

**2012-2013 FACULTY SENATE**  
**California State University, Sacramento**

**Thursday, February 7, 2013**  
**3:00 – 5:00 pm, Foothill Suite, Union**  
*Revised: 2/6/13*

**MOMENT OF SILENCE**

**PAULA ELDOT**  
Emeritus  
Department of History Department

**KAREN MINE**  
Staff - Retiree  
Department of Ethnic Studies

**ARNOLFO ROCHA**  
Student  
Department of Design

**GINA THOMAS**  
Student  
Department of Government and International Affairs

**OPEN FORUM**

*Consistent with FS 08-43/EX (October 2008) the open forum is a time when any member of the campus community can address the Senate on any issue not included in the Senate agenda for that meeting. Persons wishing to utilize the open forum are encouraged to notify the senate chair of such intent at least 24 hours prior to the senate meeting, indicating the topic to be addressed. Presentations at the open forum shall be limited to no more than 3 minutes. Issues raised during the open forum may be placed on the agenda as first reading items at the time the agenda is approved.*

**APPROVAL OF THE AGENDA**

**CONSENT INFORMATION**

*Although all consent information items constitute approved Senate actions, a Representative may move to add any item to the regular agenda as a “motion to rescind” or a “motion to amend” the item. Such a motion would be handled like any other motion to amend the agenda.*

**FS 12/13-54/EX**

**ALTERNATIVE PROPOSAL REGRADING BACCALAUREATE UNIT LIMITS, PROPOSED TITLE 5 CHANGES, ENDORSEMENT OF**

On behalf of the Faculty Senate, the Executive Committee, at its meeting on January 22, 2013, endorsed the Alternative Proposal authorized by Faculty Trustee Cheyne regarding Baccalaureate Unit Limits, Proposed Title 5 Changes.

Attachments:

- [Endorsement of Baccalaureate Unit Limits, Proposed Title 5 Changes, Alternative Proposal letter, Hecsh to Guerin, January 22, 2013](#)
- [Alternative Baccalaureate Unit Limits, Proposed Title 5 Changes, Alternative Proposal authored by Faculty Trustee Bernadette Cheyne](#)

The Faculty Senate endorses the membership of the Instructional Program Priorities (IPP) Work Group to review the IPP report and its recommendations and to make further recommendations to the Faculty Senate regarding the IPP policy and implementation.

Co-Chair: Tim Marbach, Vice Chair Senate, Mechanical Engineering (ECS)

Co-Chair: Charles Gossett, Provost, Office of Academic Affairs

Members

Ben Amata, Member of SCIPP, Library

Geni Cowan, Graduate Studies Policies Committee (GSPC) Designee,  
Educational Leadership (EDU)

Carolyn Gibbs, Past Chair of SCIPP, Design (A&L)

Sue Holl, Chair, Member of SCIPP, Mechanical Engineering (ECS)

Minjeong Kang, Asian Studies, Family and Consumer Sciences (SSIS)

Jai Joon Lee, Management (CBA)

Adam Rechs, Chair, Faculty Policies Committee (FPC), Biological Sciences (NSM)

Greg Shaw, Chair, Recreation, Parks and Tourism Administration (HHS)

Val Smith, Senator, Communication Studies (A&L)

Raghuraman Trichur, Chair, Anthropology (SSIS)

Pia Wong, Chair, Teaching Credentials (EDU)

**CONSENT ACTION**

*The items below are actions recommended for approval by the Faculty Senate Executive Committee.*

*A Representative may request the removal of any item and automatic placement on the regular agenda.*

The Faculty Senate endorses the membership of the Impaction Task Force to review to conduct a study of policies and procedures relating to program impaction.

Student Affairs Representative: Mateo Avial, Admissions

CPC Representative: Boniface Michael, Management (CBA)

Academic Affairs Representative: Lakshmi Malrouth

Faculty Representatives:

1. Marya Endriga, Psychology (SSIS)
2. John Ingram, Mathematics (NSM)
3. Katherine Kelly, Nursing (HHS)
4. Reza Peigahi, Library
5. Tony Sheppard, RPTA (HHS)

**Voting Members**

College Reps:

A&L: Steve Buss, Communication Studies  
CBA: Lan Liu, Finance  
ECS: Fethi Belkhouche, Electrical Engineering  
EDUC: Deidre Sessoms, Teacher Education  
HHS: Marlyn Jones, Criminal Justice  
HHS: Katrin Mattern-Baxter, Physical Therapy  
NSM: Enid Gonzalez, Biological Sciences  
SSIS: Seunghee Wie, Family and Consumer Sciences

Student Services Professionals

Jerry Blake, Counselor, Student Academic Success/Educational Opportunity Program  
Samuel N. Jones, Senior Associate Director, Housing & Residential Life  
Mai Nguyen, Leadership Initiative Program Advisor, Student Organizations & Leadership  
Sandra Perez, Degree Evaluation Advisor, Office of the Registrar

