

ACADEMIC SENATE MEETING

Wednesday, May 2, 2012

1 – 2:50 p.m. (approx.)

Commons 206

- I. Approval of agenda
- II. Approval of minutes of 04/18/2012 meeting
- III. Introduction of newly elected Senators: Jocelyn Ahlers, Bonnie Bade, Vivienne Bennett, Annette Daoud, Larry Detzel, Sharon Elise, Matthew Escobar, Merryl Goldberg, Andre Kundgen, Yvonne Meulemans, Karina Miller, Salah Moukhlis, Jeff Nessler, Pamela Redela, Garry Rolison, Thomas Spady, Patricia Stall, Laurie Stowell, Paul Stuhr, Kathleen Watson, Kara Witzke
- IV. Consent Calendar *The following items are presented to the Senate for a single vote of approval without discussion. Any item may be removed for particular consideration by request of a senator prior to vote.*
 - [NEAC](#) Recommendations *attached*
 - [UCC](#) Course & Program Change Proposals *attached*
- V. Action items *These are items scheduled for a vote, including "second reading" items.*
 - A. [APC](#) Independent Study *attached*
 - B. APC Academic Program Discontinuance *attached*
 - C. APC Second Master's Degree policy *attached*
 - D. EC Resolution Honoring K. Brooks Reid *handout, pending EC action*
 - E. EC Resolution Honoring Peter Zwick *handout, pending EC action* ***Time certain 1:30***
- VI. Chair's report: [Wayne Aitken](#) NEAC Announcement
- VII. Secretary's report, [Charles De Leone](#) *attached*
- VIII. President's report: Karen Haynes
- IX. Provost's report: Emily Cutrer
- X. VP for Student Affairs report: Eloise Stiglitz
- XI. [ASCSU](#) report: [Brodowsky/Meilich](#)
- XII. [CFA](#) report: [Don Barrett](#)
- XIII. [ASl](#) report: Scott Silviera
- XIV. Year-End committee reports *posted online*
Oral reports: GEC, PAC
- XV. Information items
 - PAC Program reviews: Biological Sciences B.S. and M.S.; Computer Science & Info Systems B.S. and M.S.; History B.A. and M.A.; Liberal Studies B.A.; Social Sciences B.A. *posted online*
- XVI. Senators' concerns and announcements
- XVII. Passing of the gavel and adjournment

Thank you for a productive year, Senators!

CONSENT CALENDAR
UCC Course & Program Change Proposals

SUBJ	No.	Course/Program Title	Form Type	Originator	Rec'd AP	To UCC	UCC Action
BRS	P-2	Border Studies Minor	P-2	V. Bennett	4/10/12	4/12/12	4/23/12
BRS	P-2	Border Studies Option in Liberal Studies	P-2	V. Bennett	4/10/12	4/12/12	4/23/12
COMM	405	Feminist Rhetoric	C	M. Holling	4/12/12	4/13/12	4/23/12
DNCE	130	Topics in Dance Practice	C-2	K. Schaffman	4/10/12	4/12/12	4/23/12
DNCE	200	Movement Awareness	C	K. Schaffman	4/10/12	4/12/12	4/30/12
DNCE	400	Performance Lab	C	K. Schaffman	4/10/12	4/12/12	4/23/12
MATH	200	Mathematical Statistics for Nursing	C	Rick Fierro	4/11/12	4/12/12	4/23/12
NURS	P-2	B.S. in Nursing	P-2	Pam Kohlry	4/23/12	4/23/12	4/23/12
PSYC	231	Psychology Research Methods Lab.	C	M. Fitzpatrick	4/10/12	4/12/12	4/23/12
PSYC	402	Psychological Testing	C-2	M. Fitzpatrick	4/10/12	4/12/12	4/23/12
TA	101	Introduction to Acting	C	Judy Bauerlein	4/12/12	4/13/12	4/23/12
TA	102	Voice for Actors & Public Speakers	C	Judy Bauerlein	4/12/12	4/13/12	4/30/12
TA	222	Intro to African American Theatre	C	Judy Bauerlein	4/12/12	4/13/12	4/23/12
TA	301	Acting I	C-2	Judy Bauerlein	4/12/12	4/13/12	4/23/12
TA	307	On-Camera Acting	C	Judy Bauerlein	4/12/12	4/13/12	4/23/12
TA	310	Acting II	C-2	Judy Bauerlein	4/12/12	4/13/12	4/23/12

