

AGENDA

Executive Committee Meeting

[CSUSM Academic Senate](#)

Wednesday ~ February 20, 2013 ~ 12-2 p.m. ~ Kellogg 5207

- I. Approval of agenda
- II. Approval of minutes of 02/13/2013 meeting
- III. Chair's report, [Jackie Trischman](#) Equity adjustments, AVP-Diversity candidates, CSU Senate chairs meeting
 - Referrals to committee:
 - APC Graduation Requirements policy revision
 - FAC Library RTP policy revision
- IV. Interim Provost's report, Graham Oberem
- V. ASCSU report, Brodowsky/Meilich
- VI. [Committee](#) reports: as needed
- VII. Discussion items
 - A. FAC Brakebill award policy revision
 - B. APC Maximum units - winter intersession policy
 - C. GEC All-University writing requirement policy
 - D. Library space changes - Meulemans
- VIII. EC members' concerns & announcements

1 **FAC: Faculty Awards policy revision**

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3 *Rationale: All references to the Wang Award were removed because the award does not exist anymore.*
4 *Suggested changes to the timeline, made as a result of the running of the cycle last year, were approved*
5 *and the document was modified accordingly.*

6
7 **Procedure**

8 The following defines the process used at Cal State San Marcos to recognize one of our faculty each year as
9 the Harry E. Brakebill Outstanding Professor, ~~and to determine the Cal State San Marcos nominees for the~~
10 ~~CSU wide Wang Family Excellence Awards.~~

11
12 **Timetable**

13 **Spring:** Call for candidates for the Faculty Awards Selection Committee. Committee selection shall be part
14 of the Academic Senate election process.

15
16 **First week April:** Distribution of information on the Brakebill Awards, the timeline, and the nomination
17 process by the Academic Senate office.

18
19 **Last week April:** Last day to nominate for the Brakebill Award. Nominations due in Academic Senate
20 Office.

21
22 **First week May:** Selection Committee shall have met and elected its chair. Name of the chair shall be
23 forwarded to the Academic Senate Office.

24
25 **Second week May:** Acceptance letters due in Academic Senate Office from Brakebill nominees.

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27 **Summer:** Preparation of Brakebill dossiers.

28
29 **First week September:** Dossiers due in Academic Senate office. Selection Committee starts its review
30 process.

31
32 **Last week September:** Recommendation for the Brakebill recipient due to the president.

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34 **First week October:** President informs campus community of Brakebill recipient.

35
36 ~~**October:** Distribution of information on the Wang Award, the timeline, and the nomination process by the~~
37 ~~Academic Senate office.~~

38 ~~**Last week November:** Last day to nominate for Wang. Nominations due in Academic Senate Office.~~

39 ~~**First week December:** Acceptance letters due in Academic Senate Office from Wang nominees.~~

40 ~~**December:** Preparation of Wang dossiers.~~

41 ~~**First week Spring Semester:** Dossiers due in Academic Senate office. Selection Committee starts its~~
42 ~~review process.~~

43 ~~**First week February:** Recommendations for the Wang nominees due to the president.~~

44 ~~**Second week February:** President informs campus community of Wang nominees.~~

45 ~~**Third week February:** Wang dossiers submitted to Chancellor's Office.~~

46 ~~(or date announced by Chancellor's Office)~~

47
48 **I. FACULTY AWARDS SELECTION COMMITTEE**

49 The Faculty Awards Committee shall recommend a Brakebill recipient ~~and four Wang nominees~~ to the
50 president. The Academic Senate shall conduct elections for this committee during its Spring election. The
51 committee shall consist of one faculty representative from each College/Library, one part-time faculty
52 representative, one at-large member from former recipients of the Brakebill Award, one student
53 (recommended by ASI), and an administrator recommended by the provost. Members of the committee
54 may not nominate candidates for the award.
55
56

57 **II. BRAKEBILL OUTSTANDING PROFESSOR AWARD**

58 Although we recognize that there are many outstanding faculty members at Cal State San Marcos, each
59 year we would like to honor one of our faculty to highlight exceptional accomplishments. This Award is
60 given to faculty on the basis of outstanding contributions to their students, to their academic disciplines,
61 and to their campus communities. The nominees are expected to have records of superlative teaching.
62 Quality contributions in the areas of research, creative scholarship, and service to the campus and the
63 community are also taken into consideration, but they shall not be a substitute for the basic requirement of
64 excellence in teaching. The evaluation of a nominee's file shall focus on the transmission of the university
65 values to students through evidence of excellent teaching practices and the impact of his/her teaching in
66 positioning the University as a learner-centered institution.