**Non-voting Members**

APC Liaison: Kristen Van Gaasbeck, Economics (SSIS)  
Graduation Initiative Steering Committee Liaison: Ed Mills, Co-Chair (Student Affairs)  
APC Committee Chair: Todd Migliaccio (Sociology)  
ASI Undergraduate Student Representative: Vacant  
Ex-officio: Lakshmi Malrouu, AVP for Student Affairs Enrollment and Student Support  
Ex-officio: Marcellene Watson-Derbigny, AVP for Student Retention and Academic Success  
Ex-officio: Sheree Meyer, Associate Dean of Undergraduate Studies  
Ex-officio: Jing-Want, Director of the Office of Institutional Research

**FS 12/13-73/EX**

**PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

Engineering and Computer Science: Construction Management

Construction Management (undergraduate) [Attachment: FS 12/13-73](#)

**FS 12/13-74/EX**

**PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

Social Sciences and Interdisciplinary Studies

Sociology (undergraduate) [Attachment FS 12/13-74](#)

**FS 12/13-75/EX**

**PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

College of Engineering and Computer Science

Bachelor of Science in Computer Engineering [Attachment FS 12/13-75](#)

**FS 12/13-76/EX**            **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

College of Engineering and Computer Science  
Bachelor of Science in Electrical and Electronic Engineering    [Attachment FS 12/13-76](#)

**FS 12/13-77/EX**            **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

College of Health and Human Services  
Criminal Justice Minor            [Attachment FS 12/13-77](#)

**FS 12/13-80/EX**            **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

College of Natural Sciences and Math  
Mathematics and Applied Computing (BA to BS)    [Attachment FS 12/13-80](#)

**REGULAR AGENDA**

[MINUTES – DECEMBER 6, 2012](#)

**SECOND READING**

**FS 12/13-36/**  
**CPC/EX**

**DEGREE PROGRAM MINIMUM UNIT REQUIREMENT,**  
**AMENDMENT OF AS 84-85 (UMD03050.)**

The Faculty Senate recommends amending the Degree Program Minimum Unit Requirement, Amendment of AS 84-85 (UMD03050.) as indicated below:

**Bachelor of Arts Degree majors require a minimum of 24 upper-division semester units in the major with at least 12 units at upper division** and are limited to 48 units in the major field, including lower division prerequisites. The comprehensive liberal studies degree program which includes both major and general education requirements is currently exempt from the 48 unit limitation. Exemptions to the unit limitation are granted only upon the recommendation of the **Academic Faculty** Senate's Curriculum Committee and approval of the **school college** dean and the Vice President, Academic Affairs.

The Bachelor of Science Degree has the same primary objectives as the Bachelor of Arts Degree but is grounded in scientific methodology and emphasizes applications in a wide range of technical and professional fields. **Bachelor of Science majors require a minimum of 36 semester upper-division units in the major with at least 18 semester units at upper division,** and are limited to no more than one half the total degree unit requirements in the major field, inclusive of both lower and upper division units, but exclusive of co-requisite requirements. Exemptions to the unit limitation of Bachelor of Science programs are made in the same fashion indicated for Bachelor of Arts programs.

Bachelor's degrees in designated disciplines such as Bachelor of Music or ~~Bachelor of Vocational Education~~ carry the same primary objectives as the other baccalaureate degrees, but are more structured and prescribed in major content in order to meet specific professional goals. **Bachelor of Music majors require a minimum of 36 semester units in the major with at least 18 semester units at upper division.** Major requirements including all prerequisites and co-requisites may not exceed the difference between the units specified in the general education program, other all-university requirements, and the total number of units required for the Bachelor's degree. **Exemptions to the unit limitation of Bachelor of Music programs are made in the same fashion indicated for Bachelor of Arts programs.**

Background Information: [FS 12/13-36a](#)

Proposed Policy	Current policy
<p><b>Bachelor of Arts Degree majors require a minimum of 24 <del>upper division</del> semester units in the major with at least 12 units at upper division</b> and are limited to 48 units in the major field, including lower</p>	<p><b>Degree Programs</b></p> <p>Policy Administrator: Vice President for Academic Affairs            Authority:            Effective Date: July 1, 1987            Updated:            Index Cross-References:            Policy File Number: UMD03050.htm</p> <p>In the Bachelor of Arts programs, primary degree objectives are:</p> <ol style="list-style-type: none"> <li>1. to provide the student with a balanced and coherent liberal arts education that expands one's knowledge and appreciation of the world and enhances his or her ability to deal constructively with life's experiences; and</li> <li>2. to provide the student with appropriate content, methodology and applications in a recognized discipline sufficient to support entry into related vocations or advanced study, or to enhance one's own personal knowledge or skill.</li> </ol> <p>The liberal arts function is provided through the university's general education program and related liberal arts electives. The second function is provided by academic major and minor requirements.</p> <p><b>Bachelor of Arts Degree majors require a minimum of 24 upper division units and are limited to 48 units in the</b></p>

division prerequisites. The comprehensive liberal studies degree program which includes both major and general education requirements is currently exempt from the 48 unit limitation. Exemptions to the unit limitation are granted only upon the recommendation of the ~~Academic~~ **Faculty** Senate's Curriculum Committee and approval of the ~~school~~ **college** dean and the Vice President, Academic Affairs.

