

ACADEMIC SENATE MEETING
Wednesday, February 2, 2011
1 – 2:50 p.m. (approx.)
Commons 206

Send an email to the voting Senators' listserv.

- I. Approval of agenda
- II. Approval of minutes of 11/03/2010 meeting
- III. Chair's report: [Rika Yoshii](#) Referrals to committees
- IV. Secretary's report: [Mohammad Oskoorouchi](#)
- V. **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
- UCC Course & Program Change Proposals

VI. **Old Business** *The following items are presented to the Senate for a second reading. At the second reading, the item is official senate business. Debate for or against the motion is made during the second reading, and amendments to the motion are considered. A final vote is taken on whether to approve or, in the case of administrative policies and procedures, endorse.*

- A. BLP/UCC Minor in Music Technology
- B. APC Course Repeat Petition policy (revision)
- C. SAC Resolution in Support of the CUGR

VII. **New Business** *The following items have been moved and seconded, and are presented to the Senate for a first reading. The purpose of the first reading is to discuss the item; no amendments are made to items during the first reading. Comments on first reading items may also be made to the presenters via e-mail or other means. Items become senate motions at the time of the second reading (see Old Business). A motion to move a first reading item to second reading status is permitted, but should be undertaken only after any general discussion has concluded.*

- A. BLP/UCC Minor in Video/Film Production – [Beavers/Fang](#) **Time certain 1:45 pm**
- B. APC Undergraduate and Graduate Dual-Listed Courses – [Aboolian](#)

- VIII. President's report: Karen Haynes **Time certain 2 pm**
- IX. Provost's report: Emily Cutrer SB 1440 update: Barsky
- X. [ASCSU](#) report: [Brodowsky/Montanari](#)
- XI. [CFA](#) report: [Don Barrett](#)
- XII. [Faculty Center](#) report
- XIII. [ASI](#) report: Amanda Riley
- XIV. [Committee](#) reports See written reports.
- XV. Senators' Concerns and Announcements

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

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

Next Senate meeting: March 2, 2011

SECRETARY'S REPORT

The following Senate items have been forwarded to the university administration:

APC Declaration of Major and Specialization
 FAC Department Level Standards and Additional Material for Temporary Faculty Evaluations
 SAC Faculty Management of Student Course Records

The following Senate items have been responded to by the university administration:

APC Declaration of Major and Specialization *Approved*
 FAC Department Level Standards and Additional Material for Temporary Faculty Evaluations *Approved*

REFERRALS TO COMMITTEE

APC Length of / Maximum number of units in / Add-Drop period for *winter intersession*
 APC Multiple majors policy review
 FAC CoE RTP document review
 FAC Range elevation policy review - criteria for eligibility

CONSENT CALENDAR

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

*AY 11/12 and 12/13, plus spring 2011

UCC Course & Program Change Proposals

SUBJ	No	New No.	Course/Program Title	/ Form Type	Originator	Rec'd AP	To UCC	UCC Action
DNCE	390		Choreography Workshop	C-2	Karen Schaffman	12/16/10	12/22/10	1/24/11
ENTR	320		Creativity, Innovation & Entrepreneurship	C-2	Bennett Cherry	12/3/10	12/22/10	1/24/11
HD	170		Topics in Human Development	C	Eliza Bigham	11/22/10	12/6/10	1/24/11
HD	370		Advanced Topics in Human Development	C	Eliza Bigham	11/22/10	12/6/10	1/24/11
HD	495		Field Experience in Human Development	C-2	Eliza Bigham	11/22/10	12/6/10	1/24/11
KINE	495		Internship in Kinesiology	C-2	Kara Witzke	12/15/10	12/22/10	1/24/11
MATH	10		Pre-Algebra	C	Olaf Hansen	11/22/10	12/6/10	1/24/11
MATH	20		Beginning Algebra	C	Olaf Hansen	11/22/10	12/6/10	1/24/11
MATH	30		Entry Level Mathematics	C	Olaf Hansen	11/22/10	12/6/10	1/24/11
MATH	30C		Computer Aided Entry-Level Mathematics	C	Olaf Hansen	11/22/10	12/6/10	1/24/11
MATH	051		Entry Level Math	D	Olaf Hansen	11/22/10	12/6/10	1/24/11
MATH	051C		Computer Aided Entry-Level Mathematics	D	Olaf Hansen	11/22/10	12/6/10	1/24/11
PHYS	490		Physics Topics Seminar	C-2	Chuck DeLeone	12/15/10	12/22/10	1/24/11
TA	480		Theatre Activities for Children and Adults	C-2	Marcos Martinez	1/28/11	1/28/11	1/31/11