NEAC Recommendations

CoBA		
PAC 12/13	Catalin Ratiu	
PLC 12/13 t	Robert Aboolian	
CEHHS At Large		
Senator (need 4)	Annette Daoud	Patricia Stall
Senator 12/13 (need 2)	Paul Stuhr	Kara Witzke
NEAC	Ana Hernandez	
SAC	Suzanne Moineau	
FASC 12/13	Patricia Stall	
FGC t	Todd Astorino	
PLC 12/13 t	Kara Witzke	
CEHHS HD/Kin/SoN		
PAC	Jeff Nessler	
CEHHS SoE		
UCC	Suzanne Moineau	
CHABSS At Large		
Senator (need 5)	Garry Rolison	
BLP	Darel Engen	
CHABSS A&H		
GEC	Catherine Cucinella	
PAC	Michelle Ramos-Pellicia	
FCAC	Heidi Breuer	
CHABSS S&BS		
FCAC	Laurette McGuire	
CSM		
FAC	Ahmad Hadaegh	

1 **APC: Independent Study, Research, and Internship Courses**
2

3 **Rationale:** *This policy establishes a common University process for the approval of*
4 *independent study courses*
5

6 **Definition:** This policy covers Independent Study, Research, and Internship (S-class) courses
7 in which the vast majority of learning will be the responsibility of the individual to seek out and
8 acquire knowledge.
9

10 **Authority:**

11
12 **Scope:**

13
14 Independent Study, Research, and Internship courses involve independent student work as the
15 primary mode of instruction augmented by required interactions with a faculty member acting
16 as an advisor or monitor of the student’s work. The supervising faculty member and the student
17 will document the course topic, learning outcomes, scope of work, number of hours expected
18 for student work, number of credits to be awarded, number and nature of student/faculty
19 contacts during the term and the criteria for evaluating the results of the independent work
20 using the college specific Independent Study, Research, and Internship Contract Form.
21 Independent Study, Research, and Internship courses may be appropriate for the following
22 purposes:
23

- 24 1) Directed or independent remedial review
- 25 2) Directed study to address topics not available at CSU San Marcos (student or faculty
26 topics)
- 27 3) Directed study for transfer students who have partial course articulations to address
28 specific deficits
- 29 4) Independent supervised study lab, library, field
- 30 5) Enrichment activities/study for advanced students
- 31 6) Academic conference activities/Research projects
- 32 7) Special projects
- 33 8) Interdisciplinary study for students where the CSU San Marcos lacks structured
34 coursework
35

36 Specific titles can be used at the departmental level where useful. Specific course names may
37 only be submitted to the Registrar for inclusion in official records where external requirements
38 such as accreditation, professional standards or certification require the use of a specific course
39 name. In those cases, the course should be titled “Independent Study: Name of class” to ensure
40 the clearest possible communication of the work. Such external requirements must be
41 documented at the time the request for assigning a specific title to an Independent Study,
42 Research, and Internship course is submitted to the Registrar.
43

44 When an Independent Study, Research, and Internship course is used, it must be taught as
45 directed/independent study. These course numbers are not intended to provide a mechanism
46 for teaching variable topics in a group instruction format. If there is a need for a topics course,
47 such a course can and should be proposed and approved via the usual course proposal process.
48 The substitution of a group instruction experience is contrary to the spirit of directed study.

49 However, the use of Independent Study, Research, and Internship courses is not restricted to
50 one student and may be used as appropriate for small groups.

