

1           **Resolution in Support of Interpretation of Junior Standing Requirement in Order for**  
2           **Students to Take Upper-Division General Education Courses (UDGE)**  
3

4 RESOLVED, That no student at CSUSM be permitted to earn credit for any upper division  
5 general education requirement (BB,CC, or DD) unless they have already earned 60 units toward  
6 the bachelor's degree in a previous semester; and be it further  
7

8 RESOLVED, That this be implemented as of Spring 2010.  
9

10 Rationale:

11  
12 California State University Executive Order 1033 (EO 1033) states in 2.2.3 that upper-division  
13 general education units must be taken "...no sooner than the term in which upper-division status  
14 (completion of 60 semester units or 90 quarter units) is attained."  
15

16 CSUSM's current interpretation of this portion of EO 1033 allows students who are still  
17 sophomores, in the semester immediately before they earn junior status (completion of 60  
18 semester units), to enroll in UDGE courses. This interpretation allows academically unprepared  
19 sophomores to enroll in upper-division courses resulting in course withdrawals, which  
20 contributes to fewer UDGE course options for those students who have earned junior status,  
21 thereby slowing down these students' progress towards graduation as well as unnecessarily  
22 counting towards the maximum of 18 semester units that students may withdraw from during  
23 their undergraduate career (as per Executive Order 1037.  
24

25 The current interpretation also can contribute to graduation delays among those sophomores who  
26 fail the course and must re-take these UDGE courses.  
27

28 Other students who took UDGE courses before attaining junior status are sometimes not  
29 identified/notified of the need for them to re-take these courses due to them failing in another  
30 course during this semester(e.g. the student enrolled in a UDGE course as a sophomore, in the  
31 last semester before they earned junior status, but failed a course resulting in them not earning 60  
32 credits at the end of said semester, therefore prohibiting them from counting the UDGE course  
33 towards fulfill the UDGE requirement) because the process of tracking students in this situation  
34 is not done every semester but only when a student applies to graduate.  
35

36 The current interpretation also affects staff workload. The tracking process is a manual one that  
37 requires the use of scarce campus resources to update student records in the Enrollment  
38 Management System (EMS).  
39

40 Implementing an interpretation that requires students to have completed 60 semester units before  
41 they can enroll in UDGE courses, as stated in the above resolution, would minimize or eliminate  
42 the student issues detailed above, facilitate students' progress towards graduation, and reduce the  
43 use of staff time and other resources needed to track students and update student records.  
44

45 Lastly, such an interpretation would then be the same as 22 of the other 23 California State  
46 University (CSU) campuses.

## CSUSM Academic Senate Meeting Schedule 2008/09

### Academic Senate

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

#### Fall 2008

August 21	Convocation (Time/Location TBD) New Senator Orientation: 2:15 – 3:30 p.m. – UH 440
September 3	Senate Meeting
October 1	Senate Meeting
November 5	Senate Meeting
December 3	Senate Meeting

#### Spring 2009

January 15	Spring Assembly: 9 – 10:30 a.m. – ARTS 240
February 4	Senate Meeting
March 4	Senate Meeting
April 8	Senate Meeting
April 22	Senate Meeting
May 6	Joint Senate Meeting (with newly elected 09/10 Senators)

### Executive Committee

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

#### Fall 2008

August 19	Planning Meeting: 11:30 a.m. – 3:30 p.m. – KEL 3010
August 27	
September 3, 10, 17, 24	
October 1, 8, 15, 22, 29	<i>(10/29 meeting will be held in KEL 3010)</i>
November 5, 12, 19	
December 3	

#### Spring 2009

January 21, 28	
February 4, 11, 18, 25	
March 4, 11, 18, 25	<i>(Spring Break is March 30 – April 4)</i>
April 8, 15, 22, 29	
May 6	

All members of the CSUSM faculty are encouraged to join us. *Only elected Senators may vote.*

Because the Senate is not a governing board, meetings of the Academic Senate are not subject to the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.

## ACADEMIC SENATE

### ELECTION RULES AND GUIDELINES

#### Rules for Elections of:

**Academic Senate**

**Senate Officers**

**Academic Senate Standing Committees**

**Statewide Academic Senate**

1. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide a Preference Form to all full time (tenure line and temporary) faculty. The Preference form shall include a listing of the continuing Senators and continuing Academic Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate and Academic Senate Standing Committees. The Preference Form shall solicit self-nomination by interested faculty for all vacant seats on the Academic Senate and Academic Senate Standing Committees. Faculty are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.
2. NEAC shall use the responses to prepare a ballot that includes at least two candidates for each vacant seat assuming there are enough eligible and willing faculty to achieve this.
3. A sample ballot shall be provided at least two weeks before the date of election with a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in writing).
4. If, after NEAC has circulated the sample ballot, faculty wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC. For persons wishing to change their candidacy from either at-large or College/School/Library representative, the request for such a change must also be submitted to NEAC.
5. If the request for a name deletion or a move between College/School/Library and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified through e-mail of the vacancy.
6. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to NEAC. The date of election shall be the date ballots are due.
7. Eligible faculty, in compliance with Article 3 of the Constitution and Bylaws of the University Faculty and the Academic Senate, shall be permitted to vote for one candidate for each vacant position. Election will be by plurality of votes cast. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.
8. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.
9. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result. Challenges must be submitted in writing to the chair of

NEAC and must specify the nature of the challenge. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.

10. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc committee member may be subjected to recall by a petition to the Executive Committee of the Senate. The recall may be initiated by any eligible faculty member. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present the petition to the Executive Committee. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the recall. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty calendar days of the removal.

### **GUIDELINES FOR ACADEMIC SENATE ELECTIONS**

1. Election and balloting for Senate seats shall be by College/School/Library and Student Services Professionals - Academic Related (SSPs-AR).
2. The number of Senators from each College/School/Library/SSP-AR shall be determined by NEAC each spring, prior to spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
3. In response to the Preference Forms submitted, NEAC shall conduct an election in accordance with these Rules.
4. The Senate shall be representative of the full-time faculty in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
5. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats allocated to the College/School/Library or SSPs-AR (e.g., if a College/School/Library/SSP-AR may elect six representatives, the ballot will read "Vote for up to six persons").
6. The final Senate meeting shall be a joint meeting of the extant Senators and the newly elected Senators. The terms of the extant Academic Senate and Executive Committee shall end on the last day of the Spring semester. Any business that must be addressed before the academic year ends will be conducted by the extant Academic Senate and Executive Committee.
7. When vacancies arise on the Senate due to a faculty member being on leave or due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the remainder of the term.
8. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant." Vacant seats shall be filled by implementing the previous rule.

## **GUIDELINES FOR ELECTION OF SENATE OFFICERS**

1. NEAC will distribute a Call for Senate Officers to full time (tenure line and temporary) faculty by the end of the second week of March. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty who have served on the Senate in any capacity for two of the past three years. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate Office by the end of the third week of March. The Call will request that faculty obtain permission of nominees prior to submitting their names. Nominees for officers of the Senate shall be voting members of the Senate.
2. A sample ballot will be provided, and faculty will have one week to review and respond (end of the fourth week of March). Faculty may make additional nominations or may request that their name be removed from the ballot.
3. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members the first week of April, and will be due in the Senate office the beginning of the third week of April. Senators will have one week to vote.
4. Senate Officers will be announced at the second to last Senate meeting of the Spring semester.
5. In the event that the chair-elect cannot assume the position of chair, an election for chair will be held.

## **GUIDELINES FOR ELECTION OF STANDING COMMITTEES**

1. Standing Committee membership is of two types: College/School/Library representatives and at-large representatives. The members of the various committees serve staggered two-year terms.
2. Election and balloting for College/School/Library representation shall be by College/School/Library, or, in the case of the General Education Committee (GEC) and the Promotion and Tenure Committee (PTC), by area; and for at-large representation, by the eligible faculty.
3. The Preference Form shall ask faculty to indicate which committees they would choose to serve on and whether they would choose to represent their College/School/Library or the faculty at-large. Additionally, faculty will be asked to indicate whether they would be willing to serve on more than one committee and to rank their preferences (i.e., #1, #2 with #1 being the most preferred).
4. Elections for Promotion and Tenure Committee member positions must be contested (at least two candidates per seat). If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an election for the uncontested seats once a minimum of two candidates per open Promotion and Tenure Committee seat is secured. This special election does not require a sample ballot.

5. A person may be elected to serve on no more than two committees.
6. After election results have been announced, each current committee chair shall convene a meeting of current committee members and new committee members to (a) review the year-end committee report and (b) elect a committee chair for the next academic year. Each current committee chair shall notify the Academic Senate Office of their committee's newly elected chair. The newly elected chairs (with the exception of the Promotion and Tenure Committee [PTC]) and the newly elected Academic Senate Officers will constitute the Executive Committee for the following academic year.
7. No person shall be elected chair of more than one standing committee.
8. The terms of the standing committee members rotating off the committees shall end on the last day of the Spring semester. Any business that must be addressed before the academic year ends will be conducted by the extant standing committees.
9. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of that faculty member's absence. Promotion and Tenure Committee vacancies may not be filled through NEAC recommendation. These may only be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing Committees.
10. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant". Vacant seats shall be filled by implementing the previous rule, with the exception of Promotion and Tenure Committee vacancies. These may only be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing Committees.

#### **GUIDELINES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES**

1. Election and balloting for statewide academic senators shall be by all eligible faculty.
2. CSUSM has two statewide academic senators (number determined by the statewide academic senate) who serve staggered three-year terms. When appropriate, NEAC shall put out a call for candidates to fill the position of the senator whose term is expiring.
3. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired are eligible to run again.
4. The statewide academic senator shall be elected by March 1 of each election year.