The Bachelor of Science Degree has the same primary objectives as the Bachelor of Arts Degree but is grounded in scientific methodology and emphasizes applications in a wide range of technical and professional fields. **Bachelor of Science majors require a minimum of 36 semester upper-division units in the major with at least 18 semester units at upper division**, and are limited to no more than one half the total degree unit requirements in the major field, inclusive of both lower and upper division units, but exclusive of co-requisite requirements. Exemptions to the unit limitation of Bachelor of Science programs are made in the same fashion indicated for Bachelor of Arts programs.

Bachelor's degrees in designated disciplines such as Bachelor of Music or ~~Bachelor of Vocational Education~~ carry the same primary objectives as the other baccalaureate degrees, but are more structured and prescribed in major content in order to meet specific professional goals. **Bachelor of Music majors require a minimum of 36 semester units in the major with at least 18 semester units at upper division.** Major requirements including all prerequisites and co-requisites may not exceed the difference between the units specified in the general education program, other all-university requirements, and the total number of units required for the Bachelor's degree. **Exemptions to the unit limitation of Bachelor of Music programs are made in the same fashion indicated for Bachelor of Arts programs.**

**major field, including lower division prerequisites.** The comprehensive liberal studies degree program which includes both major and general education requirements is currently exempt from the 48 unit limitation. Exemptions to the unit limitation are granted only upon the recommendation of the Academic Senate's Curriculum Committee and approval of the school dean and the Vice President, Academic Affairs.

The Bachelor of Science Degree has the same primary objectives as the Bachelor of Arts Degree but is grounded in scientific methodology and emphasizes applications in a wide range of technical and professional fields. Bachelor of Science majors **require a minimum of 36 upper division units, and are limited to no more than one half the total degree unit requirements in the major field**, inclusive of both lower and upper division units, but exclusive of co-requisite requirements. Exemptions to the unit limitation of Bachelor of Science programs are made in the same fashion indicated for Bachelor of Arts programs.

Bachelor's degrees in designated disciplines such as Bachelor of Music **or Bachelor of Vocational Education** carry the same primary objectives as the other baccalaureate degrees, but are more structured and prescribed in major content in order to meet specific vocational or professional goals. Major requirements including all prerequisites and co-requisites may not exceed the difference between the units specified in the general education program, other all-university requirements, and the total number of units required for the Bachelor's degree.

The Faculty Senate establishes the following procedures to be adhered to for identification of required instructional materials needed for accessibility and affordability and procedures for changing and/or converting required instructional materials needed for accessibility:

I. Course material identification:

- A. **Faculty** identify required and recommended textbooks and supplemental materials by the first day of student registration for the upcoming semester (“Textbook Identification Deadline.”) In accordance with the Textbook Transparency Act and Accessible Technology Policy, faculty are encouraged to consider price and accessibility in the selection of materials.
- B. **Academic Department Chairs** or appropriate administrators in consultation with faculty specify default textbook information and instructional materials that will be used in the event that other materials have not been specified prior to the Textbook Identification Deadline.
- C. **Deans** or their designee are responsible for insuring that faculty identify appropriate course materials prior to the Textbook Identification Deadline and insuring that course materials are identified and communicated to the campus Bookstore no later than the first day of student registration for the upcoming semester (“Textbook Identification Deadline.”). Default options shall be on file for every section of every course in the appropriate Dean’s office.
- D. The **Bookstore** shall notify Department Chairs and College Deans of those courses for which the Bookstore has not received the course material selections. The Bookstore shall send this list at least two weeks before the Textbook Identification Deadline, one week prior to the deadline, and one week after the deadline. The Bookstore also makes available the textbook list for the Internet class schedule used for preregistration and registration purposes.
- E. **Library Reserves** needs at least 2 weeks advance notice from the date course materials will be used in class. Faculty members need to follow copyright guidelines prior to placing materials on electronic reserves.

II. Course material change:

- A. **Faculty** who wish to change or add course materials after the Textbook Identification Deadline must consult with the Department Chair or appropriate administrator. Because federal legislation requires course materials to be available to all students at the same time, changes or additional materials will only be approved if course materials are available simultaneously to all students enrolled in the course.
- B. **Department Chairs** or appropriate administrators who approve an exemption to change course materials shall inform the Bookstore of the new order and contact SSWD.
- C. **The Bookstore** will notify Department Chairs and appropriate administrators should a faculty member request a change after the Textbook Identification Deadline.

III. Course material conversion:

- A. **Services to Students with Disabilities** (SSWD) uses procedures for obtaining, producing, and delivering alternative media requests or files in accessible formats for students with disabilities, advocates for adequate staffing and resources for conversions and consults with Department Chairs or appropriate administrators in the event of a change.
- B. **Academic Technology and Creative Services** will provide access to staff of Services to Students with Disabilities (SSWD) to SacCT courses when students with disabilities are enrolled, for the purpose of converting instructional materials.