2nd Reading
BLP/UCC: Minor in Music Technology

1 **BLP Report to Senate** The Budget and Long Range Planning Committee (BLP) has reviewed the P-Form for a
2 proposed Minor in Music Technology, giving careful consideration to the enrollment prospects for the proposed
3 program as well as the resource implications of initiating the program. We thank the proposer, Dr. Bill Bradbury, for his
4 prompt and collegial response to our feedback and our queries so that we could complete our evaluation in a timely
5 fashion. BLP submits the following analysis of the impact of this proposed minor to the Academic Senate to assist
6 senators in their consideration of the proposal.

7
8 Program Demand: As noted in the P-form, this program would provide a minor for students primarily interested in
9 technologies facilitating music production, including "recording technology, microphone techniques, sampling, sound
10 editing, processing, and synthesis techniques." Students with such a minor could explore opportunities "in professional
11 music studios, composition, music programming, sales and installation, audio editing and in multimedia, video and
12 theatre." The P-form documents student interest in the program by stating that many current VPA students have
13 requested the minor and that recent informal VPA departmental surveys also indicated student interest. All relevant
14 courses for the minor are already in existence and show sustained strong enrollments, and it is noted that a number of
15 students are already taking a number of the proposed minor's required courses and that this proposal allows a
16 "coalescing [of] current curriculum" that students are already pursuing.

17
18 Resource Implications: The P-form emphasizes that no new resources will be necessary to launch or maintain the
19 program. No new courses are included in the 18-unit proposed minor, and all courses required for the minor are offered
20 regularly by two tenure-track and one lecturer faculty. It is anticipated that current course offerings will be sufficient to
21 meet demand; if necessary, course enrollments can be restricted to ensure that registered minors can get the courses
22 they need. No new Library resources are anticipated, and it is expected that currently available equipment, lab space,
23 software licenses (ProTools, Complete, and Waves) and IITS staff support will be sufficient to meet the program's needs.

24
25
26 **UCC Report to Senate** UCC has finished its review of the Music Technology Minor proposed as a stand-alone minor
27 housed in the Visual and Performing Arts Department. The purpose of the minor is to provide students who are not
28 necessarily practicing musicians but are interested in the technology side of the music industry an introduction to music,
29 and then an in-depth study of the use of technology in music from recording music to sound design and synthesis. This
30 minor meets the needs of many students who are interested in music technology but do not have the music skills or
31 performance inclination to pursue either the music minor or the music option in the VPA major. This minor differs from
32 the current Music Minor in that it emphasizes music technology primarily while the Music Minor emphasizes skills in
33 music performance and music theory/history.

34
35 The program requires that students take one introductory level music theory course, MUSC 203 Elements of Music I, and
36 one music survey course, MUSC 325 History of Rock Music or MUSC 427 Music and Culture in the United States. The two
37 courses provide students an introduction to music. The students are then required to take four music technology
38 courses, MUSC 302 Computer and Music, MUSC 304 Recording Techniques, and MUSC 402 Advanced Composition with
39 Computers (twice). These courses introduce students to the creation of music and/or sound design with the use of
40 computer-based technology.

41
42 This is an 18-unit undergraduate minor that draws from the expertise of the Visual and Performing Arts Department
43 Faculty and requires no new faculty resources. No new courses are proposed for the minor.

