

AGENDA

Executive Committee Meeting

CSUSM Academic Senate

Wednesday ~ December 5, 2012 ~ 12-12:50 p.m. ~ Commons 206

- I. Approval of agenda
- II. Approval of minutes of 11/28/2012 meeting
- III. Chair's report, [Jackie Trischman](#)
- IV. Provost's report, Emily Cutrer
- V. [Committee](#) reports: *as needed*
- VI. Consent Calendar item
UCC Course & program change proposals *see Senate agenda packet*
- VII. Action items
Meeting norms - [McDaniel](#) *attached*
- VIII. Discussion items
 - A. SAC Student Course Grade Appeals policy revision *attached*
 - B. FAC Lecturer Evaluation policy *see Senate agenda*
- IX. EC members' concerns & announcements

Next meeting: January 23rd ~ Happy holidays!

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EC: Standing Rules revision

Meeting Norms for Senate-Sanctioned Groups

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

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.*

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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.

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

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