Background Information: [FS 12/13-56a](#)

ASSOCIATED STUDENT, INC. RESOLUTION ON GRADUATION  
INCENTIVE FEES, RECEIPT AND TRANSMITTAL OF

The Sacramento State Faculty Senate receives Sacramento State Associated Students, Inc. (ASI) Legislation ID: 2012/2013-10-31. In light of the recent resolution by the Sacramento State Associated Students, Inc. Resolution on Graduation Incentive Fees and the timing of the transition in the Chancellor's Office, the Sacramento State Faculty Senate urges that the new Chancellor, Timothy White, take note of this resolution that reflects the sentiments of our students' governing body.

ASI Resolution: [FS 12/13-61a-r](#)

Committee on Diversity and Equity (CODE) Endorsement Correspondence: [FS 12/13-61b](#)

**FIRST READING (NEW BUSINESS)**

FS 12/13-66/APC/EX STUDENT RETENTION AND GRADUATION SUBCOMMITTEE  
CHARGE (SRGS), AMENDMENT OF

The Faculty Senate recommends the amendment of the charge of the Student Retention and Graduation Subcommittee as follows:

**STUDENT RETENTION AND GRADUATION SUBCOMMITTEE**

**Charge:** The Student Retention and Graduation Subcommittee is a subcommittee of the Academic Policies Committee. The Subcommittee serves as a research, program evaluation, and policy analysis workgroup and consultative/advisory body on matters relating student progress toward degree, student support programs, and instructional programs/initiatives designed to improve retention and graduation rates, **with significant emphasis on research and evaluation of data.** Accordingly, the Subcommittee's responsibilities include, but are not limited to: on-going review of student progress data in collaboration with the Office of Institutional Research, assessment of the impact of policies relating to and affecting student progress to degree, conducting evaluations of academic support programs, academic advising and student support services, and conducting assessments of instructional programs/initiatives designed to improve retention and graduation rates. Although not a "policy committee," *per se*, the Subcommittee works closely with the Academic Policies Committee and the Office of Institutional Research in policy development, review and evaluation. Similarly, although the Subcommittee is not directly involved in the delivery of academic advising, academic support programs, student support services or instructional programs/initiatives designed to improve retention and graduation, it ~~is responsible for~~ **will work in conjunction with the Graduation Initiatives Steering Committee in** consulting with and making recommendations to the units involved in these matters.



## Membership:

*Voting members shall include:* Seven college-based faculty members appointed by the Faculty Senate to three year terms and four student services professionals appointed by Vice-President for Student Affairs, also appointed to three year terms. More than one faculty member may be from a single college but no two members may be from the same department/unit. **At least three faculty from any discipline must possess quantitative data analysis skills and experience (e.g. teach quantitative research methods/statistics course(s), use quantitative data analysis for reports/research). We encourage membership of faculty with comparable qualitative data analysis skills.** Every effort shall be made to encourage membership from each college. In addition, every effort should be made to appoint student services professionals with direct and substantial student contact in different units in Student Affairs.

*Non-voting members shall include:*

- one member of the Academic Policies Committee serving in the capacity as liaison between the Subcommittee and the Academic Policies Committee;
- **one member of the Graduation Initiative Steering Committee serving in the capacity as liaison between the Subcommittee and the Graduation Initiative Steering Committee;**
- one undergraduate student appointed by ASI to a one year term;
- ex-officio members of the administration as determined by the Executive Committee and the President, and which shall normally include incumbents or designees of the following offices or their equivalents: Associate Vice President for Student Affairs, Enrollment and Student Support; Associate Vice President, Student Retention and Academic Success; Associate Dean of Undergraduate Students; Director of the Office of Institutional Research; and may include others as deemed necessary to the work of the Subcommittee;
- Chair of the Academic Policies Committee.

**Officers:** The Subcommittee shall elect a Chair and Vice-Chair by and from the voting membership of the Subcommittee.

## Operations:

- A. The subcommittee is charged to develop its agenda **in conjunction with the Academic Policies Committee** relating to the scope of its responsibilities, ~~to conduct work referred to it by the Academic Policies Committee, and to respond to requests for consultation/advice from individuals/units on matters within its purview.~~ **All academic policy related items must be referred through Academic Policies Committee prior to the subcommittee's engagement of the item.**
- B. The Subcommittee may ~~similarly~~ **suggest that items be referred by the Academic Policies Committee** ~~issues~~ to other Senate or University Committees or administrative units in Academic Affairs or Student Affairs.
- C. The Subcommittee shall meet ~~at least once a month at a designated time and place~~ **the 2<sup>nd</sup> Friday of the month, 2-3:30 pm.**
- D. A quorum of the Subcommittee shall require the presence of at least six voting members. The Committee shall not act in the absence of a quorum.
- E. Subcommittee meetings shall be open to the university community.