44
45 For the complete curriculum associated with this proposal, visit the Curriculum Review website:

46
47 [http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-](http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-11_curriculum.html#CoAS)
48 [11_curriculum.html#CoAS](http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-11_curriculum.html#CoAS)

49
50 This proposal is in Packet #13.

Proposed Catalog Language for the Minor in Music Technology

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The Music Technology Minor is designed for students whose focus is on the creation of music and/or sound design with the use of computer-based technology. Students in the program study basic and advanced recording technology, microphone techniques, sampling, sound editing, processing, and synthesis techniques as well as music theory (introductory) and American popular music. Students have access to high level professional studios on campus in which to complete their work. Skills developed in the minor can be applied to future work in professional music studios, composition, music programming, sales and installation, audio editing and in multimedia, video and theatre.

	<u>UNITS</u>
MUSC 203 Elements of Music I	3
MUSC 325 History of Rock Music OR MUSC 427 Music and Culture in the United States	3
MUSC 302 Computers and Music	3
MUSC 304 Recording Techniques	3
MUSC 402 Advanced Composition with Computers <i>(course must be taken twice, for a total of six (6) units)</i>	6
TOTAL UNITS	18

2nd Reading
APC: Course Repeat Petition policy

Rationale: *When this policy was revised in 2009 to implement changes required by EO 1037 it did not contain any mention of how to proceed in cases where a student failed a course 3 times. (This count does not include W grades, such as those a student receives when they are unable to pass a course for medical or personal reasons.)*

Currently petitions from students who want to take such courses for a 4th time have been decided on an ad hoc basis by Dean's offices in consultation with Departments, but a more clearly delineated policy will be helpful to all parties. Given the resource implications of students repeating courses multiple times, and the possibility that such students be better served by exploring other options it seems advisable that such repeats only be granted if a student is close to graduation and can demonstrate that there is a good chance that they will indeed pass the course on their next attempt.

Definition: The policy governs the repeat of courses and the adjustment of GPA.

Authority: Executive Order 1037

Scope: Undergraduate students taking courses at CSUSM.

I. EXECUTIVE SUMMARY

The PeopleSoft student system has the functionality to automatically calculate repeated attempts and academically renewed courses. This policy governs the application of this functionality and the appeals process.

II. PROCEDURE/APPLICATION

A. Upon completion of grades, the PeopleSoft student system will identify all courses academically renewed and apply the corrected value to designate them as repeated courses, along with re-calculation of students' GPA.

B. Undergraduate students may repeat courses only if they earned grades lower than a C (2.0).

C. Except in unusual circumstances no course may be repeated more than two times. A student who is a senior in good standing and at most 3 courses away from completing the requirements for their major may file a written petition with the Dean of the College of their major to repeat an upper division course required for their major a third time. In this petition the student must

a. give a detailed explanation why they failed the course 3 times;

b. submit clear evidence that they know the prerequisite material for the course and are a senior student in good standing who has no more than 3 courses (including the course being petitioned) remaining for completing the requirements of the major. This evidence should include all relevant transcripts, and the narrative of the petition should clearly state the student's GPA and how prerequisite requirements are satisfied;

6 c. give a clear plan indicating how they will make sure that they will pass the course on their
7 next attempt.

8
9 —The final decision on the petition is made by the Dean or designee in consultation with the chair of
10 the department or program offering the course.

11 D.

12
13
14 B.—An individual course may be repeated for "Grade Forgiveness" no more than two times.

15 —
16 —(Grade forgiveness is the circumstance in which the new grade replaces the former grade in terms
17 of the calculation of GPA.)

18 —
19 —
20 E. A maximum of 16 semester units of Course Repeats can be used for "Grade Forgiveness". With
21 regard to the limits on repeats, all such running totals begin at zero (0) at the beginning of the Fall
22 term of 2009. (Grade forgiveness is the circumstance in which the new grade replaces the former
23 grade in terms of the calculation of GPA.)

24
25 —F.—An individual course may be repeated for "Grade Forgiveness" no more than two times, without
26 exceptions. The petition process may not be used to request that a course be repeated more than
27 two times for grade forgiveness.

