CALIFORNIA STATE UNIVERSITY SAN MARCOS - DRAFT – 02/12/09
<u>**NEW PROGRAM PROPOSAL – P Form Signature Page**</u>

For Curriculum and Scheduling Office Use Only

D.B. [   ] Catalog [   ] File [   ]

COLLEGE/SCHOOL ☐ CoAS ☐ CoBA ☐ CoE ☐ SoN   Discipline [_____]

TITLE OF PROGRAM [_____]

This form is the signature sheet for new programs and new options/concentrations/tracks/(emphases deleted) within existing programs.
For all changes to existing programs (other than addition of new options/concentrations/tracks), use the Form P-2.

Check one: ☐ New Undergraduate Major or New Graduate Degree   Attach a completed New Program Proposal Template

☐ New Option/Concentration/Track

☐ New Minor   Attach a completed New Option/Concentration/ Track, Minor, or Teaching Credential Proposal Template

☐ New Teaching Credential

☐ New Certificate   Attach a completed New Certificate Proposal Template

Does this proposal impact other disciplines? ☐ Yes ☐ No . If yes, obtain signature(s).
Any objections or concerns should be stated in writing and attached to this form. Please check the box to indicate whether a memo has been attached.

[_____]   ☐ Support   ☐ Oppose   ☐ Memo attached
Discipline #1

_____   _____
Signature   Date

[_____]   ☐ Support   ☐ Oppose   ☐ Memo attached
Discipline #2

_____   _____
Signature   Date

[_____]   ☐ Support   ☐ Oppose   ☐ Memo attached
Discipline #3

_____   _____
Signature   Date

[_____]   ☐ Support   ☐ Oppose   ☐ Memo attached
Discipline #4

_____   _____
Signature   Date

[_____]   ☐ Support   ☐ Oppose   ☐ Memo attached
Discipline #5

_____   _____
Signature   Date

CALIFORNIA STATE UNIVERSITY SAN MARCOS

P-FORM PREPARATION

1a. _____ _____
    Originator (Please Print)   Date

1b. _____ _____
    Program/Department - Director/Chair   Date

1c. _____ _____
    Librarian Liaison for Library Report[+]   Date

1d. _____ _____
    IITS Liaison for IITS Report[+]   Date

COLLEGE/SCHOOL-LEVEL REVIEW PROCESS

2. _____ _____
    College/School Curriculum Committee^   Date

COLLEGE/SCHOOL-LEVEL APPROVAL PROCESS

3. _____ _____
    College/School Dean/Director*   Date

REVIEW PROCESS

4a. _____ _____
    Vice President for Student Affairs*   Date

4b. _____ _____
    Dean of Library*   Date

4c. _____ _____
    Dean of Information and Instructional Technology Services*   Date

4d. _____ _____
    Director of Planning, Design and Construction (if applicable)*   Date

4e. _____ _____
    Dean of Graduate Studies (if applicable) *   Date

UNIVERSITY-LEVEL REVIEW PROCESS
(May not begin until all signatures numbered 1-4 have been obtained.)

5a. _____ _____
    University Curriculum Committee^   Date

5b. _____ _____
    Budget and Long-Range Planning Committee^   Date

FACULTY APPROVAL PROCESS

6. _____ _____
    Academic Senate   Date

UNIVERSITY-LEVEL APPROVAL PROCESS

7. _____ _____
    Provost (President's signature omitted)   Date

8. _____
    Date to Chancellor's Office

+ Please contact the liaisons at the beginning of the process and allow sufficient time for the unit to prepare the report.
* Attach a memo on program impact on the unit and the ability of the unit to support it.
^ Attach a memo summarizing the curricular and/or resource deliberations.

Student Grade Appeals Policy
Suggested revisions, version A (removes alternates)
SAC 2.18.09

IV. Membership

A. Committee Structure

Membership of the Student Grade Appeals Committee (SGAC) shall consist of:

• Three students (two undergraduate, one graduate) ~~and three student alternates~~ to be named under procedures established by the Associated Students Incorporated. Students serving on this committee must be regular students in good standing, as determined under the same regulations imposed for Associated Student council members.

• Four faculty members and four faculty member alternates selected by the Academic Senate. All faculty members of the committee and all of the faculty alternates must hold tenured appointments.

• The Chair shall be elected yearly from the faculty membership of the committee.

B. Chair's Duties

The Chair is non-voting except in cases of a tied vote. The Chair shall be the administrative officer of the committee. The duties of the office shall include arranging for appropriate times and places of committee meetings and hearings; informing committee members of the ~~times and places of~~ the committee's standing meeting time and place and the time and place of ~~s~~ any~~d~~ hearings; informing in writing all interested parties of the times and places of committee meetings or hearings which they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that an appeal is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for the recording of committee proceedings; maintaining committee records; and informing in writing all interested parties of the recommendations of the committee.

C. Service of Faculty Alternates

Faculty a~~A~~lternates shall be called upon as necessary to fill permanent or temporary vacancies (see section IV E~~C~~, "Vacancies."). Alternates shall serve on the committee as full voting members for grade appeal grievances.

D. Terms of Service and Continuation

The term of service on the Student Grade Appeals Committee shall run from June 1 to May 31. All faculty committee members/ alternates shall serve two year staggered terms, from June to May. All ~~, except for~~ student members ~~who~~ shall serve one year terms. Committee members may serve consecutive terms of service.