## **Academic Senate Office – Academic Affairs Division**

**FY 09/10**

### **A. Planning Assumptions and Goals**

1. The Academic Senate office is currently budgeted for one permanent staff person and operating expenses to include course releases for Senate officers and standing committee chairs, travel for the chair, office supply/equipment lease/facilities, computer complements, telephone services, and mail services. No increase to the current level of funding is anticipated except in the case of formulas based on the Academic Affairs release time rate.
2. The Academic Senate office manages funds for our two statewide senators' travel. These funds are allocated to the campus by the statewide senate office in Long Beach and fully cover the senators' expenses. We expect this practice to continue.
3. We anticipate increasing the staff person's salary by approximately 5% and adding a part-time student assistant to the staff in 09/10. If possible, the student will be employed via the Federal Work Study program at no cost to the division.
4. We anticipate the possibility of increased operating costs in the event the current copier lease is replaced by one under the new university contract with Canon. This would be necessitated in the event of non-renewal of our current lease agreement with Konica.

### **B. Programmatic Goals**

- Continued support for the Academic Senate and its committees.
- Expansion of web-based information for the Senate and campus community at large.

**Resolution Concerning Release Time Needs for  
Senate Officers and Standing Committee Chairpersons**

WHEREAS, The effectiveness of the Cal State San Marcos Academic Senate each year relies upon the hard work of a handful of faculty members who volunteer to preside over the Senate and chair its standing committees; and

WHEREAS, Fulfilling these duties requires a substantial amount of time and effort on the part of the faculty volunteers; and

WHEREAS, As our institution grows and committee workload increases, it becomes more and more difficult to find faculty willing to undertake these responsibilities in addition to their regular workload; and

WHEREAS, The 2005/06 officers conducted a survey of workload in order to determine an appropriate distribution of course releases for Senate officers and standing committee chairs; now, therefore, be it

RESOLVED, That the Executive Committee of the Academic Senate survey the workload of the officers and chairs every three years to assess the level of release time warranted; and be it further

RESOLVED, That the Executive Committee respectfully requests the budget advisory committees and university administration provide funds to the Academic Senate beginning FY 06/07 sufficient to fund a total of 56 units of release time by 2008/09, to be distributed as follows:

<b>Office</b>	<b>Current RT</b>	<b>06/07</b>	<b>07/08</b>	<b>08/09</b>
Senate chair	12	12	12	12
Vice chair/Chair elect	0	0	3	3
Secretary	0	0	0	3
APC chair	3	3	3	3
BLP chair	3	6	6	6
FAC chair	3	3	3	4
GEC chair	3	3	3	5
LATAC chair	0	3	3	3
NEAC chair	3	3	3	3
PAC chair	0	3	3	5
SAC chair	3	3	3	3
UCC chair	3	6	6	6
Total	33	45	48	56



2007/08 Senate Officer/Committee Chair Workload Study - Spring 2008

Avg. Hours per Week	APC Chair	BLP Chair	FAC Chair	GEC Chair	LATAC Chair	NEAC Chair	PAC Chair	SAC Chair	UCC Chair	Vice Chair	Secretary	Chair
EC Meetings	1.1875	1.1875	1.1875	1.1875	1.1875	1.1875	1.1875	1.1875	1.1875	1.1875		
EC/Senate Meetings	0.9375	0.9375	0.9375	0.9375	0.9375	0.9375	0.9375	0.9375	0.9375	0.9375		
Standing Comm. Meetings	0.9375	1.875	1.5	1.2	0.4	0.1875	1	0.5				
Other Comm. 1		1.296875		0.33	0.4	0.03125				1		
Other Comm. 2		0.078125			0.078125					0.25		
Other Comm. 3		0.125								0.5		
Other Comm. 4		0.1875								1		
Prep time - EC	0.25	0.296875	0.5	0.5	0.28125	1.1875	1	1	0.5	1		
Prep time - Senate	0.078125	0.3125	0.5	0.25	0.625	0.9375	0.5	0.25	0.5	0.5		
Prep time - Stdg. Comm.	0.46875	1.5	3	2.6875	0.9375	2.96875	5	1	7			
Prep time - Other Comm. 1					0.28125							
Prep time - Other Comm. 2		0.125										
Prep time - Other Comm. 3												
Prep time - Other Comm. 4												
<i>Total</i>	3.86	7.92	7.63	7.09	5.13	7.44	9.63	4.88	10.13	6.375		
<i>Is current level of RT sufficient?</i>	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes		
<i>07/08 release time in units</i>	3	6	3	3	3	3	3	3	3	0	0	12
<i>08/09 release time in units</i>	3	6	4	5	3	3	5	3	6	3	3	15