

AGENDA

Executive Committee Meeting
CSUSM Academic Senate

Wednesday ~ October 13, 2010 ~ 12 noon – 1:50 p.m. ~ Kellogg 5207

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

- I. Approval of Agenda
- II. Approval of Minutes of 10/06/2010
- III. Chair's Report, [Rika Yoshii](#)
Referrals to committee: BLP Start the audit process for internal FAD
- IV. Provost's Report, Emily Cutrer
- V. [ASCSU](#) Report, [Brodowsky/Montanari](#)
- VI. [CFA](#) Report, [Don Barrett](#)
- VII. Oral [Committee](#) Reports: BLP, GEC, NEAC, SAC
- VIII. Old Business None.
- IX. New Business
 - A. BLP Resolution follow up
 - B. FAC Department Level Standards and Additional Material for Temporary Faculty Evaluations
 - C. FAC Head Coach Performance Appraisal
- X. Discussion Items
EC Movement of programs to Extended Learning and Temecula - Handout
- XI. EC Members' Concerns & Announcements

Next meeting: October 20 ~ Kellogg 5207

**FAC: POLICY ON DEPARTMENT LEVEL STANDARDS AND ADDITIONAL MATERIAL FOR
TEMPORARY FACULTY EVALUATIONS**

<i>Rationale:</i>	Janet Powell originally asked that FAC develop a process for Senate approval for both tenure line and lecturer department level standards and requests for additional materials in all evaluation processes. After reexamining the RTP Department Standards guidelines, she realized this has already been done for the tenure line faculty. Thus, FAC only needed to develop a policy for the approval of departmental standards and materials for lecturers. This is necessary because such standards are essentially an extension of the evaluation policy and must not violate the CBA.
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Definition *A policy governing the addition of materials for temporary faculty evaluations.*

Authority *The collective bargaining agreement between the California State University and the California Faculty Association.*

Scope *Eligible faculty and employees at California State University San Marcos.*

All department standards and/or additional material required for Working Personnel Action Files (WPAFs) for the evaluation of temporary faculty shall conform to the Collective Bargaining Agreement (CBA) and the evaluation policies of the College or equivalent unit. All such requirements shall be approved by a simple majority of the faculty within the department. Faculty with less than a 0.5 time base shall be entitled to a 0.5 vote. Faculty with a 0.5 or greater time base shall be entitled to one vote. The standards and/or additional material shall then be approved by the appropriate committee of the College or equivalent unit and the Academic Senate before use in the evaluation process.

Per the CBA, within fourteen (14) days after the first day of instruction of the academic term, the appropriate administrator shall advise temporary faculty in writing of any such department standards and/or additional material required for WPAFs.

Once the evaluation process has begun there shall be no changes in criteria and procedures.

FAC: HEAD COACH PERFORMANCE APPRAISAL: EC 10/13/2010

- Rationale: During the 2009-2010 school year FAC revised the Interim Coach Evaluation Policy used to evaluate coaches in the athletics program at CSUSM. At that time the committee combined multiple forms and evaluation tools into a coherent policy. Changes were made to the draft policy as comments were received. Feedback was requested from coaches and directors of the athletic department last year, however little was received. This year forms were sent again to coaches for their review prior to presentation to be executive committee. As a result, additional changes with regard to the collective bargaining agreement were made. This form summarizes the work by FAC in cooperation with the athletics department (with feedback from CFA coach representative from CSU system), and CSUSM CFA representation.
- Definition: A policy governing the evaluations of head coaches in the CSUSM athletics program.
- Authority: The collective bargaining agreement between the California State University and the California Faculty Association.
- Scope: Eligible faculty unit employees of CSU San Marcos.

**CSUSM ATHLETICS
HEAD COACH PERFORMANCE APPRAISAL**

Coach _____ Date _____

PART A. GOAL SETTING AND SELF ASSESSMENT. Goals should be established before the season by the Head Coach in each area. At the year-end evaluation performance towards those goals will be measured and new goals will be established for the next year. Support needed to reach goals in each area should also be noted.