67
68 *A. Who can be nominated?*

69 All Unit 3 members are eligible to be nominated for the Brakebill Award by colleagues, students, former
70 students, alumni, and/or staff. Nominees shall acknowledge their willingness to participate by sending an
71 acceptance letter to the Academic Senate Office. Though former recipients of the award may accept
72 nominations for the Wang Award, they are excluded from accepting a nomination for the Brakebill Award.
73 Members of the Selection Committee may not accept nominations for either award.

74
75 *B. How are faculty nominated?*

76 The individual nominating a professor must formally submit a letter that substantiates the nomination to the
77 Senate Office. This letter shall indicate how the nominator knows the nominee, a statement of his/her
78 qualifications as an outstanding professor, and, if a student, courses he/she has taken from the nominee.
79 The same individual(s) shall assist the nominee in obtaining the necessary letters of support. It is
80 recognized that most faculty have excellent records at Cal State San Marcos. However, the record of
81 outstanding performance is often not well documented by the faculty members themselves. It is awkward
82 for a faculty member to solicit such documentation on his/her own behalf. It is important that others in the
83 campus community assist nominees in the development of a dossier that accurately represents the
84 individual's performance and impact in teaching as well as the other areas of consideration. Individuals who
85 are invited to submit letters of support should be aware that the dossier is open to the nominee who
86 prepares it.

87
88 *C. What are the criteria on which nominees will be judged?*

89 The evaluation of a nominee's file shall focus on the evidence of excellent teaching practices and the impact
90 of his/her teaching in positioning the University as a learner-centered institution. The committee shall make
91 its recommendation based solely on the materials submitted. The file shall contain written statements from
92 students (current and former), from faculty, and/or from members of the community which evidence
93 excellence in teaching. A nominee's contributions to his/her academic discipline and the campus
94 community shall be evaluated to ascertain their quality and the contribution of these activities to the
95 nominee's teaching.

96
97 The file shall be collected in a small binder and organized according to the following:

- 98 1. Nomination letter
 - 99 2. Complete curriculum vitae
 - 100 3. Written statements of support (each should identify the writer and describe the type of evidence
101 used as a basis for judgment):
 - 102 a. Up to 5 statements from colleagues, administrators, and/or community members
 - 103 b. Up to 10 statements from present and former students
 - 104 4. Five pages (single-spaced, single-sided) of narrative of teaching philosophy, research activity and
105 achievements as member of the campus and broader communities.
 - 106 5. Evidence of achievements as a teacher: One to four course packets that include syllabus, lesson
107 plans, student evaluations with comment sheets, 1-2 other items of the nominee's choice.
 - 108 6. Evidence of achievements as a member of the profession (e.g., publications, funded grant proposals,
109 research awards): One to three items.
 - 110 7. Evidence of achievements as a member of the campus and the broader communities (e.g., service
111 awards, products of services provided): One to three items.
- 112

113 *D. How is the Award announced?*
114 The Academic Senate Chair shall prepare a letter of recognition to all nominees congratulating them on
115 their nominations. Nominees who accept nominations and submit their files for review shall be publicly
116 recognized on campus through Academic Senate minutes. The president or his/her designee shall notify the
117 selected Brakebill recipient and shall then announce his/her name to the campus community.

118
119 *E. How is the Brakebill award recipient honored?*
120 The University shall provide funds to allow a substantial award and meaningful recognition in honor of the
121 Brakebill award recipient.