28
29 G. Limits on repeated courses do apply to courses taken in matriculated status as well as coursework
30 completed via self support, e.g. extended learning, open university, etc.

31
32 D.H. Academic units such as Colleges and Departments have the right to impose stricter
33 requirements on repeats of courses under their purview than those described in this policy.

34 35 III. PUBLICATION IN UNIVERSITY NOTICES

36
37 Information will be updated, as follows:

- 38
39 • Curriculum and Scheduling Office will publish in the General Catalog;

40
41 The CSUSM Enrollment Management Registration and Records website will be updated.

1 **2nd Reading – SAC Resolution in Support of the Committee for**
2 **Undergraduate Research**
3

4 WHEREAS, The Academic Senate, through the Student Affairs Committee, provides advice and
5 recommends policy on all student issues including but not limited to policies and procedures related to
6 academic environments and student research competition; and
7

8 WHEREAS, It is the mission of the [CSUSM](#) Committee for Undergraduate Research ([CUGR](#)) to
9 promote, support, and recognize faculty and student collaboration in research and creative activities;
10 and
11

12 WHEREAS, ~~the Committee for Undergraduate Research-CUGR~~ brings together faculty, staff, and
13 students from all areas to develop opportunities for undergraduate research; and
14

15 WHEREAS, ~~the short term goals of the Committee for Undergraduate Research-CUGR's activities~~
16 include identifying core faculty committed to engaging undergraduate students in research and
17 fostering dialogue among faculty and students about the benefits of undergraduate research, such as
18 improved pedagogical effectiveness, enhanced student learning outcomes, increased research
19 productivity, expanded access to external funding, stronger research program sustainability, and
20 greater engagement with students, colleagues, and the community; and
21

22 WHEREAS, The ~~medium~~ goals of ~~the Committee for Undergraduate Research-CUGR~~ include
23 developing a system to link faculty and undergraduate students in research activities, coordinating
24 campus wide student symposia and seminars, identifying resources to support faculty and
25 undergraduate research, and celebrating the achievements of faculty and student collaborative
26 research; and
27

28 WHEREAS, The work of ~~the Committee for Undergraduate Research-CUGR~~ supports the mission of
29 [California State University San Marcos-CSUSM](#) to have “students work closely with a faculty of active
30 scholars and artists whose commitment to sustained excellence in teaching, research, and community
31 partnership enhances student learning;” and
32

33 WHEREAS, The Academic Senate at CSUSM recognizes that faculty members’ scholarship and
34 research activities are the foundations for enabling students’ experience of and excitement about
35 academic research; now, therefore, be it
36

37 RESOLVED, That the Academic Senate at [California State University San Marcos-CSUSM](#) supports the
38 work of [CUGR in](#) advocating ~~for~~ opportunities for students and faculty to engage in research and
39 creative activities; and be it further
40

41 RESOLVED, That the Academic Senate at CSUSM encourages the university to support faculty
42 members in their research and creative activities; and be it further
43

44 RESOLVED, That the Academic Senate at [California State University San Marcos-CSUSM](#) will forward a
45 copy of this resolution to the University President, the Provost and Vice President of Academic Affairs,
46 the Vice President for Student Affairs, and College/School/Library/SSP-AR Deans.

1 **1st Reading - BLP/UCC Minor in Video/Film Production**

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3 **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 program as
6 well as the resource implications of initiating the program. We thank the proposer, Professor Kristine
7 Diekman, for her collegial responses to our feedback and our queries so that we could provide a useful
8 evaluation for the Senate's review. BLP submits the following analysis of the impact of this proposed minor
9 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, enrollment
14 figures provided by proposer Kristine Diekman show that a number of the courses included in the proposed
15 minor (including VSAR 303, VSAR 304, VSAR 305, and VSAR 306) have shown steady enrollments over the
16 past several years.

