AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday ~ November 28, 2012 ~ 12–2 p.m. ~ Kellogg 5207

I.   Approval of agenda

II.   Approval of minutes of 11/14/2012 meeting

III.   Chair's report, Jackie Trischman

IV.   Provost's report, Emily Cutrer   *unable to attend*

V.   Committee reports: FAC, GEC, LATAC, NEAC, SAC

VI.   Discussion items

        A.   Meeting norms - McDaniel   *attached*
        B.   Charge re Intellectual Property policy   *attached*
        C.   FAC   Resolution on Department Chair Selection   *to be provided*
        D.   BLP/UCC   Healthcare Information Technology certificate program   *attached*
        E.   SAC   Student Course Grade Appeals policy revision   *attached*

VII.   Presentation

        Community Engagement update - Jackson/Gross   ***Time certain 1:15 pm***

VIII.   EC members' concerns & announcements

Next meeting: December 5th

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3   **Meeting Norms for Senate-Sanctioned Groups**

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5   **We strive for:**

6

7   1. **Shared leadership:** All are responsible for reinforcing norms and ensuring the
8   meeting is productive.
9   2. **Full participation:** Meeting times will be established by consensus to maximize
10   participation by all members. All agree to make themselves as available as
11   possible during regular working days, Monday through Fridays. We agree to come
12   to meetings on time and prepared to participate. If absence is anticipated,
13   members will notify the chair in a timely fashion.
14   3. **Achieving the agenda:** The agenda will be distributed in advance, and members
15   will strive to stay focused on the agenda.
16   4. **Safe environment:** All voices are solicited, actively listened to, and valued.
17   5. **Civilized disagreement:** Diverse viewpoints and contributions from all
18   participants are valued. There will be different opinions on matters of business.
19   When these differences emerge, they will be managed in a respectful,
20   professional manner as members work toward a better understanding of one
21   other.
22   6. **Self-assessment:** Members self-check their own behavior, and regularly assess
23   how well the group is functioning and adjust accordingly.
24   7. **Sense of humor:** Have fun while working towards common goals.
25

1 **Charge re Intellectual Property policy**
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3 *From CFA: CFA requested, and all agreed, that the Senate Chair will be asked to task a*
4 *Senate committee to operationalize the term "extraordinary support." Namely, by*
5 *developing guidance to help faculty (1) know in advance if they are going to be*
6 *utilizing "extraordinary support" and/or (2) gain clarity on what the definition*
7 *means. CFA agreed that they would refer this request to Senate.*
8
9 http://www.csusm.edu/policies/active/documents/Intellectual%20Policy.html

1   FAC: Resolution on Department Chair Selection
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3   WHEREAS, In Spring 2012, the CSUSM Academic Senate approved an interim
4   procedure to incorporate lecturer faculty input in the department chair
5   recommendation process, in compliance with faculty rights as stipulated in the
6   Collective Bargaining Agreement (CBA); and
7
8   WHEREAS, In the course of discussion of said procedure, some voiced concerns that
9   lecturer input might contradict that of tenure-line faculty -- that in units with a large
10   number of lecturer faculty, the tenure-line faculty might be "outvoted" by lecturer
11   faculty; and
12
13   WHEREAS, In response to these concerns, the Senate considered different proposals
14   for weighting lecturer votes, ultimately adopting complete proportionality voting,
15   based on lecturer entitlement; and
16
17   WHEREAS, During the Fall 2012 semester, the University Faculty Affairs Committee
18   (FAC) consulted with affected university units to ascertain the extent to which
19   concerns about lecturer versus tenure-line faculty voting were borne out in the
20   Spring 2012 Chair recommendation process; and
21
22   WHEREAS, The FAC inquiry found no such instances – rather, in all of the
23   department chair recommendation processes in CHABSS, CSM, and CoBA, there was
24   only one nominee for each department chair opening, and in no case was there any
25   disparity between tenure-line versus lecturer faculty recommendations regarding
26   these uncontested nominations; now, therefore, be it
27
28   RESOLVED, That the interim policy from Spring 2012, with lecturer voting based on
29   complete proportionality based on entitlement, be adopted permanently.
30
31
32   **CSUSM Procedure for the Selection of Department Chairs**
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34   A. Eligibility
35   Any full-time probationary or tenured faculty member is eligible to serve as a department
36   chair.
37
38   B. Nomination Process
39   1. Nominations shall be open for a minimum of one week.
40   2. Potential candidates may self-nominate or be nominated by lecturer or tenure line
41   faculty in the department.
42   3. Nominee(s) must give permission before their name is placed on the ballot.
43   4. Nominations will be collected by the Dean's office.
44
45   C. Eligible Voters
46   1. All tenure-track faculty are eligible to vote for nominated candidates.