1. ATHLETIC EXCELLENCE

GOALS

Overall Record Goal: _____

Overall Record Achieved: _____

Conference Standing Goal: _____

Conference Standing Achieved: _____

Post Season Goal: _____

Post Season Achieved: _____

Recruiting Goals: _____

Recruiting Accomplishments: _____

Goals for next year -

Overall Record: _____

Conference Standing: _____

Post Season: _____

Support needed to reach goals: _____

2. ACADEMIC EXCELLENCE

Team GPA Goal: _____

Team GPA Achieved: _____

Exhausted Eligibility/Graduation Rate Goal: _____

Exhausted Eligibility/Graduation Rate Achieved: _____

Goals for next year –

Team GPA: _____

Graduation Rate: _____

Support needed to reach goals:

3. FUND RAISING/COMMUNITY INVOLVEMENT

Team Fund Raiser \$ Goal: _____

Team Fund Raiser \$ Achieved: _____

In-Kind Goal: _____

In-Kind Achieved: _____

Goals for next year –

Cash Raised: _____

In-Kind Raised: _____

Support needed to reach goals:

4. REFLECTIVE STATEMENT

Comments on how coaching approach impacted the performance of the student-athletes.

Comments on how coaching approach advanced the department and university mission.

PART B. ADDITIONAL MATERIAL (OPTIONAL). To be added by coach. Some examples include peer input and awards. Athletic Director's comments on these materials must be part of the review (Part C).

PART C. ATHLETIC DIRECTOR REVIEW

The following scale will be used to rate performances in each of the areas listed below. Ratings of unsatisfactory performance or outstanding performance will be accompanied by written comments.

NA	Not Applicable or Not Observed	3	Satisfactory
1	Unsatisfactory	4	Commendable
2	Marginal	5	Outstanding

1. Athletic Achievement and Coaching Skill

- a. Sets meaningful goals for team athletic achievement _____
- b. Overall athletic achievement of team _____
- c. Maintains a current knowledge of sport rules and trends _____
- d. Demonstrates ability to teach and motivate players to produce maximum results _____
- e. Exercises control, leadership, and sound judgment during practices and competitive events _____

Comments

2. Administrative qualities

- a. Effectively plans, administers, and monitors team scheduling, travel, and budgets _____
- b. Completes reports promptly and maintains organized records _____
- c. Communicates effectively _____
- d. Makes effective use of Assistant Coaches and student workers _____

Comments

3. Athlete academic achievement

- a. Promotes student athlete academic progress _____
- b. Works cooperatively with academic support services to monitor the academic progress of student athletes _____
- c. Makes a consistent effort toward the improvement of graduation rates _____
- d. Overall team academic achievement _____

Comments

4. Recruiting

- a. Establishes an effective recruiting system that is consistent with NAIA, university and department philosophy and available budgets _____
- b. Establishes a rapport with regional high schools and coaches _____
- d. Accurately assesses prospective student-athletes and effectively awards available athletic aid within institutional and team limits _____

Comments

5. Commitment to the goals of the University and Athletics Department

- a. Demonstrates commitment to the mission and purpose of the University and Athletics _____
- b. Works cooperatively with other coaches and staff _____
- c. Demonstrates commitment to NAIA Code of Ethics and Coaches Code _____ Comments

6. Overall rating and comments

Overall Rating : _____

7. Recommendation (or Overall Recommendation)

PART D. SUMMARY DATA FROM STUDENT-ATHLETE EVALUATIONS. To be provided by Athletic Director. Coaches may comment on these data in their reflective statement (Section A4). Athletic Director may use these data as part of the review (Part C).

By signing this form, you are **not** indicating that you agree with the evaluation. Your signature indicates that you have been provided with a copy of this evaluation.

Pursuant to the CBA, a copy of this evaluation will be placed in your Personnel Action File (PAF) five days from this date . Within 10 days of receipt of this evaluation you may submit a rebuttal statement or response in writing and/or request a meeting with the Athletic Director to discuss the recommendation.

Signature of Coach

Date

Signature of Athletic Director

Date