48   The members who begin hearing an appeal shall continue as a panel for that appeal until it
49   reaches resolution, unless a member is unable to continue or is no longer eligible to serve. In the
50   event that a particular grade appeal extends beyond May 31, the members hearing that particular
51   grade appeal shall continue with that appeal until the committee's decision is rendered.
52
53   E. Vacancies
54
55   1. Permanent vacancies - When a permanent vacancy on the committee occurs mid-term, the Chair
56   of the committee shall request a replacement by one of the faculty alternates from the same
57   constituency (students or faculty) as the original member or through an appointment made by
58   ASI. The replacement shall have full voting rights for the remaining term of office of the original
59   committee member.
60
61   2. Temporary vacancies - If a member of the committee is from the same immediate department
62   or program or has a close personal relationship with the student making the appeal, that member
63   shall not participate in the appeal process for that specific grievance. When, for good cause, a
64   committee member cannot consider a particular grade appeal, or if the committee identifies a
65   conflict of interest, an alternate (faculty) or ASI designee (students), with full voting rights, shall
66   be appointed to serve in his/her place for the specific grievance. The Chair of the committee shall
67   request a temporary replacement by one of the faculty alternates of the same constituency
68   (students or faculty) as the original member or, in the case of a student member, an ASI-
69   designated temporary student replacement. In addition, a student shall have the right to have one
70   member of the committee replaced with an alternate member for any reason within two calendar
71   days prior to the committee's first review of the appeal. The alternate member shall be selected by
72   the Chair of the committee.
73
74   F. Quorum and Voting
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76   The quorum for policy matters and organization meetings of the grade appeals committee shall be
77   two-thirds of the committee. The SGAC majority for grade appeals shall require at least two faculty
78   members voting in the majority employing distinct ballot forms for faculty and student members.
79   Only members of the committee who have reviewed the documents submitted and heard all
80   testimony elicited during the hearing on a grade appeal may vote on the grade appeal. Faculty
81   aAlternates do not vote on grade appeals unless taking the place of the primary member
82   representing their decision.
83

Student Grade Appeals Policy
Suggested revisions, version B (fewer students, keeps one alternate)
SAC 2.18.09

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www2.csusm.edu/wasc/
ourreports.htm

Table of Contents

Participants	Area of expertise
Academic Senate Program Assessment Committee (PAC)	In depth knowledge of Essay 2 content
Academic Senate University Curriculum Committee (UCC)	In depth knowledge of curriculum planning process (Essay 1)
Academic Senate Budget and Long Range Planning (BLP)	In depth knowledge of curriculum planning process (Essay 1)
Academic Senate Executive	Involvement in the policy issues associated with all three essays - faculty perspective into the challenges we face in our continuous improvement efforts. (Essays 1-3)
Foundations of Excellence (FOE) Steering Committee	Charged with guiding the implementation of several FOE recommendations. (Essay 3)
Strengthening Academic Programs Through Assessment of Student Learning Writing Team	In depth knowledge of the processes and responses to efforts to use assessment data to improve student achievement through program improvement efforts. (Essay 2)
Improving Retention of First Year Students Writing Team	In depth knowledge of the data and responses to the data relative to retention of first year students. Cross divisional membership. (Academic Affairs, Student Affairs, President's Office). (Essay 3)
Institutional Planning and Assessment Team (IPA)	In depth knowledge of our increased capability to gather, disaggregate, distribute and apply data as narrated in Essay 3 ad noted in the 2007 Commission Action Letter under the topic *Student Access and Success*. (Essay 3)
Academic Affairs Leadership Council (AALC)	This Council is comprised of the Provost, AVPS, Deans, Directors for all 13 units in academic affairs, as well as the Chair of Academic Senate. Responsible for operationializing the Academic Affairs strategic planning process. (Essay 1)
Provost and VP Finance and Administrative Services	Co-Chairs of the University Budget Committee which is formulating recommendations for enhanced budgetary planning, which is identified in the 2007 Commission Action Letter. (Essay 1)
Extended Learning Program Development Team, Director of School of Nursing, Provost	In depth knowledge of the launching of the Temecula remote site and the ABSN program approved via FastTrack in Fall 2008.
Joint Ed.D. Program Leaders: Dean, College of Education, Director of Ed.D. UCSD representatives, graduates and current students	In May, 2007, the first Ed.D. graduates received their degrees. The program review for the Ed.D. is in 2009/10. In 2007, the WASC team met with a complement of individuals to discuss the program. A similar group could be organized for a conversation.

California State University San Marcos
Division of Academic Affairs

Town Hall Schedule ~ Spring 2009

Date	Time	Room	Topic	CONTACT
Tues, 2/3	12n – 12:50p	MARK 125	Globalizing Our Academic Programs	Peter Zwick
Wed, 2/11	2:30p – 3:30p	COM 206	Information Security	Teresa Macklin
Thurs, 2/19	12n – 12:50p	MARK 125	Extended Learning: Creative Solutions for Challenging Times	Jan Jackson
Tues, 2/24	12n – 12:50p	MARK 125	Public Forum on Army ROTC (Reserve Officers' Training Corps) at CSUSM	Don Barrett
Thurs, 2/26	12n – 12:50p	MARK 125	Staff Forum	Emily Cutrer
Thurs, 3/5	12n – 12:50p	MARK 125	Assisting Students	Bridget Blanshan and Team
Tues, 3/17	12n – 12:50p	MARK 125	Foundations of Excellence	David Barsky
Tues, 3/24	12n – 12:50p	MARK 125	Hispanic-Serving Institution Update	HSI Team
Mon, 3/30 – Fri, 4/3			*Spring Break Week*	
Tues, 4/7 – Thurs, 4/9			*WASC Educational Effectiveness Team Site Visit*	
Thurs, 4/16	12n – 12:50p	MARK 125	Program Review	Gabriela Sonntag Laurie Stowell

Office of the Provost & VPAA/mab
REVISED February 18, 2009