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177 Each center or institute will be formally evaluated in the fifth year from the date of its charter or charter renewal.
178 The review committee shall be constituted as follows:

- 179 • The associate vice president for research (who convenes the committee)
- 180 • Two faculty members with relevant expertise appointed by the Academic Senate,
- 181 • One member appointed by the dean of each college/library involved in the center or institute,
- 182 • One member appointed by the Foundation,
- 183 • One or more community members, when appropriate, to be named by the president or designee
- 184 • An external reviewer from the academic community chosen in accordance with the Academic Senate policy on
185 academic program review, when appropriate

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187 Current members of the center or institute may not serve on this review committee.

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189 The director shall prepare a self-study covering the center or institute's mission and history, resources, staff,
190 research, scholarly and creative activities, and administration. The review committee will examine the self-study, as
191 well as annual reports for the period under review, conduct interviews with the director, and may also interview the
192 advisory board, affiliated faculty, or other individuals associated with the center or institute. The review committee
193 will tour the physical facilities of the center or institute.

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195 The review committee's evaluation shall examine and report findings on the academic, financial, legal, and
196 administrative viability of the center or institute. Particular attention shall be paid to how well the center or institute
197 is fulfilling its charter. The review shall also examine the university's performance in terms of facilitating the
198 ongoing operation of the center or institute.

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200 The review committee's report of the findings, conclusions, and recommendations shall be discussed with the
201 director and then submitted to the provost. The recommendations will also be reported to the Academic Senate.
202 Upon consideration of the results of the review materials, the provost shall make recommendations for action to the
203 president. Recommended actions may include charter renewal (including continuation, reorganization, or changes
204 in scope and focus), discontinuance of the center or institute, or other appropriate actions, such as reorganization.

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206 Unless a center or institute's charter/renewal is formally renewed by the president following the evaluation process
207 outlined above, the center or institute will cease to exist no later than June 30 of the sixth year following its
208 establishment or most recent renewal. Upon termination, its resources will revert to the provost for appropriate
209 disposition. Donors' wishes shall be taken into account if donated resources are involved. Notwithstanding a
210 specified termination date, a center or institute may be dissolved at any time through the evaluation process. In the
211 event that a center's or institute's operation should become inimical to the interests of the University, the president,
212 after appropriate consultation, may terminate it at any time.

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Resolution concerning Renaming of Science Hall II

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WHEREAS. There exist on the California State University San Marcos campus two buildings, Science Hall and Science Hall II, whose names are easily confused; and

WHEREAS. Room numbers for Science Hall II are frequently abbreviated as, for example, SCI 2243, leading some students to wander Science Hall looking for room 2243; and

WHEREAS, Faculty and staff must frequently interrupt their work, especially at the beginnings of semesters, to explain to students that they are in the wrong building; and

WHEREAS, Students are sometimes late for classes and appointments because they initially go to the wrong building; and

WHEREAS, Students' perceptions of the campus are negatively influenced by the confusion caused by the similarity of building names; and

WHEREAS, Attempts to reduce the confusion by putting up signs at building entrances and to change the way room numbers are listed in schedules have not succeeded in reducing the level of confusion to an acceptable level; and

WHEREAS, The original promise of anonymous building names as a possible incentive for fundraising has not yet yielded sufficient gifts to change the names of Science, Academic, University, Science II, or Arts Halls, even 15 years after the opening of Science and Academic Halls; and

WHEREAS, Fundraising for completion of Science II has proceeded without any gifts of sufficient size to warrant changing the name of this building; and

WHEREAS, The eventual renovation of the first Science Hall may be a big enough fundraising target to gain a name-changing donation for this building; and

WHEREAS, Naming buildings after prominent scholars, public figures, and other people who have not made monetary contributions to universities is an established practice at universities worldwide and in the California State University system; now, therefore, be it

RESOLVED, That the Academic Senate at California State University San Marcos form a Science II Renaming Task Force to recommend a new name for Science Hall II; and be it further

RESOLVED That the Task Force be charged with choosing a name that that is in compliance with the California State University guidelines for building names; and be it further

RESOLVED, That the Task Force be charged with choosing a name honors a prominent scholar or other public figure who embodies the values of the University, and who is also connected in some way with the scientific disciplines housed in the building; and be it further

RESOLVED, That the Academic Senate recommend to the President that this name be promptly adopted as the official name of the building, and that all external and internal signage, directory listings, and addresses be changed to reflect this new building name.