

AGENDA
 Executive Committee Meeting
 CSUSM Academic Senate
 Wednesday ~ January 26, 2011 ~ 12 – 2 p.m. ~ Kellogg 5207

[Send an email to the voting EC members' listserv.](#)

- I. **Approval of Agenda**
- II. **Approval of Minutes of 12/08/2010**
- III. **Chair's Report, Rika Yoshii**
 UBC Report, Aitken/Beavers/Yoshii
- IV. **Old Business** None.
- V. **New Business**

APC New Dual Listed Courses policy
 BLP/UCC New Video/Film Production Minor

VI **Consent Calendar Item**

NEAC Recommendations

Committee	Seat (#)	Term	Name(s)
Academic Senate	CoAS	Spr '11	Pamela Stricker
General Education Committee	CoAS/M&S	10-12	Xiaoyu Zhang
Instructionally Related Activities Fee Cmte.	At large	10-12	Karina Miller
Violence Prevention Task Force	At large	11-13*	Jodie Lawston

VII. **Secretary's Report, Mohammad Oskoorouchi** *The following Senate items have been forwarded to the university administration:*

APC Declaration of Major and Specialization
 FAC Department Standards for Temporary Faculty Evaluation
 SAC Faculty Management of Student Course Records

VIII. **Coordinator's Report, Marcia Woolf**

IX. **Provost's Report, Emily Cutrer**

X. **ASCSU Report, Brodowsky/Montanari**

XI. **CFA Report, Don Barrett**

XII. **Brief Oral Committee Reports** As needed.

XIII. **EC Members' Concerns & Announcements**

Hot Topics *For more information, visit the [Senate website](#)*

Restructuring proposal	Early Start program
Diversity	SB 1440
Next Steps Workload Committee	Graduation Initiative
Temecula campus / Self support	

Next meeting: 2/2/11 ~ 12-12:50pm ~ Commons 206

1 **APC: Undergraduate and Graduate Dual-Listed Courses**
2

3 **Rationale:** Many universities afford individual degree programs the option to offer upper-division
4 undergraduate majors courses with graduate courses having similar course content in a dual-listed
5 arrangement. Dual-listed courses have a single instructor and a common meeting schedule. A dual-
6 listed course is not the same as a course that is cross-listed. The latter utilizes a single syllabus and is
7 offered by multiple departments. A dual-listed course includes two syllabi with clear delineations of
8 expectations and requirements for each course. Each course in a dual-listing is reviewed separately
9 through the campus curricular review process.

10
11 *Dual-listing of courses is necessary in order to provide sufficient offerings within some graduate program*
12 *areas. This policy addresses the need to ensure the quality and rigor of dual-listed courses.*

13
14 **Definition:** This policy governs the mechanism for offering undergraduate and graduate courses
15 as dual-listed courses (also known as paired or co-listed courses), and allows
16 individual degree programs to offer upper-division (300 or 400-level) undergraduate
17 majors courses (except upper division general education courses) with graduate
18 (500- or 600-level) courses having similar course content in a dual-listed
19 arrangement with a single instructor and a common meeting schedule.

20
21 **Authority:** The president of the university.

22
23 **Scope:** All dual-listed courses as defined.

24
25 Preamble
26

27 California State University San Marcos allows individual degree programs to offer upper-division (300 or
28 400-level) undergraduate majors courses (no upper division general education courses) with graduate
29 (500- or 600-level) courses having similar course content in a dual-listed arrangement with a single
30 instructor and a common meeting schedule. The dual-listing of upper-division undergraduate majors
31 courses with appropriate graduate-level courses is a means of facilitating course offerings in
32 circumstances where limited resources would prohibit the offering of courses in the same subject area
33 in undergraduate and graduate programs concurrently. Moreover, opening one course to both
34 advanced undergraduates and graduate students would enrich the quality of the course and programs
35 for both undergraduate and graduate students. Dual-listing of courses is necessary in order to provide
36 sufficient offerings within some graduate program areas. This policy addresses the need to ensure the
37 quality and rigor of dual-listed courses.¹

38
39 I. Criteria

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41 In order to ensure the integrity of the degree programs and the individual courses that may be used to
42 meet graduation requirements, approval to offer courses in a dual-listed arrangement is subject to the
43 following conditions:

- 44
45 1. The upper-division undergraduate majors courses and graduate courses that are dual-listed
46 must cover similar course content. The titles and descriptions of the two courses must reflect

¹ This policy is based on a dual listing policy adopted by San Francisco State University. We acknowledge the assistance of the SFSU in developing our policy.

