

**AGENDA**  
 Executive Committee Meeting  
 CSUSM Academic Senate  
 Wednesday ~ February 2, 2011 ~ 12 – 12:50 p.m. ~ Common 206

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

- I. **Approval of Agenda**
- II. **Approval of Minutes of 01/26/2011**
- III. **Chair's Report, [Rika Yoshii](#)**  
 Referrals to Committee: APC Length of / Max. no. of units in / Add-Drop period for *winter intersession*  
 APC Multiple majors policy review  
 FAC Range elevation policy review - criteria for eligibility
- IV **Consent Calendar Item**  
 UCC Course & Program Change Proposals *see Senate agenda, page 2*
- V. **Old Business** None.
- VI. **New Business**  
 NEAC Constitutional Changes *attached*
- VII. **Discussion Item**  
 PeopleSoft Course Waiting List feature - Grommo/Swanger ***Time certain 12:30 pm***
- 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: 2/9/11 ~ 12-2 pm ~ Kellogg 5207*

## NEAC

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| <i>Rationale:</i> | <i>This change to the Constitution and Bylaws was prompted by a recommendation by Past Chair Janet McDaniel that NEAC consider changing the Vice Chair/Chair-Elect office so that the Vice Chair does not automatically assume the role of Chair. NEAC discussed this recommendation after checking the constitutions of all other CSUs. Almost all other CSU Academic Senates use the Chair/Vice-Chair model. Both officers are elected each year, and have the possibility of re-election. The Chair may serve for a second term, thereby capitalizing on the experience gained during the first term. The Vice Chair has the opportunity to run for the office of Chair but will no longer be committed to serving as Chair. We hope that more faculty will be willing to try out the Vice Chair role knowing that it doesn't commit them to assume the Chair seat.</i> |
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### Article 5.3: Senate Officers

The Officers of the Senate shall consist of a Chair, Vice-Chair/~~Chair-Elect~~, and Secretary. ~~The Vice Chair serves as Chair-elect prior to becoming Chair.~~ The officers of the Senate shall be voting members of the Senate. For election procedures, see the Academic Senate Election Rules and ~~GuidelinesProcedures~~<sup>[naa1]</sup>.

#### Article 5.3.1: Senate Officers' Terms

The Officers of the Senate shall serve one-year terms. ~~The Chair and Vice-Chair may be re-elected to serve one additional consecutive term.~~ The Secretary may be re-elected to serve ~~an~~ additional term~~m(s)~~. In the event the Chair becomes unable to serve, the Vice-Chair/~~Chair-Elect~~ shall assume the role of Chair for the remainder of the term, ~~as well as the term for which s/he was elected,~~ and an election will be conducted by NEAC for Vice-Chair/~~Chair-Elect~~. If the Vice-Chair/~~Chair-Elect~~ ~~becomes is~~ unable to ~~serve his/her term as~~ fill the vacant Chair seat, NEAC ~~will shall~~ conduct an election for Chair in accordance with the Academic Senate Election Rules and ~~GuidelinesProcedures~~. ~~If the Vice-Chair or the Secretary are unable to serve in their roles, NEAC shall conduct an election in accordance with the Academic Senate Election Rules and Procedures.~~

## NEAC

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| <i>Rationale:</i> | <i>This change to the Election Rules and Procedures is to make them consistent with the suggested changes to the Constitution and Bylaws.</i> |
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### IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS

- A. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty who have served on the Senate in any capacity for two of the past three years. Nominees for ~~Chair-Elect~~Chair and Vice-Chair must be tenured at the time of nomination.
- B. Each spring, NEAC will distribute a Call for Senate Officers to full time (tenure line and temporary) faculty.
  1. The Call will request that nominations for ~~secretary and chair-elect~~Chair, Vice-Chair, and Secretary of the Senate be sent to the Senate Office.
  2. The Call will request that faculty obtain permission of nominees prior to submitting their names.
- C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may make additional nominations or may request that their name be removed from the ballot.
- D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members and Senators will have one week to vote.
- E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.
- F. In the event that the Chair becomes unable to serve, the Vice Chair/~~chair-elect~~ shall assume the position of Chair.
- ~~G. In the event that the vice chair becomes unable to serve, NEAC shall conduct an election for vice chair/chair-elect.~~
- G. If the Vice-Chair is unable to fill the vacant Chair seat, NEAC shall conduct an election for Chair.
- H. If the Vice-Chair or the Secretary are unable to serve in their roles, NEAC shall conduct an election.