- F. The meeting agenda and supporting documentation shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary at least 72 hours prior to the meeting.
- G. Subcommittee Minutes of meetings shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary in a timely manner.

Proposed Policy	Current Policy
<b>STUDENT RETENTION AND GRADUATION SUBCOMMITTEE</b>	<b>STUDENT RETENTION AND GRADUATION SUBCOMMITTEE</b>
<p><b>Charge:</b> The Student Retention and Graduation Subcommittee is a subcommittee of the Academic Policies Committee. The Subcommittee serves as a research, program evaluation, and policy analysis workgroup and consultative/advisory body on matters relating student progress toward degree, student support programs, and instructional programs/initiatives designed to improve retention and graduation rates, <b><u>with significant emphasis on research and evaluation of data.</u></b> Accordingly, the Subcommittee’s responsibilities include, but are not limited to: on-going review of student progress data in collaboration with the Office of Institutional Research, assessment of the impact of policies relating to and affecting student progress to degree, conducting evaluations of academic support programs, academic advising and student support services, and conducting assessments of instructional programs/initiatives designed to improve retention and graduation rates. Although not a “policy committee,” <i>per se</i>, the Subcommittee works closely with the Academic Policies Committee and the Office of Institutional Research in policy development, review and evaluation. Similarly, although the Subcommittee is not directly involved in the delivery of academic advising, academic support programs, student support services or instructional programs/initiatives designed to improve retention and graduation, it <del>is responsible for</del> <b><u>will work in conjunction with the Graduation Initiatives Steering Committee in</u></b> consulting with and making recommendations to the units involved in these matters.</p>	<p><b>Charge:</b> The Student Retention and Graduation Subcommittee is a subcommittee of the Academic Policies Committee. The Subcommittee serves as a research, program evaluation, and policy analysis workgroup and consultative/advisory body on matters relating student progress toward degree, student support programs, and instructional programs/initiatives designed to improve retention and graduation rates. Accordingly, the Subcommittee’s responsibilities include, but are not limited to: on-going review of student progress data in collaboration with the Office of Institutional Research, assessment of the impact of policies relating to and affecting student progress to degree, conducting evaluations of academic support programs, academic advising and student support services, and conducting assessments of instructional programs/initiatives designed to improve retention and graduation rates. Although not a “policy committee,” <i>per se</i>, the Subcommittee works closely with the Academic Policies Committee and the Office of Institutional Research in policy development, review and evaluation. Similarly, although the Subcommittee is not directly involved in the delivery of academic advising, academic support programs, student support services or instructional programs/initiatives designed to improve retention and graduation, it is responsible for consulting with and making recommendations to the units involved in these matters.</p>

<p><b>Membership:</b></p> <p><i>Voting members shall include:</i> Seven college-based faculty members appointed by the Faculty Senate to three year terms and four student services professionals appointed by Vice-President for Student Affairs, also appointed to three year terms. More than one faculty member may be from a single college but no two members may be from the same department/unit. <b><u>At least three faculty from any discipline must possess quantitative data analysis skills and experience (e.g. teach quantitative research methods/statistics course(s), use quantitative data analysis for reports/research). We encourage membership of faculty with comparable qualitative data analysis skills.</u></b> Every effort shall be made to encourage membership from each college. In addition, every effort should be made to appoint student services professionals with direct and substantial student contact in different units in Student Affairs.</p>	<p><b>Membership:</b></p> <p><i>Voting members shall include:</i> Seven college-based faculty members appointed by the Faculty Senate to three year terms and four student services professionals appointed by Vice-President for Student Affairs, also appointed to three year terms. More than one faculty member may be from a single college but no two members may be from the same department/unit. Every effort shall be made to encourage membership from each college. In addition, every effort should be made to appoint student services professionals with direct and substantial student contact in different units in Student Affairs.</p>
<p><i>Non-voting members shall include:</i></p> <ul style="list-style-type: none"> <li>• one member of the Academic Policies Committee serving in the capacity as liaison between the Subcommittee and the Academic Policies Committee;</li> <li>• <b><u>one member of the Graduation Initiative Steering Committee serving in the capacity as liaison between the Subcommittee and the Graduation Initiative Steering Committee;</u></b></li> <li>• one undergraduate student appointed by ASI to a one year term; x-officio members of the administration as determined by the Executive Committee and the President, and which shall normally include incumbents or designees of the following offices or their equivalents: Associate Vice President for Student Affairs, Enrollment and Student Support; Associate Vice President, Student Retention and Academic Success; Associate Dean of Undergraduate Students; Director of the Office of Institutional Research; and may include others as deemed necessary to the work of the Subcommittee;</li> <li>• Chair of the Academic Policies Committee.</li> </ul>	<p><i>Non-voting members shall include:</i></p> <ul style="list-style-type: none"> <li>• one member of the Academic Policies Committee serving in the capacity as liaison between the Subcommittee and the Academic Policies Committee;</li> <li>• one undergraduate student appointed by ASI to a one year term;</li> <li>• ex-officio members of the administration as determined by the Executive Committee and the President, and which shall normally include incumbents or designees of the following offices or their equivalents: Associate Vice President for Student Affairs, Enrollment and Student Support; Associate Vice President, Student Retention and Academic Success; Associate Dean of Undergraduate Students; Director of the Office of Institutional Research; and may include others as deemed necessary to the work of the Subcommittee;</li> <li>• Chair of the Academic Policies Committee.</li> </ul>