47 the similarity of the subject matter. The course must meet in the same classroom at the same
48 time and have the same instructor.²
49

- 50 2. Dual-listed courses pairings should consist of one 400 level and one 500 level course. Exceptions
51 to 400 and 500 level pairing should be rare and occur only under extreme circumstances. A
52 strong rationale must accompany proposals for exceptions. In addition, only the following
53 pairings will be considered.
- 54 a. 400 level and 600 level
 - 55 b. 300 level and 500 level
- 56

57 Submissions of combinations other than those described above shall not be considered.
58

- 59 3. Dual-listed offerings must be arranged through the use of regular courses which are published in
60 the university Catalog or supplement, and the course descriptions must indicate that the
61 courses can be dual-listed. The descriptions must specify that if one of the dual-listed courses is
62 completed for credit, the other one may not be taken for credit at a subsequent time, unless
63 approved by petition to the graduate program coordinator.
64
- 65 4. Courses to be dual-listed must be offered within the same department. Dual-listed courses may
66 not be cross-listed at the same time.
67
- 68 5. Thesis, creative work, internship, special project, topic, directed reading, research and
69 independent study classes may not be used as part of a dual-listed arrangement.
70
- 71 6. Only courses enrolling junior, senior, and graduate level students may be dual-listed. If an
72 undergraduate student completes a dual-listed course as an undergraduate and needs the dual-
73 listed course for a graduate degree, the graduate coordinator shall specify an alternative.
74
- 75 7. California Code of Regulations Title 5. Education s 40510 states that "Not less than one-half of
76 the units required for the degree shall be in courses organized primarily for graduate students."
77 Dual-listed courses are not considered to be courses organized primarily for graduate students.
78 Individual graduate programs may elect to establish more restrictive requirements.
79
- 80 8. If the total enrollment of the dual-listed courses meets minimal enrollment expectations for at
81 least one of the courses of the pair, the dual-listed courses shall be considered to have met
82 minimal enrollment.
83
- 84 9. To maintain the quality of instruction, total enrollment in dual-listed courses may not exceed
85 the maximum enrollment permitted for the graduate level component of the pair. Higher
86 enrollment may be approved by the appropriate administrator.
87
- 88 10. The *Class Schedule* should make clear, by means of class notes that dual-listed courses meet at
89 the same time and location, and with the same instructor, but that the two courses have
90 different requirements reflecting the different course levels.
91

² Dual-listed courses may have WTU implications.

92 11. Course proposals must be submitted and approved separately for each of the courses in the
93 proposed pairs through the campus curricular review process. The course proposals must
94 address the following:
95

- 96 a. Both course proposal forms must specify that the courses may be dual-listed and that
97 credit may not be earned in the other course of the pair at a later time (except by
98 approval of the graduate program coordinator);
- 99 b. Justification for the dual-listing must be attached to each of the proposals;
- 100 c. While course descriptions and course syllabi for dual-listed courses should be similar,
101 specification of the requirements for the graduate course must clearly delineate greater
102 expectations for and the additional requirements of graduate students, appropriate to
103 the field of study. At the time of the review of the dual-listing, syllabi for both courses
104 complete with course descriptions, course readings and activities, and Student Learning
105 Outcomes (SLO) will be submitted to all curriculum committees as support for the dual-
106 listing. Examples of greater expectations may include that graduate students show
107 development of independent critical judgment and evaluation of course material, and
108 that graduate students present the evidence of their original critical analysis. Examples
109 of additional assignments might include significant research papers, oral presentations
110 of research on course assignments, and/or the demonstration of more sophisticated
111 laboratory or studio skills than those required of students in the undergraduate course.
- 112 d. Proposals for dual-listing of courses can be submitted at the same time as the proposals
113 for review of the courses as new courses. Approval of the courses is not contingent
114 upon approval of the dual-listing; however, dual-listing is contingent upon the approval
115 of the courses. Proposals for dual-listing of courses can be submitted for already-
116 existing courses if accompanied by a complete syllabus for both courses.
117

118 All proposals for the dual-listing of courses, as well as any exceptions to the provisions of this policy,
119 shall be reviewed through the campus curricular review process. As with all courses, the curricular
120 review process will ensure that the above-stated conditions are satisfied and that the use of dual-listed
121 courses preserves or enhances the quality of both graduate and undergraduate programs of the
122 University.
123

124 In light of the special status of dual-listed courses, it is expected that the review of these courses will be
125 especially thorough.

126

Minor in Video/Film Production

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Budget & Long Range Planning Committee

4 The Budget and Long Range Planning Committee (BLP) has reviewed the P-Form for a proposed Minor in
5 Video/Film Production, giving careful consideration to the enrollment prospects for the proposed
6 program as well as the resource implications of initiating the program. We thank the proposer,
7 Professor Kristine Diekman, for her collegial responses to our feedback and our queries so that we could
8 provide a useful evaluation for the Senate's review. BLP submits the following analysis of the impact of
9 this proposed minor to the Academic Senate to assist senators in their consideration of the proposal.

10

11 **Program Demand:** As the P-form for this minor states, "students want an emphasis in the creation of
12 video/film products...[and] want to be more prepared to enter graduate school and hold careers in
13 production." While no data specific to student demand for a minor were included in the P-form,
14 enrollment figures provided by proposer Kristine Diekman show that a number of the courses included
15 in the proposed minor (including VSAR 303, VSAR 304, VSAR 305, and VSAR 306) have shown steady
16 enrollments over the past several years.