47 2. All lecturer faculty with a minimum of 2 semesters of employment in a department are
48 eligible to vote for nominated candidates.
49 3. In the academic year in which the nominating process occurs: 1) tenure-track facuIty
50 shall have a full vote, 2) lecturer faculty votes shall be proportionate to the entitlement
51 time-base for contracted lecturer faculty and rounded to the nearest whole number.
52 4. Faculty with split appointments will be entitled to vote in both departments in
53 accordance with C.l to C.3 above.
54
55 D. Ballot Preparation and Recommendation Process
56 1. The voting shall take place during the last year of the incumbent's term.
57 2. The Dean's office shall prepare the electronic ballots.
58 3. The ballot shall contain the names of one or more nominees.
59 4. The Dean's office will oversee the voting.
60
61 E. Selection of candidate to be recommended
62 1. The Dean's office will prepare separate electronic ballots for tenure track faculty, with
63 tenure-track faculty entitled to a full vote, and lecturer faculty entitled to votes as defined
64 in C above.
65 2. Ballots will have each nominee's name and instructions to select "Recommend," "Do
66 Not Recommend," or "Abstain" for each name.
67 3. The electronic voting period will be one week.
68 4. The Dean's office will count the ballots and report the tenure track and lecturer votes
69 separately to the Dean.
70 5. When selecting the chair, the President's designee will take into consideration the total
71 "Recommend" votes cast by the department.

1   **BLP/UCC: CoBA Healthcare Information Technology Certificate Program**
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3   <u>Report from BLP</u>: To assist members of the Academic Senate in their consideration of
4   program proposals, BLP reviews P-forms to assess enrollment prospects as well as
5   likely resource implications of launching a proposed program. We thank Dr. Jack Leu,
6   the proposer of the proposed HIT certificate program, for his collegial response to our
7   feedback so that we could complete our evaluation in a timely fashion.
8
9   **Overview:** This program was launched in AY 2012-13 as a not-for-credit certificate
10   program. As such, it did not require Academic Senate approval. This proposal would,
11   once approved by the Academic Senate, allow the program to be re-launched as a for-
12   credit, self-support program.
13
14   **Program Demand:** As a not-for-credit, self-support program, the HIT program was
15   launched this year with 21 students, many of whom already hold advanced degrees
16   and/or are already working in the health care field. It is anticipated that moving to a
17   for-credit model will enhance recruitment, as this will allow students to apply for
18   financial aid and/or obtain employer support for tuition fees. Extended Learning
19   estimates that 20 students per cohort will need to be recruited for the program to be
20   viable. Community support for the program is also demonstrated by the members
21   recruited to the program's own Advisory Board, the list of whom includes various
22   leaders in the local health care industry. Additionally, the current not-for-credit
23   program is supported by partnerships with various local health care providers, including
24   Sharp Health and Planned Parenthood.
25
26   **Resource Implications:** All of the program's existing not-for-credit courses will require
27   Senate approval to be listed in the future as for-credit offerings; however, all courses
28   will be offered as self-support, so no state funding is requested or anticipated.
29   Extended Learning currently estimates that students will be charged $450 per unit, plus
30   any additional standard campus fees.
31
32   Most courses will be offered by COBA's tenure-track faculty; as currently envisioned,
33   these faculty members, in conjunction with the College, will have the option of
34   teaching these courses as "overloads" (for additional pay, per the CBA pay scale) or as
35   part of their standard workload (with the College to be reimbursed by Extended
36   Learning for the faculty member's reassigned time). Advising resources (including
37   resources needed to run admissions) need to be worked out in advance with Extended
38   Learning. The Library has suggested subscribing to an additional online database
39   (Cochrane Database of Systematic Reviews, $3500/year); this database would then be
40   available to students in other programs as well. Any such resource needs should be
41   worked out with Extended Learning and factored into the assigned student fees.
42
43   <u>Report from UCC</u>: In November, UCC approved Healthcare Information Technology
44   Certificate Program with six courses.