III. CSU WANG FAMILY EXCELLENCE AWARD

124 ~~The CSU Wang Family Award has been instituted to recognize faculty from across the CSU system who~~
125 ~~have distinguished themselves by making exemplary contributions in their academic disciplines and by~~
126 ~~having a discernable impact on their students. Four faculty members will be honored by the CSU each year,~~
127 ~~with each honoree receiving a substantial cash award. A nominee is a faculty member who is making multi-~~
128 ~~faceted contributions to the learning community through such activities as publishing, including students in~~
129 ~~his/her research, by being involved in community service, or by recruiting students. Successful nominees~~
130 ~~are those who go well beyond what is expected for their job responsibilities and performance.~~

A. Who can be nominated?

131 All Cal State San Marcos probationary and tenured faculty members who have participated successfully in
132 a campus peer review process within the last two years are eligible for nomination for the Wang Award.
133 Each year, Cal State San Marcos may nominate one faculty member from each of the following divisions:
134 Visual and Performing Arts and Letters
135 Natural Sciences, Mathematical and Computer Sciences, and Engineering; Social and Behavioral Sciences
136 and Public Services; and Education, Professional, and Applied Sciences Fields.

137 The disciplines subsumed under each of the categories are included in the Appendix to this policy.

B. How can faculty be nominated?

138 Nominations for the Wang Award may be made by faculty, academic administrators, alumni, and/or
139 students, and may be done by email or hard copy to the Senate Office. This letter shall indicate how the
140 nominator knows the nominee, a statement of his/her qualifications as an outstanding professor, and, if a
141 student, courses he/she has taken from the nominee.

C. What are the criteria on which nominees will be judged?

142 Wang Award recipients shall be faculty who have distinguished themselves by exemplary contributions and
143 achievements in their academic disciplines and areas of assignment. The achievements must advance the
144 mission of the University, bring benefit and credit to the CSU, and contribute to the enhancement of the
145 CSU's excellence in teaching, learning, research, scholarly pursuits, student support, and community
146 contributions.

147 Dossiers for the Wang Award are limited to a curriculum vitae and a five page (single spaced, single-sided)
148 narrative.

149 The president shall provide to the Chancellor's Office a separate cover letter for each Wang nominee; this
150 letter may be up to two pages in length.

Appendix: Wang Award Divisions

Visual and Performing Arts and Letters

- Art, Music, Theatre Arts, Dance
- Foreign Languages
- English, Comparative Literature
- Classics
- Humanities
- Linguistics, Speech Communication
- Philosophy

Natural Sciences, Mathematical and Computer Sciences and Engineering

- Biology, Biochemistry, Ecology, Microbiology, Genetics, Toxicology
- Chemistry, Physics, Astronomy, Geology, Earth Science, Meteorology, Oceanography
- Mathematics, Statistics

168	●— Computer Science, Information Systems
169	●— All forms of Engineering
170	● Environment Science
171	Social and Behavior Sciences and Public Service
172	●— Psychology, Human Development
173	●— Public Administration, Recreation Administration
174	●— Social Work, Gerontology
175	●— Deaf Studies
176	●— Criminal Justice/Criminology
177	●— Fire Protection Administration
178	●— Anthropology, Archeology
179	●— Economics
180	●— History
181	●— Geography
182	●— Political Science, International Relations
183	●— Sociology
184	●— Ethnic Studies (including Asian American Studies, African American Studies, Native American Studies, Mexican American/Chicano/Latino Studies)
185	●— Urban Studies
186	●— Labor Studies
187	●— Cultural Resources Management
188	●— Area Studies (including American Studies, Asian Studies, European Studies, etc.), Women Studies
189	●— Area Studies (including American Studies, Asian Studies, European Studies, etc.), Women Studies
190	Education and Professional and Applied Sciences
191	●— Professional Preparation of Teachers, Curriculum and Instruction, Educational Leadership/Administration, Special Ed.
192	●— Speech Pathology and Audiology/Communicative Disorders
193	●— Library and Information Science
194	●— Library and Information Science
195	●— Counseling
196	●— Kinesiology/Physical Education
197	●— Industrial Arts, Industrial Technology
198	●— Agriculture, Agronomy, Soil Science, Animal Science, Horticulture
199	●— Dietetics/Nutritional Science, Forestry, Natural Resources Management, Architecture,
200	●— Environmental Design, Interior Design, Landscape Architecture,
201	●— Urban/Rural/Regional, Planning,
202	●— Business (incl. Accounting, Marketing, Management, Finance, Hospitality Management, Human Resources Management, etc.)
203	●— Business (incl. Accounting, Marketing, Management, Finance, Hospitality Management, Human Resources Management, etc.)
204	●— Public Relations, Journalism, Mass Communications, Radio-TV-Film, Advertising
205	●— Health Science, Nursing, Health Care Management, Occupational Therapy, Physical Therapy, Public Health, Genetic Counseling, Biomedical Clinical Science, Radiological Health Physics
206	●— Health Science, Nursing, Health Care Management, Occupational Therapy, Physical Therapy, Public Health, Genetic Counseling, Biomedical Clinical Science, Radiological Health Physics
207	●— Family and Consumer Sciences, Child Development, Apparel Merchandising and Management
208	● Marine Transportation