<p><b>Officers:</b> The Subcommittee shall elect a Chair and Vice-Chair by and from the voting membership of the Subcommittee.</p>	<p><b>Officers:</b> The Subcommittee shall elect a Chair and Vice-Chair by and from the voting membership of the Subcommittee.</p>
<p><b>Operations:</b></p> <p>A. The subcommittee is charged to develop its agenda <b><u>in conjunction with the Academic Policies Committee</u></b> relating to the scope of its responsibilities, <del>to conduct work referred to it by the Academic Policies Committee, and to respond to requests for consultation/advice from individuals/units on matters within its purview.</del> <b><u>All academic policy related items must be referred through Academic Policies Committee prior to the subcommittee's engagement of the item.</u></b></p> <p>B. The Subcommittee may <del>similarly suggest</del> <b><u>that items be referred by the Academic Policies Committee</u></b> issues to other Senate or University Committees or administrative units in Academic Affairs or Student Affairs.</p> <p>C. The Subcommittee shall meet <del>at least once a month at a designated time and place</del> <b><u>the 2<sup>nd</sup> Friday of the month, 2-3:30 pm.</u></b></p> <p>D. A quorum of the Subcommittee shall require the presence of at least six voting members. The Committee shall not act in the absence of a quorum.</p> <p>E. Subcommittee meetings shall be open to the university community.</p> <p>F. The meeting agenda and supporting documentation shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary at least 72 hours prior to the meeting.</p> <p>G. Subcommittee Minutes of meetings shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary in a timely manner.</p>	<p>A. The subcommittee is charged to develop its own agenda relating to the scope of its responsibilities, to conduct work referred to it by the Academic Policies Committee, and to respond to requests for consultation/advice from individuals/units on matters within its purview.</p> <p>B. The Subcommittee may similarly refer issues to other Senate or University Committees or administrative units in Academic Affairs or Student Affairs through the Academic Policies Committee.</p> <p>C. The Subcommittee shall meet at least once a month at a designated time and place.</p> <p>D. A quorum of the Subcommittee shall require the presence of at least six voting members. The Committee shall not act in the absence of a quorum.</p> <p>E. Subcommittee meetings shall be open to the university community.</p> <p>F. The meeting agenda and supporting documentation shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary at least 72 hours prior to the meeting.</p> <p>G. Subcommittee Minutes of meetings shall be distributed to Subcommittee members, including all non-voting members, and to the Faculty Senate Secretary in a timely manner.</p>

**Background:** [FS 12/13-66a](#)

STUDENT GRADE APPEAL PROCESS - SUMMER GRADE APPEAL,  
AMENDMENT OF

The Faculty Senate recommends the following changes to the Grade Appeal Process, Section VII.C.1:

1. by adding the following subsection “a” and re lettering sequentially the other subsections
  2. To amend Section VII.C by adding a new subsection “g” as follows:
  3. To amend Section VII.C.4 by adding a new subsection “e” as follows:
1. by adding the following subsection “a” and re lettering sequentially the other subsections:
    - a. Normally, students wishing to initiate a formal grade appeal shall do so during the Fall and Spring semesters in the manner specified elsewhere herein. Students may, however, apply to the Provost’s designee to file a grade appeal during a summer recess in the following three rare and compelling cases but in no others:
      - (1) cases where the disputed course grade assigned at the end of the immediately preceding Spring term will result in a cumulative grade point average low enough to disqualify the student from entering at the beginning of the ensuing Fall term a graduate school to which the student has been previously admitted or beginning at once an employment already offered and accepted contingent upon the student’s completing a degree.
      - (2) cases where the disputed course grade amounts to a failing grade assigned at the end of the immediately preceding Spring term in a required course (not an elective) that the student must pass by the end of the following Fall term when the student plans and expects to complete the program of study leading to the degree.
      - (3) cases where the disputed grade amounts to a failing grade assigned at the end of the immediately preceding Spring term when the student had planned and expected to complete an undergraduate or graduate degree and was prevented by receiving the disputed failing grade in a course or on a comprehensive degree examination, a culminating project or a thesis required for the degree, provided that the failure disqualifies the student from entering at the beginning of the next Fall term a graduate school to which the student has already been admitted or from beginning immediately an employment, including an internship, already offered and accepted contingent upon completion of the degree.
- The Provost’s designee shall grant the student’s application provided that (1) the application is made within two weeks of the date on which the student knew or could have known of the posted disputed course grade but no later, (2) the student has made a good faith effort to settle the grade dispute informally as provided elsewhere herein, (3) the student has stated a case for a summer grade appeal as described above in items (1) – (3) of this subsection, (4) the instructor is willing and able either in person or by a designated representative to defend the disputed grade if called upon to do so by a panel during the summer recess and (5) a panel of qualified members can be assembled from among faculty and students willing to serve voluntarily or for a stipend to be agreed before service begins.
- ~~b. c.~~ . . .  
~~e. d.~~ . . .
2. To amend Section VII.C by adding a new subsection “g” as follows:

g. Concerning Summer Grade Appeal Panels

The Provost’s designee may convene an existing panel to consider and decide a summer grade appeal or form a panel under this Process from among the faculty members and students who have served on a panel during the previous academic year or who have been recommended previously by the Faculty Senate in case of the faculty members and the A.S.I. in the case of student members. Before rejecting an application for a summer grade appeal and as a last resort, the Provost’s designee shall apply to the Executive Committee of the Faculty Senate and the A.S.I. for the names of faculty members and students to recommend to Academic Affairs for appointment to a summer panel.

3. To amend Section VII.C.4 by adding a new subsection “e” as follows:

e

The written decision of the panel shall conform to the requirements set forth in Section VII.C.6.e (1)-(3) of this document.

Procedural appeals against a panel’s decision of a summer grade appeal shall be subject to summary review as provided in Section VIII.B.15 of this document.

**Background Information:** [FS 12/13-67a](#)

**Grade Appeal Policy (ACA0-110) – Student Grade Appeal Process (2010):**

[http://www.csus.edu/acaf/Policies&Procedures/GAP%202010%202\\_2\\_.pdf](http://www.csus.edu/acaf/Policies&Procedures/GAP%202010%202_2_.pdf)

**FS 12/13-68/  
APC/EX**

**STUDENT GRADE APPEAL PROCESS, AMENDMENT OF APPEAL OF GRADES ASSIGNED FOR CHEATING OR PLAGIARISM**

The Faculty Senate recommends the following change to the Student Grade Appeal Process (2012), by:

1. adding a new Section III.B and re-lettering the current Section B sequentially,
2. amending Section VI. C to reflect the changes in Section III. B

*1. adding a new Section III.B and re-lettering the current Section B sequentially,*

III. Appeal Of Grades Assigned For Cheating Or Plagiarism

A. . . .

B. Under Executive Order 1073, dated 6 April 2012, a University Hearing Officer may conclude from the record produced in a face-to-face adversary hearing that a Student Conduct Officer’s charge of cheating brought against a student on the basis of an instructor’s report of cheating has not been proven. If a University Hearing Officer reaches a conclusion of “charge not proven” on such a record produced where the instructor has not been heard to the same extent and in the same manner as the student, a grade appeal panel shall receive and consider any evidence of cheating submitted to it by the instructor in defense of a grade claimed by a student to be a grossly disproportionate sanction for cheating.

If persuaded by all of the evidence before it that it is more likely than not that cheating has occurred, despite the Hearing Officer’s finding to the contrary, the panel shall decide the student’s claim of disproportionate grading taking that evidence into account. Under this section, a panel’s conclusion as to the existence of cheating shall have no force or effect apart from the panel’s disposition of the student’s claim that a disputed grade is a grossly disproportionate sanction for cheating.

C. . . .

2. *To amend the Academic Honesty Policy and Procedures, Section VI.C., 3d para., “Findings by the Hearing Officer” as follows:*

VI.C. Findings

(para. 1) . . .

(para. 2) . . .

Findings by the Hearing Officer: The finding by a University Hearing Officer, after a face-to-face adversary hearing, that cheating did or did not occur in a particular case shall be final and binding on the parties to that case. It shall also be binding on any other campus tribunal, board, or committee when deciding a claim that depends, in whole or in part, on whether cheating occurred except in cases where the instructor has not been heard by a University Hearing Officer to the same extent and in the same manner as the student when a charge of cheating brought by the Student Conduct Officer on the basis of the instructor’s report of cheating is disposed of by that Hearing Officer with a finding of “charge not proven”. (Please see Student Grade Appeal Process, (2012), Section III.B.)

**Background:** [FS 12/13-68a](#)

**Grade Appeal Policy (ACA0-110) – Student Grade Appeal Process (2010):**

[http://www.csus.edu/acaf/Policies&Procedures/GAP%202010%202\\_2 .pdf](http://www.csus.edu/acaf/Policies&Procedures/GAP%202010%202_2.pdf)

**Academic Honesty Policy and Procedures (STU-0100):**

<http://www.csus.edu/umannual/AcademicHonestyPolicyandProcedures.htm>

## **FS 12/13-78/GSPC/EX**

## **COURSE REPEAT POLICY, POST-BACCALAUREATE STUDENTS, ESTABLISHMENT OF**

The Faculty Senate recommends the establishment of a new Course Repeat Policy for Post-Baccalaureate students to provide rules for Post-Baccalaureate students (Graduate, Credential, and Second Bachelors) effective Fall 2013. The Faculty Senate further recommends that all academic units with Post-Baccalaureate programs adopt a repeat policy in accordance with this policy no later than May 17, 2013.