51

52 Ongoing courses that use independent study as the mode of instruction should be sent through
53 the standard curriculum process. Low-enrolled classes taught in a traditional, non-independent-
54 study manner are not to be offered under Independent Study, Research, and Internship course
55 numbering as a substitute for cancellation.

56

57 The contract must include a statement on how the course complies with the campus Credit
58 Hour Policy.

59

60 Approval to pursue Independent Study, Research, and Internship courses must come from the
61 student, supervising faculty member, department chair, and the College Dean or designee. The
62 student must agree to the terms and conditions of the contract. After the Independent Study,
63 Research, and Internship Form is approved by supervising faculty member and department
64 chair, it must also be approved by the College Dean or designee who may not be one of the
65 former.

APC: Academic Program Discontinuance

Definition: This policy provides categories of decision variables and a set of processes and procedures to be used in recommending the discontinuation or enrollment suspension of academic programs at California State University San Marcos (CSUSM).

Scope: All CSUSM academic programs.

Authority: The President of the University and Coded Memo AAP 91-14.

I. PREAMBLE

This policy provides categories of decision variables and a set of processes and procedures to be used in recommending the discontinuation of academic programs at California State University San Marcos (CSUSM). This policy does not address re-organization or elimination of organizational units within Academic Affairs. Academic programs covered by this policy include:

- undergraduate and graduate degree programs;
- concentrations, tracks and options;
- minors;
- certificate programs (including Extended Learning) for credit; and
- credential programs.

Should it be necessary to consider the discontinuation of an academic program, a determination will be based upon a thorough review of the following categories of decision variables:

- the importance of the program to the University's mission as articulated in the approved mission statement;
- the quality of the program;
- the efficiency (cost effectiveness); and
- the ~~viability (demand) of~~ for the program.

In considering a decision to discontinue a program, no one category should necessarily be deemed more crucial than any other, nor, likewise, its deficiency, or low rating, in any one category necessarily sufficient for program discontinuance. A decision to discontinue a program should not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all the decision variables, within a process that is broadly consultative and collegial.

II. DECISION VARIABLES

A. Importance to the institution

1. To what extent the program promotes the mission of the University.
2. To what extent the program is central to the curriculum of a department, a college/school or the University.
3. To what extent the program contributes to a balanced curriculum.

B. Quality of the program

To what extent the quality of the program justifies continuance in its present form. The variables for evaluating program quality include but are not limited to:

- 51 1. demonstrated ability of the faculty to offer and maintain a current and rigorous
52 curriculum;
53 2. access to resources adequate to ~~maintain~~^{develop} the sufficient breadth, depth and
54 coherence of the program;
55 3. demonstrated ability to attract and retain enough well-qualified faculty;
56 4. the quality of the program's faculty as demonstrated by participation in appropriate
57 scholarly, creative and/or professional activity; and
58 5. to what extent the program's excellence and standing in its discipline enhances the
59 reputation of the University.

60
61 C. Efficiency (cost effectiveness) of the program

62
63 To what extent the program is cost-effective relative to disciplinary norms and compared
64 to similar programs at comparable institutions. The measurements presented for the
65 specific program shall include:

- 66 1. student-faculty ratio;
67 2. total cost per FTEF;
68 3. the total cost per FTES;
69 4. potential for external funding and support; and
70 5. other discipline specific variables.

71
72 D. ~~Viability (demand) of~~ Demand for the program

73
74 To what extent the present and projected demand for the program is sufficient. Demand for
75 the program may be measured by one or more of the following:

- 76 1. the number of completed applications for admission;
77 2. the FTES generated in lower division, upper division, and/or graduate level courses;
78 3. the number of students who completed the program;
79 4. the anticipated need for graduates of the program.