1 **APC: Maximum Units for Winter Intersession**

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3 **Rationale:** According to the Credit Hour Policy, each unit of credit in a course represents
4 approximately 45 hours of student effort (both inside the classroom/laboratory and in work outside of
5 class). In a traditional semester-length lecture course, students are expected to devote two additional
6 hours outside of class for each hour of lecture, for a total of three hours per unit in every week of a
7 semester. Intersession is a compacted time period and therefore needs guidelines for the number of
8 units a student can register for so that the work may be completed successfully.
9

10 The limit on the number of units is based on the maximum number of calendar days available, and not
11 on the number of weekdays, because the definition of the Credit Hour Policy explicitly states that the
12 student work underlying each unit of credit includes out-of-class work.
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14 The departmental limit precludes courses from being scheduled if they cannot be realistically offered in
15 accordance with the Credit Hour Policy. The student limit assumes that students are registering for
16 hybrid or on-line courses. While it is technically possible that a student could register for multiple face-
17 to-face courses with an unreasonable number of total units, this is unlikely because (a) those courses
18 will have to meet for so many instructional hours that the registration cannot occur because the courses
19 overlap, and (b) the majority of Winter intersession courses offered are either hybrid or on-line (65% for
20 2012 and 2013). It will be simpler to explain to students a single limit (based on the assumption that at
21 least some of the courses they are taking are hybrid or on-line) than to have a complicated formula that
22 tries to combine separate hybrid/on-line and face-to-face limits.
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24 This policy assumes that Extended Learning will ensure that adequate technical support is available for
25 online/hybrid courses throughout the entire intersession period, including when the campus is closed.
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27 To understand the implications of this policy, the following chart demonstrates how the various limits
28 are computed using the Winter intersession in 2013-14 as an illustration, as well as what would have
29 been the limits in several earlier Winter intersessions had this proposed policy been in effect.
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Academic Year	Available calendar days between new year and start of Spring	Available calendar days between end of Fall and start of Spring	Maximum units for a face-to-face instruction course	Maximum units for an on-line or hybrid instruction course	Limit on student registration (before advisor approval)
2013-14	13	26	2*	5	5
2012-13	14	26	3	5	5
2011-12	15	26	3	5	5
2010-11	16	27	3	5	5

32
33 * Note that the largest possible intersession term for face-to-face courses under the already-approved
34 2013-14 Academic Calendar consists of only 9 weekdays. A 3-unit course being offered entirely through
35 face-to-face instruction would have to meet for five hours every day (and, by the Credit Hour Policy,
36 students would still be expected to spend twice as much time studying outside of class)
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39 **Definition** The purpose of this policy is to establish guidelines for the maximum number of units
40 students can take during Winter intersession.

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42 **Authority** The president of the university
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44 **Scope** This policy applies to undergraduate and graduate students and curriculum.
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I. Maximum Units Table

The Maximum Units Table specifies the maximum number of units allowed for the number of calendar days available. The Maximum Units Table is used by Extended Learning in developing intersession course offerings with faculty and departments and by Academic Programs in publishing the General Catalog statement for students on the maximum number of units for which they can register.

Number of available calendar days	Maximum number of units
3-8	1
9-13	2
14-19	3
20-24	4
25-30	5
31-35	6
36-41	7
42-46	8

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The limits are developed via the following algorithm: Convert the number of calendar days to a (fractional) number of weeks, multiply by 19/15, and then round to the nearest whole number. The factor 19/15 is used because CSUSM allows students to register for as many as 19 units in a regular (15-week) semester without needing permission for a course overload. This is the same methodology that is used to compute the maximum number of units allowed during summer session.