17
18 **Resource Implications:**

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

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

39
40 **University Curriculum Committee**

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

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

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

63
64 **PROPOSED CATALOG COPY**

65 For the complete curriculum associated with this proposal, visit the Curriculum Review website:

66 [http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-](http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-11_curriculum.html#CoAS)
67 [11_curriculum.html#CoAS](http://www.csusm.edu/academic_programs/curriculumscheduling/catalogcurricula/2010-11_curriculum.html#CoAS)

68 The proposal is in Packet #14.
69

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

74 **18 Units Total for the Minor**

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

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

79
80 **Nine Units of Advanced Level Courses from the following:**

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

86
87 **Three Units of Electives from the following:**

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

90
91 **New Courses being approved together with this Minor:**

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

1 **1st Reading - APC Undergraduate and Graduated 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-listed*
6 *course is not the same as a course that is cross-listed. The latter utilizes a single syllabus and is offered by*
7 *multiple departments. A dual-listed course includes two syllabi with clear delineations of expectations and*
8 *requirements for each course. Each course in a dual-listing is reviewed separately through the campus*
9 *curricular review process.*

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

12
13 **Definition:** This policy governs the mechanism for offering undergraduate and graduate
14 courses as dual-listed courses (also known as paired or co-listed courses), and
15 allows individual degree programs to offer upper-division (300 or 400-level)
16 undergraduate majors courses (except upper division general education courses)
17 with graduate (500- or 600-level) courses having similar course content in a dual-
18 listed arrangement with a single instructor and a common meeting schedule.

19 **Authority:** Academic Affairs

20 **Scope:** All dual-listed courses as defined.

21
22 Preamble

23
24 California State University San Marcos allows individual degree programs to offer upper-division (300
25 or 400-level) undergraduate majors courses (no upper division general education courses) with
26 graduate (500- or 600-level) courses having similar course content in a dual-listed arrangement with a
27 single instructor and a common meeting schedule. The dual-listing of upper-division undergraduate
28 majors courses with appropriate graduate-level courses is a means of facilitating course offerings in
29 circumstances where limited resources would prohibit the offering of courses in the same subject area
30 in undergraduate and graduate programs concurrently. Moreover, opening one course to both
31 advanced undergraduates and graduate students would enrich the quality of the course and programs
32 for both undergraduate and graduate students. Dual-listing of courses is necessary in order to provide
33 sufficient offerings within some graduate program areas. This policy addresses the need to ensure the
34 quality and rigor of dual-listed courses.¹

35
36 I. Criteria

37
38 In order to ensure the integrity of the degree programs and the individual courses that may be used to
39 meet graduation requirements, approval to offer courses in a dual-listed arrangement is subject to the
40 following conditions:

- 41
42 1. The upper-division undergraduate majors courses and graduate courses that are dual-listed
43 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.

44 the similarity of the subject matter. The course must meet in the same classroom at the same
45 time and have the same instructor.²

- 46
- 47 2. Dual-listed courses pairings should consist of one 400 level and one 500 level course.
48 Exceptions to 400 and 500 level pairing should be rare and occur only under extreme
49 circumstances. A strong rationale must accompany proposals for exceptions. In addition, only
50 the following pairings will be considered.
- 51 a. 400 level and 600 level
 - 52 b. 300 level and 500 level