80
81 III. PROCESS AND PROCEDURE

82
83 The processes for discontinuance or enrollment suspension¹ ~~are~~ similar to the process for the
84 creation of programs. This process involves program faculty, program/department chair (or
85 equivalent), the dean of the college/school housing the program, the Provost, the Academic
86 Senate, and the President of the University (or designee). This process for reviewing program
87 discontinuance or enrollment suspension shall be completed as follows. Should it be necessary
88 to create an ~~The Ad-Hoc Program Discontinuation-Viability Review Committee (see III.B. below),~~
89 this committee shall submit its recommendation within eight months after the initial
90 recommendation excluding the summer months. The Senate vote and President's campus
91 decision on program discontinuance (or enrollment suspension) shall be completed within four
92 months after the Ad-Hoc Program ~~Discontinuation-Viability Review Committee's~~
93 recommendation excluding the summer months.

94
95 A. Initiation of program discontinuance or enrollment suspension

96 A recommendation to consider program discontinuance or enrollment suspension may be
97 made by any of the following parties:

- 98 1. the chair of the program (or equivalent) with the written approval of a majority of the
99 tenured/tenure-track faculty in the program;
100 2. the dean of the college/school ~~(or equivalent administrator)~~ housing the program;

¹ Suspension means temporarily not allowing any students to declare the major, minor, concentration, etc.

3. the Provost; or
4. the Program Assessment Committee (PAC).

Each recommendation must be accompanied by documentation that indicates specific reasons for discontinuance or enrollment suspension based on the decision variables listed above. A recommendation to discontinue or suspend enrollment in a program should not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all the decision variables.

Each recommendation shall include information regarding the potential effect on the future employment status of the faculty and staff in the program.

The recommendation shall be submitted in writing to the chair of the Academic Senate. The chair of the Academic Senate shall inform the following parties within 7 calendar days of the receipt of the recommendation:

1. all tenured and tenure-track faculty who teach in the program;
2. the dean of the college/~~school (or equivalent administrator)~~ housing the program;
3. the Provost;
4. the Academic Senate; and
5. the students of the affected program (via ASI student representative and chair of department).

“Calendar days” exclude the summer break and the breaks between semesters wherever the term is used in this document. The notification from the Academic Senate Chair to the five parties must specify the date by which an objection must be received in writing in order to keep a recommendation for discontinuance (or enrollment suspension) from being sent to the President.

If, within 14 calendar days of receipt of this recommendation, none of the individuals or parties listed in 1 through 5 above has objected to the proposed discontinuance or enrollment suspension in writing to the Provost and the ~~chair~~ Chair of the Academic Senate, a recommendation for discontinuance (or enrollment suspension) will be sent to the President.