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II. Limits of Course Offerings for Departments

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A. Extended Learning will use the table in I. to compute the maximum number of units for any Winter intersession course as follows:

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a. For courses offered with entirely face-to-face instruction, the “Number of available calendar days” to be used is the number of calendar days from the day the campus re-opens after New Year’s Day to the day before the start of the Spring semester Faculty Preparation Period, inclusive. These classes will meet, according to their meeting day pattern, during the entire period from the day the campus re-opens after New Year’s Day to the day before the start of the Spring semester Faculty Preparation Period.

63

b. For courses offered with entirely online instruction, the “Number of available calendar days” to be used is the number of calendar days from the day after grades are due for the Fall semester to the day before the start of the Spring semester Faculty Preparation Period, inclusive. These classes will begin the day after grades are due for the Fall semester and end on the day before the start of the Spring semester Faculty Preparation Period.

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c. For hybrid courses, the “Number of available calendar days” to be used is the number of calendar days from the day after grades are due for the Fall semester to the day before the start of the Spring semester Faculty Preparation Period, inclusive. The online portion of such courses begins the day after grades are due for the Fall semester and end on the day before the start of the Spring semester Faculty Preparation Period. The face-to-face component of such courses will meet, according to their meeting day pattern, during the entire period from the day the campus re-opens after New Year’s Day to the day before the start of the Spring semester Faculty Preparation Period.

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d. A similar method is used to compute the maximum number of units for other intersessions that might be created.

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III. **Winter Intersession Course Registration Limit for Students**

- A. Academic Programs will use the table in I. to compute the limit on the number of units for which students can register without getting approval for an overload. The “Number of available calendar days” to be used is the number of calendar days from the day after grades are due for the Fall semester to the day before the start of the Spring semester Faculty Preparation Period, inclusive.

- B. The maximum number of units computed in III.A. will be communicated to students in a statement appearing in the General Catalog, and to the Office of the Registrar and Extended learning so that appropriate registration limits can be set in the student information system.
 - i. Sample Catalog Statement: “Students may enroll in up to (*fill in number of units from the Maximum Unit Table*) units in (*identify the intersession, e.g., Winter intersession of 2013-14*). Students desiring to register for units in excess of the limit stated above must obtain approval for a course overload from their academic advisor. Before approving a course overload, the academic advisor must discuss with the student the feasibility of successfully completing the requested courses in light of the definition of a credit unit. If such requests are denied, appeals may be made to the appropriate college dean (or designee) of their major. In general, only students with superior academic records and a demonstrated need for such excess enrollment will be allowed to enroll for course overloads.”

- C. Students desiring to register for units in excess of the limit stated above must obtain approval for a course overload from their academic advisor. Before approving a course overload, the academic advisor must discuss with the student the feasibility of successfully completing the requested courses in light of the definition of a credit unit. If such requests are denied, appeals may be made to the appropriate college dean (or designee) of their major. In general, only students with superior academic records and a demonstrated need for such excess enrollment will be allowed to enroll for course overloads.

1 **GEC: Graduation Writing Assessment and All-University Writing Requirement**
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3 **Rationale:** *This is a new policy that reflects the current practice of the all-university writing*
4 *requirement. Using the catalog language as the basis, the policy allows for a pro-rated requirement*
5 *depending on the units in the course.*
6

7 **Definition:** This policy outlines the pro-rated all-university graduation requirement for writing.
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9 **Authority:**

10 **Scope:** Undergraduate students
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13 All CSU students must demonstrate competency in writing skills as a requirement for graduation. At Cal
14 State San Marcos, students complete the graduation writing assessment through the All-University
15 Writing Requirement. This requirement mandates that every course at the University must have a writing
16 component, of at least 2,500 words (approximately 10 pages). The All-University Writing Requirement
17 which can be achieved in a variety of ways, depending on the course. The writing component will vary
18 by course units, as follows:
19

20 3 units and up = 2,500 words (approximately 10 pages)

21 2 units = 1,700 words

22 1 unit = 850 words
23