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

- 54
- 55
- 56 3. Dual-listed offerings must be arranged through the use of regular courses which are published
57 in the university Catalog or supplement, and the course descriptions must indicate that the
58 courses can be dual-listed. The descriptions must specify that if one of the dual-listed courses is
59 completed for credit, the other one may not be taken for credit at a subsequent time, unless
60 approved by petition to the graduate program coordinator.
- 61
- 62 4. Courses to be dual-listed must be offered within the same department. Dual-listed courses may
63 not be cross-listed at the same time.
- 64
- 65 5. Thesis, creative work, internship, special project, topic, directed reading, research and
66 independent study classes may not be used as part of a dual-listed arrangement.
- 67
- 68 6. Only courses enrolling junior, senior, and graduate level students may be dual-listed. If an
69 undergraduate student completes a dual-listed course as an undergraduate and needs the
70 dual-listed course for a graduate degree, the graduate coordinator shall specify an alternative.
- 71
- 72 7. California Code of Regulations Title 5, Education s 40510 states that "Not less than one-half of
73 the units required for the degree shall be in courses organized primarily for graduate students."
74 Dual-listed courses are not considered to be courses organized primarily for graduate students.
75 Individual graduate programs may elect to establish more restrictive requirements.
- 76
- 77 8. If the total enrollment of the dual-listed courses meets minimal enrollment expectations for at
78 least one of the courses of the pair, the dual-listed courses shall be considered to have met
79 minimal enrollment.
- 80
- 81 9. To maintain the quality of instruction, total enrollment in dual-listed courses may not exceed
82 the maximum enrollment permitted for the graduate level component of the pair. Higher
83 enrollment may be approved by the appropriate administrator.
- 84
- 85 10. The *Class Schedule* should make clear, by means of class notes that dual-listed courses meet at
86 the same time and location, and with the same instructor, but that the two courses have
87 different requirements reflecting the different course levels.
- 88

² Dual-listed courses may have WTU implications.

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

- 92
- 93 a. Both course proposal forms must specify that the courses may be dual-listed and that
94 credit may not be earned in the other course of the pair at a later time (except by
95 approval of the graduate program coordinator);
 - 96 b. Justification for the dual-listing must be attached to each of the proposals;
 - 97 c. While course descriptions and course syllabi for dual-listed courses should be similar,
98 specification of the requirements for the graduate course must clearly delineate
99 greater expectations for and the additional requirements of graduate students,
100 appropriate to the field of study. At the time of the review of the dual-listing, syllabi for
101 both courses complete with course descriptions, course readings and activities, and
102 Student Learning Outcomes (SLO) will be submitted to all curriculum committees as
103 support for the dual-listing. Examples of greater expectations may include that
104 graduate students show development of independent critical judgment and evaluation
105 of course material, and that graduate students present the evidence of their original
106 critical analysis. Examples of additional assignments might include significant research
107 papers, oral presentations of research on course assignments, and/or the
108 demonstration of more sophisticated laboratory or studio skills than those required of
109 students in the undergraduate course.
 - 110 d. Proposals for dual-listing of courses can be submitted at the same time as the proposals
111 for review of the courses as new courses. Approval of the courses is not contingent
112 upon approval of the dual-listing; however, dual-listing is contingent upon the approval
113 of the courses. Proposals for dual-listing of courses can be submitted for already-
114 existing courses if accompanied by a complete syllabus for both courses.
- 115

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

121
122 In light of the special status of dual-listed courses, it is expected that the review of these courses will be
123 especially thorough.

Standing Committee Reports

APC

<u>Task</u>	<u>Status</u>
Course Repeat policy – revise	In Senate for Second Reading
Excess-Units Seniors policy (revise)	Forwarded to EC for review
Dual-Listing of Courses policy (new)	In Senate for Second Reading
Inactive Course policy – revise	Currently working on it

BLP

The Committee is working on the following tasks:

Program Proposals: We have submitted our report on the proposed Video/Film Production minor, and we have begun reviewing the proposed Master's in Public Health (MPH, A-form) and a new teaching credential for Single Subject/English Learner Authorization with Option for Preliminary Mild/Moderate Education Specialist (P-form).

Other Business:

Meeting with Provost Cutrer: Provost Cutrer was scheduled to visit BLP on January 31 to discuss current budget projections both for the University as a whole and for Academic Affairs. Senate Chair Yoshi and Senate Vice Chair Aitken were scheduled to attend this discussion.

Meeting with AALC: BLP members will meet with the Provost's Academic Affairs Leadership Council this month to discuss updating the Division's strategic priorities.

Self-Support: BLP has been tasked by the Executive Committee to examine when and by whom courses and Programs are to be offered through a self-support model. We have also been asked to examine how such decisions may affect students' access to programs. We are scheduled to visit with Dr. Al Kern, the new Interim Dean for Extended Learning, this month.