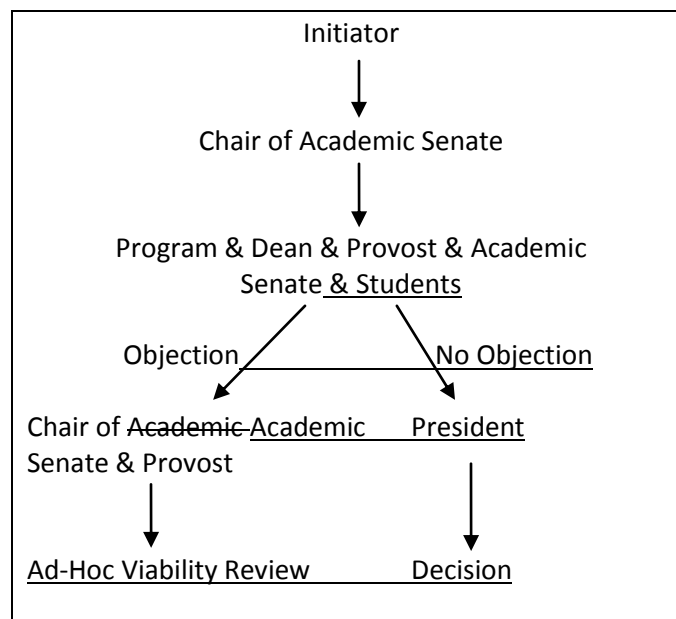


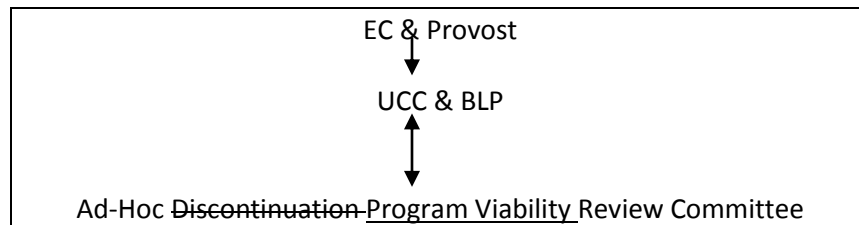
Figure 1. Initiation of Program Discontinuance or Enrollment Suspension

152
153 If, within 14 calendar days of receipt of this recommendation, a written objection is
154 submitted by one or more of the individuals or parties listed in 1. through 5. above to the
155 Provost and the ~~chair~~ Chair of the Academic Senate, the following procedure shall be
156 followed prior to submission of a program discontinuance (or enrollment suspension)
157 recommendation to the President.

158
159 B. Review of the recommendation

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161 Within 14 calendar days of receipt of the letter objecting to a proposed program
162 discontinuance (or enrollment suspension) from one of the parties listed above, the Senate
163 Executive Committee in consultation with the Provost shall request that the University
164 Curriculum Committee (UCC) and the Budget and Long-Range Planning committee (BLP)
165 form an **Ad-Hoc Program ~~Discontinuance~~ Viability Review Committee** to conduct a special
166 program review focused on issues related to potential discontinuance or enrollment
167 suspension. The committee shall include:

- 168 1. the chair (or designee) of UCC²,
- 169 2. the chair (or designee) of BLP³,
- 170 3. the chair (or designee) of PAC⁴,
- 171 4. one faculty member from the affected program chosen by the faculty of the program⁵,
- 172 5. the chair (or equivalent) of the affected program/department, and
- 173 6. the dean of the college/~~school~~ which houses the program.



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182 **Figure 2. Review Process**

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184 The committee is responsible for deciding to what extent to involve appropriate
185 constituencies such as additional program faculty, library liaisons, AVP for Academic
186 Programs, AVP for Planning and Academic Resources, Dean of Graduate Studies (if
187 applicable), IITS representative, and representative students of the program, etc.

188
189 The Ad Hoc ~~Discontinuance~~ Program Viability Review Committee shall evaluate the
190 recommendation to discontinue (or suspend enrollment in) a program by collecting
191 necessary data and supporting documentation from all appropriate campus sources. These
192 may include program review(s), external review(s), and accreditation review(s).

193
194 Again, a recommendation to discontinue (or suspend enrollment in) a program should not
195 be based solely on quantitative measures, but on a holistic assessment of the program in
196 terms of all the decision variables.

197

² If the committee chair is a member of the affected program, a designee must be chosen.

³ If the committee chair is a member of the affected program, a designee must be chosen.

⁴ If the committee chair is a member of the affected program, a designee must be chosen.

⁵ Names of faculty of affected program will be determined by governance structure of college/school.

At the end of the review, the Ad Hoc ~~Discontinuation-Program Viability~~ Review Committee shall report in writing its findings, recommendation, and rationale to UCC and BLP. The Committee may recommend that the program ~~be~~ (a) be discontinued; (b) be discontinued unless specified conditions can be met; (c) ~~suspended~~ (i.e., suspend new enrollment); (d) be continued; (e) be limited in size through impaction; (f) be reconfigured to be offered in whole or in part only through Extended Learning; (g) combined with another program; or (h) offered jointly with one or more CSU campuses. The Committee may make other recommendations as appropriate, but the committee may not recommend discontinuance if the Viability Review was initiated through a challenge to a request for enrollment suspension.

