

CALIFORNIA STATE UNIVERSITY SAN MARCOS - DRAFT - 02/23/09
NEW PROGRAM PROPOSAL – P Form Signature Pages

For Curriculum and Scheduling Office Use Only		
D.B.	Catalog	File
<input type="text"/>	<input type="text"/>	<input type="text"/>

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
 - New Teaching Credential
 - New Certificate
- } Attach a completed New Option/Concentration/ Track, Minor, or Teaching Credential **Proposal** Template
- } 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.

<input type="text"/>	<input type="checkbox"/> Support	<input type="checkbox"/> Oppose	<input type="checkbox"/> Memo attached
Discipline #1			
_____	_____		
Signature	Date		

<input type="text"/>	<input type="checkbox"/> Support	<input type="checkbox"/> Oppose	<input type="checkbox"/> Memo attached
Discipline #2			
_____	_____		
Signature	Date		

<input type="text"/>	<input type="checkbox"/> Support	<input type="checkbox"/> Oppose	<input type="checkbox"/> Memo attached
Discipline #3			
_____	_____		
Signature	Date		

<input type="text"/>	<input type="checkbox"/> Support	<input type="checkbox"/> Oppose	<input type="checkbox"/> Memo attached
Discipline #4			
_____	_____		
Signature	Date		

<input type="text"/>	<input type="checkbox"/> Support	<input type="checkbox"/> Oppose	<input type="checkbox"/> Memo attached
Discipline #5			
_____	_____		
Signature	Date		

CALIFORNIA STATE UNIVERSITY SAN MARCOS

P-FORM PREPARATION

1a. _____
Originator (Please print) Date

1b. _____
Librarian Liaison for Library Report⁺ Date

1c. _____
IITS Liaison for IITS Report⁺ Date

DEPARTMENT-LEVEL REVIEW PROCESS

2. _____
Program/Department - Director/Chair * Date

COLLEGE/SCHOOL-LEVEL REVIEW PROCESS

3. _____
College/School Curriculum Committee* Date

COLLEGE/SCHOOL-LEVEL APPROVAL PROCESS

4. _____
College/School Dean/Director* Date

REVIEW PROCESS

5a. _____
Vice President for Student Affairs* Date

5b. _____
Dean of Library* Date

5c. _____
Dean of Information and Instructional
Technology Services* Date

5d. _____
Director of Planning, Design and
Construction (if applicable)* Date

5e. _____
Dean of Graduate Studies (if applicable) * Date

UNIVERSITY-LEVEL REVIEW PROCESS

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

6a. _____
University Curriculum Committee[^] Date

6b. _____
Budget and Long-Range Planning Committee[^] Date

FACULTY APPROVAL PROCESS

7. _____
Academic Senate Date

UNIVERSITY-LEVEL APPROVAL PROCESS

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

9. _____
Date to Chancellor's Office

+ Please contact the liaisons at the beginning of the process and allow sufficient time for the liaisons to prepare the report. Upon completion of the report liaisons will sign.

*** 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.

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.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

**General Education Committee
Policy on Required Earned Units to Enroll
in Upper-Division General Education Courses (UDGE)**

Definition: Specifies number of earned units required for students to enroll in UDGE courses.

Authority: Executive Order 1033

Scope: All baccalaureate students at California State University, San Marcos (CSUSM)

I. Policy

A. CSUSM students are required to have earned 60 units towards a bachelor's degree in a previous semester before they are permitted to enroll in an UDGE course.

B. This policy is to be implemented as of the 2010 Spring semester.

II. Rationale

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

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

a. This previous interpretation also can contribute to graduation delays among those sophomores who fail the course and must re-take these UDGE courses.

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

D. The previous interpretation also affects staff workload. The tracking process for students who do not achieve junior status or fail the UDGE course they enroll in is a manual one that requires the use of scarce campus resources to update student records in the Enrollment Management System (EMS).

E. The interpretation to be implemented in Spring 2010 would be the same as 22 of the other 23 other California State University (CSU) campuses.