Note: BLP has established a subcommittee to follow up on SFR/FIRMS reports from AY 2009-2010 (Staci Beavers will be assisting Wayne Aitken and Chuck De Leone from last year's subcommittee). Last fall we met with IPA's Associate Director Jeff Marks and Janet Powell, AVP for Academic Resources, for an update on efforts to improve the reporting of faculty workload efforts. This conversation uncovered some concerns (for example, reporting instruction for tenure-track faculty who teach cross-listed courses), and it was also discovered that Department Chairs had not in fact been asked to review the Fall 2010 reports, though this is recognized as a critical step in ensuring that accurate data are forwarded to the Chancellor's Office. We look forward to seeing more corrections for our Spring 2011 report to the Chancellor's Office and to the development of an internal reporting document that can be used for internal planning purposes. The subcommittee anticipates doing an audit of all AY 2010-2011 data during the Spring semester.

FAC

Items in progress:

REFERRAL 9.20.10 (EC): Misconduct in Scholarship & Research Policy

Presented to EC 11.3.10; adjusting by removing inclusion of student research, deferring student related issues to SAC; including timetable with policy; all other changes approved. To be presented to EC 2.9.11 before appearing on Senate calendar for March

REFERRAL 10.6.2010 (EC): Sabbatical Leave Policy – revision

Assigned a FAC workgroup: In active progress based on EC input 9.27.10. Revising rubric and policy with input from PLC community members.

REFERRAL 10.20.10 (EC): Investigate & address impact of moving programs to EL on RTP process for faculty teaching in EL

Assigned to Lorri: Crafting a memo with Mayra and Janet that summarizes the charge, describes action taken by FAC to investigate EL impact and moving, and addresses concerns identified by FAC.

REFERRAL 10.20.10 (EC): Investigate & address impact of moving programs to EL on entitlement for lecturers

REFERRAL 10.20.10 (EC): Investigate & address impact of moving programs to EL on workload accounting for faculty teaching in EL

REFERRAL 10.20.10 (Powell): New policy on moving a faculty member to another department considering all possible cases

Assigned to a FAC workgroup: Looking at an existing policy to use as a scaffold in the creation of new one for CSUSM.

REFERRAL 12.2.10 (Yoshii) COE RTP Policy

Assigned to a FAC workgroup: Line by line read and analysis of document prior to presentation at EC.

REFERRAL 9.29.10 (EC): Paperless RTP

Not a priority but in active progress based on EC input 9.27.10

4. Items referred to FAC 2010-11:

5. Items completed by FAC 2010-11:

University RTP policy

Approved October 2010.

Coach Evaluation Policy (carry over from 2009-10)

Per conversations with CSUSM Coaches policy approved is being used. FAC standing by for further revisions as necessary. Approved by Senate December 2010.

Formalization of dept RTP Standards & Evaluation and Retaining Lecturer Standards (referred 9.20.10)

REFERRAL 9.29.10 (Boren): Review revised SoN policy on evaluation of temporary faculty

Policy as posted on website is accurate. Confirmed by SoN rep. Ilene Duangan.

REFERRAL 9.29.10 (Yoshii): Reconciliation CoAS RTP document with CBA makeup of PRC

Referred back to CoAS Chair, Patty Seleski, to investigate whether the vis-à-vis make up of the PRC currently violates the CBA. This is a college specific vs, faculty affairs committee item. Lorri will follow-up.

REFERRAL 10.6.2010 (EC): Revisit guidelines concerning EC members' service on president's awards committees

FAC referring back to EC. This is not a university it is under the purview of the President. If EC sends it back, our position is to have NEAC send out a call as it does for the formation of other committees. Lorri will follow-up.

REFERRAL 11.10.2010: (EC): Investigate and address course evaluation of self-support credit courses.

Course evaluation is the same for self and state supported course work. Confirmed by Janet Powell.

GEC

No report.

LATAC

No report.

NEAC

NEAC was asked to look into the question of what changes to the Constitution and By-Laws needed to be made in preparation for the reorganization. After discussion in EC, it was decided that spring elections will proceed according to the current Constitution and By-Laws since the new colleges do not yet exist.