45   This program was launched in AY 2012-13 as a not-for-credit certificate program. It is
46   currently being taught through Extended Learning. This proposal would, once
47   approved by the Academic Senate, allow the program to be a for-credit program
48   through EL.
49
50   The program includes six two-units courses:
51   HIT 500 - Healthcare Systems: Structure and Process
52   HIT 510 - Data Management for Healthcare Decision Support
53   HIT 520 - Electronic Health Records
54   HIT 530 - Data Communication and Security for Healthcare
55   HIT 540 - Managing Healthcare System Change
56   HIT 550 - Project Management and Process Improvement for Healthcare
57
58   One of the key component of the United States' healthcare system reform is to replace
59   archaic medical and health record and paper-based systems with modem information
60   technologies. This program has been designed to address these needs and challenges.
61   It emphasizes information technology, application of analytical methods, re-
62   engineering, innovation, and change management. The program has support from
63   healthcare professionals throughout the nation as well as faculty from CoBA, Computer
64   Science and School of Nursing. All of the courses for the certificate programs have
65   already been developed and half of them have been taught in fall semester 2012. The
66   curriculum received inputs from an advisory board consisting of clinicians and
67   healthcare professionals.
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69   <u>Proposed Catalog Language for the</u>
70   <u>Healthcare Information Technology Certificate:</u>
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72   Healthcare Information Technology (HIT) Certificate Program
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74   The United States' healthcare system is undergoing a fundamental transformation to
75   address ballooning costs while improving access, quality, safety, and efficiency. A critical
76   element of this revolution is the replacement of archaic medical and health record and
77   reporting paper-based systems with modern information technologies. These changes will
78   provide new and expanding professional opportunities. The CSUSM Healthcare Information
79   Technology (HIT) Certificate program will focus on providing participants with a broader
80   vision of the future of healthcare and the knowledge needed to encourage its evolution and
81   serve as agents of change, innovators, leaders, and entrepreneurs.

82   The graduate-level CSUSM HIT program has been specifically designed to address these
83   needs and challenges. The program emphasizes information technology, application of
84   analytical methods, re-engineering, innovation, and change management. The program has
85   been developed and taught by faculty and industry experts. It engages students by
86   integrating theory and real world applications, drawing from a variety of organizations and
87   industry groups. The program will also showcase HIT startups. Students will acquire skills
88   relevant to a range of healthcare industry sectors including providers, insurers, government
89   agencies, plan sponsors, HIT support and training organizations, and HIT new ventures.

90 **Admission and Application Requirements**

91 • A bachelor's degree or **a senior standing in college with relevant skills or**
92 **experiences in information systems or healthcare**
93 • Mathematical proficiency at a minimum level of college Algebra
94 • Submission of the online [HIT Program Application (http://www.csusm.edu/el/HIT)](http://www.csusm.edu/el/HIT)
95 • [Submission of a personal statement](#)
96 • Submission of current resume
97 • Hard copy transcripts from each college and university attended mailed to:

98 **California State University San Marcos**
99 **Extended Learning**
100 **Attn: Student Services/**HIT Program
101 333 S. Twin Oaks Valley Rd.
102 San Marcos, CA 92096

103 **Total Units: 12**
104
105

Course Title	Units
HIT 500 – Healthcare Systems: Structure and Process	2
HIT 510 – Data Management for Healthcare Decision Support	2
HIT 520 – Electronic Health Records	2
HIT 530 – Data Communication and Security for Healthcare	2
HIT 540 – Managing Healthcare System Change	2
HIT 550 – Project Management and Process Improvement for Healthcare	2

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1   SAC: Student Course Grade Appeals policy revision
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3   ***Rationale:***   *This policy/procedure was sent to the Provost last spring. The Provost*
4   *inquired if students serving on Student Grade Appeals Committee (SGAC) ought to have*
5   *some minimum qualifications as a means to to ensure that students serving on the*
6   *committee fully understood the nature of the committee's work and maturity to respect*
7   *confidentiality. SAC worked with ASI students and staff to determine that requiring*
8   *students serving on SGAC to: 1. have at least junior status and 2. have completed 30 units*
9   *at CSUSM would be an effective set of minimum qualifications.*
10

11   V.   Membership
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13   A.   Committee Structure
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15   Membership of the Student Grade Appeals Committee (SGAC) shall
16   consist of:
17   •   Three students (two undergraduate, one graduate) to be named under
18   procedures established by the Associated Students Incorporated (ASI).
19   Student members serving on this committee must be regular students
20   in good standing, have at least junior status and a minimum of 30 units
21   completed at CSUSM. Student alternates will be named as needed; see
22   section V.E.
23   •   Four faculty members and four faculty member alternates selected by
24   the Academic Senate. All faculty members of the committee and all
25   faculty alternates must hold tenured appointments.
26

27   The Chair shall be elected yearly from the faculty membership of the
28   committee.
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