Student Grade Appeals Policy

IV. Membership

A. Committee Structure

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

- Three student members (two undergraduate, one graduate) ~~and three student alternates~~ to be named under procedures established by the Associated Students Incorporated. Student members serving on this committee must be regular students in good standing, as determined under the same regulations imposed for Associated Student council members. Student alternates may be named as needed; see section IV.E.
- 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~~ committee's standing meeting time and place and the time and place of s-anyd 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 aAlternates shall be called upon as necessary to fill permanent or temporary vacancies (see section IV EC, "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.

47 The members who begin hearing an appeal shall continue as a panel for that appeal until it
48 reaches resolution, unless a member is unable to continue or is no longer eligible to serve. In the
49 event that a particular grade appeal extends beyond May 31, the members hearing that particular
50 grade appeal shall continue with that appeal until the committee's decision is rendered.

51
52 E. Vacancies

54 1. Permanent vacancies - When a permanent vacancy on the committee occurs mid-term, the Chair
55 of the committee shall request a replacement by one of the [faculty](#) alternates from the same
56 constituency (~~students or faculty~~) as the original member [or, in the case of students, through an](#)
57 [appointment made by ASI](#). The replacement shall have full voting rights for the remaining term of
58 office of the original committee member.

59
60 2. Temporary vacancies - If a member of the committee is from the same immediate department
61 or program or has a close personal relationship with the student making the appeal, that member
62 shall not participate in the appeal process for that specific grievance. When, for good cause, a
63 committee member cannot consider a particular grade appeal, or if the committee identifies a
64 conflict of interest, an alternate, with full voting rights, shall be appointed to serve in his/her place
65 for the specific grievance. The Chair of the committee shall request a temporary replacement by
66 one of the [faculty](#) alternates of the same constituency as the original member [or, in the case of a](#)
67 [student member, an ASI-designated temporary student replacement](#). In addition, a student shall
68 have the right to have one member of the committee replaced with an alternate member for any
69 reason within two calendar days prior to the committee's first review of the appeal. The alternate
70 member shall be selected by the Chair of the committee.

71
72 F. Quorum and Voting

73
74 The quorum for policy matters and organization meetings of the grade appeals committee shall be
75 two-thirds of the committee ([5 of the 7 members](#)). The SGAC majority for grade appeals shall
76 require at least two faculty members voting in the majority employing distinct ballot forms for
77 faculty and student members. Only members of the committee who have reviewed the documents
78 submitted and heard all testimony elicited during the hearing on a grade appeal may vote on the
79 grade appeal. Alternates do not vote on grade appeals unless taking the place of the primary
80 member representing their decision.

81



Pension & Benefits Workshop

Thursday, March 5, 2009

Noon – 2:00pm

Clark Field House

facilitated by Jonathan Karpf, CFA - CSU San Jose

Learn some of the information you need to know to take best advantage of your CalPERS benefits, including:

- What factors will your lifetime CalPERS pension be based on, and how to maximize your eventual pension
- What buying back “service prior to membership” consists of and how to do it
- Why buy up to 5 years of additional service credit, when to do it, and how best to pay for it
- What is “FlexCash”, and how to get up to an additional \$140/month in your paycheck
- How to end up with life-long medical, dental (and soon optical benefits) after retirement
- How sick leave is allocated, does it accumulate, and what effect might it have on your eventual monthly pension amount
- If you are also in CalSTRS, how to use your STRS service credit to maximize your CalPERS pension
- How a lecturer become a CalPERS member

Food and drink provided for the Pension and Benefits Workshop.

Lecturer’s Unemployment Benefits Workshop

Thursday, March 5, 2009

3:00pm – 5:00pm

Clark Field House

Please RSVP for one or both workshops at cfa@csusm.edu or call CFA at 750-4009.

From APC 2/25/2009 Useful Web Sites

For all CSU Executive Orders (APC will work on 1037 and 1038)

http://www.calstate.edu/eo/Subject_Index.shtml

For the description of advanced placement exams (APC must update our policy)

<http://www.collegeboard.com/student/testing/ap/subjects.html>

For the description of CLEP exams (APC must create a new policy)

<http://www.collegeboard.com/student/testing/clep/exams.html>

For Title 5

<http://government.westlaw.com/linkedslice/default.asp?SP=CCR-1000>