When UCC and BLP have reviewed the report for completeness, they shall forward it to the following parties:

- the Executive Committee of the Academic Senate
- the dean of the affected college/~~school~~
- the Provost
- the Vice President ~~of~~ for Student Affairs (for information only)
- the faculty of the affected program (for information only)
- the Dean of the Library (for information only)
- the Dean of Graduate Studies (if applicable)
- the Dean of Extended Learning (if applicable)

The college dean and the Provost may submit their recommendations to the Executive Committee of the Academic Senate.

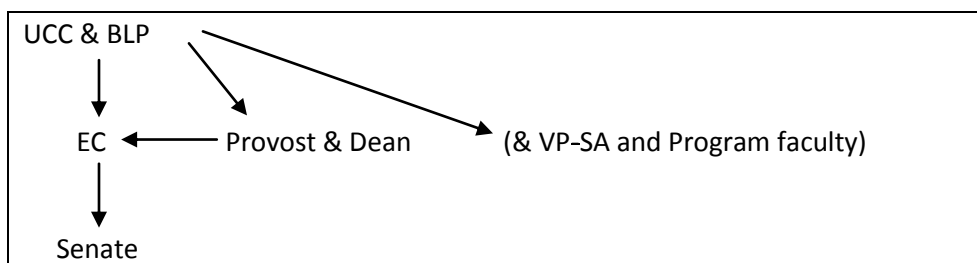


Figure 3. Commenting on the Review Report

The Executive Committee of the Academic Senate shall collect the individual recommendations from the Ad-Hoc ~~Discontinuation-Program Viability~~ Review Committee, the dean, and the Provost, and shall prepare a summary and a motion to be distributed to the Senate along with the individual recommendations.

The Executive Committee shall forward the motion to the Senate for appropriate action. The dean, faculty, and students of the affected program shall be invited to attend the Senate meetings when the Ad-Hoc ~~Discontinuation-Program Viability~~ Review Committee report is presented. The Ad-Hoc ~~Discontinuation-Program Viability~~ Review Committee recommendation and Senate action on program discontinuance (or enrollment suspension) shall then go to the President for review and action.

IV. SAFEGUARDS FOR STUDENTS

If a program is to be discontinued or have its enrollment suspended, procedures shall be set up by the program to enable students to complete their course of study at CSUSM. The procedures shall include:

- preparation of an official list of students enrolled in the program;
- establishment of a cut-off date for students to declare the major;
- a tentative plan of course offerings for completion of the program; and
- the date by which program requirements must be met.

V. SAFEGUARDS FOR FACULTY AND STAFF

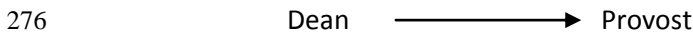
Safeguards for faculty and staff are contained within the appropriate collective bargaining agreement between the Board of Trustees and the exclusive bargaining agents.

VI. PROCEDURE FOR REINSTATEMENT OF A PROGRAM WITH SUSPENDED ENROLLMENT
SUSPENSION AND REINSTATEMENT⁶

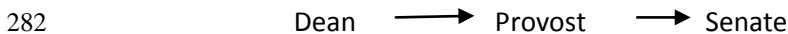
~~From time to time it may become necessary for new enrollment in an academic program to be temporarily suspended, due to either a lack of qualified faculty or a reduction in the budget. Enrollment suspension of a program is proposed and approved in accordance with section B of this policy.~~

Reinstatement of a suspended program may be proposed by the appropriate program/department faculty in consultation with the college/school dean. The proposal shall explain in detail the changes in staffing or funding that makes reinstatement possible.

In cases where the program has been suspended for two years or less, the Provost, if satisfied that sufficient faculty and budget are available to offer the program successfully, may approve the proposal for reinstatement by notifying the Academic Senate of the action that has been taken.



In cases where the program has been suspended for more than two years, the Provost will refer the proposal for reinstatement to the Academic Senate for review and recommendation by the full Senate. In all cases, reinstatement requires final approval by the Provost.