NEAC has drafted amendments to the Constitution and By-Laws to:

- uncouple the Chair and Chair-elect roles so that the Chair and Vice-Chair are elected separately and can serve more than one term.
- provide a mechanism for the removal of committee members and senators who fail to meet their obligations.

These amendments will be presented to EC for discussion.

NEAC has considered the following questions and has decided not to pursue changes to the Constitution and By-laws at this time:

- Lecturer eligibility for Senate committees.
- Formalization of the Executive Committee's ability to form subcommittees.

NEAC continues to consider the following topics:

- Whether the relationship between the Graduate Studies Committee and Academic Senate should be formalized.

NEAC also has a referral to consider suggestions for shared governance. We will do so later in the semester.

PAC

PAC is working on final revisions to the Program Review Policy and Guidelines in preparation for bringing the policy to EC in early February and to the Senate in March. It will be beginning its response to the Women's Studies Program Review.

SAC

SAC has finalized the second revision of the CUGR support resolution. Following university members' comments, the resolution now highlights faculty's crucial role in facilitating undergraduate research and calls for continued university support of faculty research and creative activities.

SAC is currently working on the following:

- Revision of the Course Records Management Policy to include the proper handling of digital records – SAC will be working with IITS and other university units (as needed) to include this issue of growing importance.
- Revision of Student Grade Appeals Policy – SAC is working on three specific areas: (1) compliance of our policy with EO 1037, (2) clarifying CFA stance regarding the extent of possible recommendation in cases

where decision is in favor of the appealing student, and (3) reviewing all other CSU grade appeals policies for best practices.

- Reviewing COE's Student Grade Appeals and Grievance Policy – SAC has been requested by COE to give feedback on this internal policy.

FYI:

- During the last semester, SAC had started a series of guest visits. Several functionaries from University Student Affairs and ASI presented to SAC their activities in support of student academics, well-being, and campus life. SAC intends to continue having these guests. We are open to suggestions from the Senate regarding future guests to SAC.
 - SAC has representatives in both CUGR (V. Dalakas) and the IP Task Force (P. Ly).
 - After a long period of missing student representatives, and following a visit to the AIS Board of Directors' meeting, SAC now has two student representatives (A. Dagustino and G. Pruitt)
 - SAC is meeting every second and fourth Tuesday of the month from 3 to 4 pm at MH 322. Guests are welcomed.
-

UCC

Work completed in January 2011: In the month of Jan 11, UCC reviewed and approved one new Minor in Video/Film production proposal (P form) for review by the Academic Senate. In addition, UCC has also approved eight new course proposals (C form, including two accompany courses for the Video/Film production minor), five course change proposals (C2 form) and two course deletion proposals (D form) for forwarding to Academic Senate Consent Calendar. The UCC report on Video/Film production minor has been submitted to academic senate for review. The new course proposals are VSAR 319 Video Installation Art, VSAR 402 Imaginary Worlds: Video Compositing, HD 170 Topics in Human Development, HD 370 Advanced Topics in Human Development, MATH 10 Prealgebra, MATH 20 Beginning Algebra, MATH 30 Entry Level Mathematics, and MATH 30C Computer Aided Entry Level Mathematics. The approved course change proposals are HD 495 Field Experience in Human Development, DNCE 390 Choreography Workshop, KINE 495 Internship in Kinesiology, PHYS 490 Topics Seminar, and ENTR 320 Creativity, Innovation & Entrepreneurship. The two approved course deletion proposals are MATH 51 Entry Level Mathematics and MATH 51C Computer Aided Entry Level Mathematics.

Continuing Work: We are still in the process of reviewing the four P-2 forms and their accompanying C/C-2 forms from School of Nursing. Most of the courses have already been approved. However, there were still several course proposals pending and hence the P2 forms pending as well. In addition, UCC expect to start the review of the College of Education package containing a P form, 5 P-2 forms, 3 C forms and 2 C2 forms.