17

Resource Implications:

18 *Curricular & Faculty Resources:* Currently, VPA has one tenure-track faculty member and several
19 lecturers who teach Video/Film production courses that would be included in this proposed minor. The
20 proposal states that no new faculty resources will be required for at least the first 5 years of this new
21 program. Two new additional courses are being proposed at this time, but both of these courses would
22 be options for students rather than required courses. Further, the proposed minor incorporates two
23 additional existing supervision courses whose resource requirements should be noted here: VSAR 495
24 (Internship) and VSAR 498C (Independent Study) are currently covered by Professor Diekman on a
25 regular basis in addition to her recognized (i.e., compensated) instructional workload. Correspondence
26 from Professor Diekman indicates a typical enrollment of 3-8 students for these supervisions each
27 semester. However, in some semesters, the instructional load for these supervisions has been
28 substantial: for example, 18 students enrolled in VSAR 498 in Fall 2007. While the P-form is not
29 requesting additional resources to cover this workload, it is something that should be taken into account
30 as campus-wide conversations regarding faculty workload and Student-Faculty Ratios (SFRs) continue.

31

32 *IITS/Library Resources:* Input received from IITS indicates that software license fees requested for the
33 program (for the software package "After Fx") should be taken into account. Currently, IITS has a 3-year
34 site license and maintenance agreement for this program at a cost of \$12,000, of which \$5000 is
35 currently being contributed by VPA. Librarian Judith Downie anticipates \$2500 per year for "materials
36 funding" for several of the courses in this proposed program (VSAR 303, 304, 306, 309, 319, 402) (These
37 materials include some production manuals that are likely to require regular updating as well as
38 "limited-distribution" videos.)

39

University Curriculum Committee

40
41 UCC has finished its review of the Video/Film Production Minor proposed as a stand-alone minor housed
42 in the Visual and Performing Arts Department. The purpose of the minor is to provide students a minor
43 degree that emphasizes media production, the hands on *creation* of media projects. This minor meets
44 the needs of the vibrant community of student media producers using video and film as artistic
45 expression. Offering a minor in video and film production would give them the curricula and degree that
46 focuses their production as artists and gives them an edge in the professional world of production. This
47

48 minor differs from the existing Film Studies minor in that it focuses on production while the Film Studies
49 Minor focuses on the theoretical study of film with only one required production course.

50
51 The program requires that students take six units of introductory level courses from a list of three 3-unit
52 courses: VSAR 303 Introduction to Video Arts, VSAR 306 Video in the Community, and VPA 319 Video
53 Installation Art (3-unit, New Course, previously offered as a topic course). Then students shall take nine
54 units advanced level courses, chosen from VSAR 304 Advanced Video (3-unit) VSAR 305 Art and Digital
55 Video for the Web (3-unit), VSAR 309 Generating Narrative in Video and New Media (3-unit), VSAR 402
56 Imaginary Worlds, Video Compositing (3-unit, New Course, previously offered as a topic course) and 3
57 units of Independent Study. The students can also take 3 units of electives from DNCE 324 Dance and
58 Visual Media (3-unit) and VSAR 495C Internship with Video production emphasis (3-unit).

59
60 This is an 18-unit undergraduate minor that draws from the expertise of the Visual and Performing Arts
61 Department Faculty and requires no new faculty resources. There are two new courses proposed which
62 have been offered previously as topic courses with popular demands and have been approved by UCC as
63 permanent courses.

64
65 PROPOSED CATALOG COPY

66 For the complete curriculum associated with this proposal, visit the Curriculum Review website:
67 [http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-](http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-11_curriculum.html#CoAS)
68 [11_curriculum.html#CoAS](http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-11_curriculum.html#CoAS)

69 The proposal is in Packet #14.

70
71 The Video /Film Production Minor is designed for students who want to focus on the production of
72 media projects, including video, film, new media, and installation art utilizing media. It will serve as a
73 minor degree for preparation for graduate school or a career in media production.

74
75 18 Units Total for the Minor

76 **Six Units of Introductory Level Courses from the following:**

77	VSAR 303	Introduction to Video Arts	3
78	VSAR 306	Video in the Community	3
79	VSAR 319	Video Installation Art	3

80
81 **Nine Units of Advanced Level Courses from the following:**

82	VSAR 304	Advanced Video Production	3
83	VSAR 305	Art and Digital Video for the Web	3
84	VSAR 309	Generating Narrative in Video & New Media	3
85	VSAR 402	Imaginary Worlds, Video Compositing	3
86	VSAR 498 C	Independent Study	3

87
88 **Three Units of Electives from the following:**

89	DNCE 324	Dance and Visual Media	3
90	VSAR 495C	Internship (with video production emphasis)	3

91
92 New Courses being approved together with this Minor:

93	VSAR 319	Video Installation Art	3
94	VSAR 402	Imaginary Worlds: Video Compositing	3