## NEAC

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| <i>Rationale:</i> | <i>This change to the Constitution and Bylaws was prompted by the fact that a few Academic Senators have not attended regular meetings yet have not given up their seats. In addition, standing committee chairs have requested that a mechanism be put into place to deal with committee members who do not attend meetings and/or do not perform their assigned duties.</i> |
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### **Article 5.1: Senate Membership**

Voting members of the Senate shall consist of those members of the Faculty and the representative of the part-time temporary faculty who have been duly elected or appointed to the Senate according to this Constitution and Bylaws of the University Faculty and the Academic Senate; the CSUSM representatives to the Academic Senate of the California State University; the Associated Students, Incorporated, representative; and the staff representative; together with the Chairs of the Academic Policy Committee; Budget and Long-Range Planning Committee; Faculty Affairs Committee; General Education Committee; Library and Academic Technology Advisory Committee; Nominations, Elections, Appointments, and Constitution Committee; Program Assessment Committee; Student Affairs Committee; and University Curriculum Committee, if they were not otherwise elected to a Senate seat.

#### **Article 5.1.1: Representative Proportion of Membership**

The Senate shall be representative of the full-time faculty in proportion to the number of full-time eligible faculty in each College/School not within a College (hereafter, School)/Library/Student Services Professionals - Academic Related (hereafter, SSP-AR). The number of seats for each College/School/Library/SSP-AR will be that unit's proportion of the total eligible faculty (not including lecturers, and each faculty member may only be counted for one college), multiplied by 50. Fractional seats will be rounded up if they are .5 or greater and rounded down otherwise, except that each unit will be guaranteed a minimum of one seat.

#### **IV. Article 5.1.2: Terms of Membership**

Senate terms of office run concurrently with the academic year. Senators shall serve staggered two-year terms. For election procedures, see the Academic Senate Election Rules and Guidelines. [A Senator who does not attend or have an alternate attend, without excuse or notification, three consecutive Academic Senate meetings will be replaced by an election by the appropriate constituency to serve out the remainder of the term.](#)

#### **V. Article 6.1: Standing Committee Membership**

Faculty voting members of the Standing Committees of the Senate will be drawn from the Faculty eligible for the Senate according to the Academic Senate Election Rules and Guidelines. Faculty Committee members shall serve staggered two-year terms except for the members of the Executive Committee, which draws its membership from current chairs of the standing committees. The chair of each standing committee shall be elected by the voting members of the

committee from the eligible faculty on the committee. Student members and staff members shall serve one-year terms, with the exception of staff members of the Library and Academic Technology Advisory Committee, who will serve two-year terms.

Colleges or schools in development with fewer than ten full-time tenure track faculty members will be represented as voting members in standing committees in the following way: the faculty of colleges/ schools in development may choose, before the Spring election, the standing committees to which they will send one representative. The chosen committees shall be reported to the Academic Senate Office by March 15. The selection of the committees should be conducted by the college/ school by voting. The voting should be anonymous and a simple majority is sufficient. The election of the representatives will be conducted according to the Academic Senate Election Rules and Guidelines.

Colleges or schools in development must send representatives to a minimum number of committees; however, the maximum number of committee seats is restricted by the number of eligible faculty (see the following table).

| Number of eligible faculty members of the college/school | Number of committee seats for the college/school |
|--|--|
| 1  | 1-2  |
| 2  | 2-4  |
| 3  | 3-6  |
| 4  | 4-8  |
| 5  | 5-10   |
| 6  | 6-10   |
| 7  | 7-10   |
| 8  | 8-10   |
| 9  | 9-10   |

Once a college or school in development has ten or more eligible faculty members, its representation in all standing committees will be guaranteed by a change to the Constitution and Bylaws.

**Article 6.1.1: Standing Committee Member Absences and Replacement**

If a member of an Academic Senate committee cannot complete the term for any reason, or is absent from three regularly scheduled committee meetings, the chair of the committee may request that NEAC solicit nominations for a replacement to serve out the remainder of the term. If a member of an Academic Senate standing committee repeatedly does not perform assigned committee duties, the chair or any member of the committee may call for a vote to request that NEAC solicit nominations for a replacement to serve out the remainder of the term.