VII. DISCONTINUED AND SUSPENDED PROGRAM ARCHIVE

All materials necessary for potential reinstatement of a suspended or discontinued program shall be forwarded to the appropriate CSUSM institutional repository. Suspended programs are not published in the General Catalog; if a Catalog Addendum is produced between the time of the suspension and the appearance of the next catalog, it will contain a notice to students that new enrollment in the program has been suspended.

⁶This section supersedes the section on Voluntary Inactivation of Programs of Study in the Inactive Course Policy and Procedure (1999-2000).

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2
APC: Second Master's Degree

Comments received after 1st reading:	Actions taken:
Currently, we have precedent for master's programs to allow up to nine units of coursework to be transferred to fulfill degree requirements (except the culminating experience).	The policy allows this practice to be maintained. In discussing this item we recognized the need for adding a sentence that individual master's programs may impose more restrictive requirements.

3
4 **Rationale:** *CSUSM applicants may pursue and earn a second master's degree in order to fulfill new career,*
5 *professional, or specialization requirements. This policy outlines the university and program requirements for*
6 *applicants who wish to pursue a second master's degree in the same discipline for which they already hold a*
7 *master's degree.*

8
9 **Definition:** This policy defines the requirements for a CSUSM applicant to pursue and earn a second master's
10 degree in the same discipline for which they already hold a master's degree.

11
12 **Authority:** Academic Affairs

13
14 **Scope:** This policy establishes the authority and requirements for a CSUSM applicant to pursue and earn
15 a second master's degree in the same discipline for which they already hold a master's degree.

16
17
18 CSUSM applicants may pursue and earn a second master's degree. In certain instances, applicants may
19 wish to seek a second master's degree in the same discipline for which they already hold a master's
20 degree in order to fulfill new career, professional, or specialization requirements. These applicants may
21 seek a second master's degree for the same discipline, if they meet the following criteria:

- 22 1. University admission requirements.
- 23 2. Master's program admission requirements.
24 Individual master's programs may elect not to consider applicants who already hold a
25 master's degree in the same discipline. Applicants should consult with the graduate
26 program coordinator of the prospective master's program
- 27 3. Receive consent of the Dean of Graduate Studies to pursue the second master's degree.

28
29 In addition, the second master's degree must be based on:

- 30 1. A different option from the first master's degree (or in a different area of specialization
31 in the case of a master's program without differentiated options).
- 32 2. A curriculum distinct from the first master's degree containing a minimum of 30 units of
33 coursework distinct different from those taken to earn the first master's degree., at
- 34 3. At least 70 percent of which the coursework must being in residence and which must
35 include including a culminating experience.
- 36 4. Individual master's programs may impose more restrictive requirements.

Secretary's Report

May 2, 2012

The following 11/12 Senate items have recently been forwarded to the University administration:

Committee	Item description
BLP	Resolution proposing development of LAMP
APC	Extended Learning Roles & Responsibilities policy revision
FAC	RTP Calendar for AY 2012-13
Senate	Resolution in Support of Library Colleagues
APC	Humane Care and Use of Animals
APC	Online Instruction
FAC	Retention, Tenure, & Promotion
FAC	Evaluation of Temp Faculty Unit 3 Employees for SoE
FAC	Evaluation of Temp Faculty Unit 3 Employees for SoN
SAC	Instructor Management of Student Course Records
FAC	Difference in Pay Leave
FAC	Recommendation re Department Chair Selections
FAC	CEHHS RTP
FAC	School of Education RTP
FAC	School of Nursing RTP
APC	Credit Hour
BLP	A Form
FAC	Dept. of Human Development RTP
FAC	Dept. of Kinesiology RTP

The following 11/12 Senate item is awaiting committee input and will be forwarded to the University administration as soon as possible:

Committee	Item description
GEC	American Institutions and Ideals

The following 11/12 Senate items have been recently responded to by the administration:

Committee	Item description	Response
APC	Course repeat and GPA adjustment	<i>Approved</i>
APC	Graduation requirements for second Bachelor's degree	<i>Approved</i>
Senate	Resolution in Support of Library Colleagues	<i>Action plan</i>