### **Rationale:**

In May 2010 (FS 10-57/EX), the University Repeat Policy was changed to reflect Executive Order No. 1037 (<http://www.calstate.edu/eo/EO-1037.html>). The new policy language only refers to undergraduate students. Currently, therefore there is no existing policy regarding course repeat for Post-Baccalaureate students. This policy provides that language.

## POST-BACCALAUREATE STUDENTS COURSE REPEAT POLICY

1. Post-Baccalaureate students may petition to repeat courses only if they earned grades lower than a B (B-, C+, C, C-, D+, D, D-, F, WU, NC). A petition to repeat a course must be completed, submitted and approved prior to enrolling in that course.
2. Course Repeats with "Grade Forgiveness" (Grade Forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA, etc.):
  - 2.a. Post-Baccalaureate students may petition to repeat any course with grade forgiveness in accordance with section 3.
  - 2.b. Post-Baccalaureate students may petition to repeat an individual course for grade forgiveness no more than one time.
  - 2.c. Grade forgiveness shall not be applicable to a course for which the original grade was the result of a finding of academic dishonesty.

3. Course Repeats with "Grades Averaged":

Post-Baccalaureate students may petition to repeat a particular course once for which grade forgiveness (i.e. replacement) is permitted. If a student is granted permission to repeat a course for the second time (i.e. 3rd total attempt), all grades received for the course will be averaged when calculating the student's overall grade-point average.\*

(Note: This policy does not count attempted coursework forgiven under the academic renewal process.)

4. Departments and Colleges may not have a repeat policy that is less stringent than the campus policy. (Note: restrictions on repeats for enrolled and classified graduate and certificate students within specific programs, represent substantive program changes and not exceptions to the repeat policy.)

\* The default sequence for applying forgiven and averaged grades is to forgive grades for repeated courses that are eligible (that have not already been repeated once). Grades for a course that has already been forgiven once will be averaged.

Note: Post-Baccalaureate students may not take courses to replace or improve the grade point average at the undergraduate level.

**Background:** [FS 12/13-78a](#)



**CODED MEMORANDUM AA-2013-2, IMPLEMENTATION OF TRUSTEES TITLE 5 CHANGES TO BACCALAUREATE DEGREES: RECOMMENDATION FOR PARTIAL EXTENSION DEADLINE FOR CURRICULAR REVISION OF PROGRAMS REQUIRING 121-129 UNITS.**

*(Approved at the February 5, 2013 Executive Committee meeting for placement on this agenda, with a title change.)*

The Faculty Senate recommends that President Gonzalez request, from Chancellor White, a campus level, partial extension of the deadline for compliance with Coded Memorandum AA-2013-2, approved by the Board of Trustees at its January 2013 meeting, specifically with regard to the deadlines associated with programs in the 121-129 unit range.

The Faculty Senate further recommends that President Gonzalez request that all programs exceeding 120 units be treated in an equivalent manner, consistent with the deadlines outlined in the above document with regard to programs that have 130 or more units. I.e., that the campus submission of plans for curricular reductions (or requests for exception) to the 120 semester unit maximum requirement for programs in the 121-129 unit range be extended from the April 2013 deadline date, specified in Executive Vice Chancellor Smith's memorandum on this subject, to January 30, 2014, the same deadline date specified for submission of plans for programs requiring 130 units or more.

*Rationale:*

*The Board of Trustees, at its last meeting, approved changes to Title 5 that require baccalaureate degree programs not to exceed 120 (semester) units, unless an exception is approved by the Chancellor's Office. Required reductions will take place in two phases: Programs that require 121-129 units must have plans in place by April 2013, and programs with 130 units or more must have plans in place by January 2014. Implementation is expected by Fall 2014.*

*While the April 2013 deadline for programs in the 121-129 unit range is onerous, and perhaps even logistically impossible, for faculty on many campuses, the current situation on our campus is exceptional in that the General Education program is currently under review, along with existing Graduation Requirements that fall outside General Education. As a result, the number of units associated with both General Education and Graduation Requirements for all undergraduate students is currently subject (and likely) to change, with several special meetings of the Faculty Senate scheduled throughout the spring semester, and with multiple related action items already scheduled for debate and disposition.*

*For this reason, many programs cannot know, at this time, how many units will be necessary for graduation when this process is finished. Some that are currently in the 121-129 range may drop below that range and not require any further action. Some that currently require 130 units or more may fall into the 121-129 unit range and suddenly be subjected to an earlier deadline (which may already have passed when any change becomes effective) if such an extension is not granted.*

*It doesn't seem to be a good application of scarce resources and faculty time to develop contingency plans for curriculum reduction within the major, when such changes may be rendered redundant should the General Education and Graduation Requirements be reduced enough to cause a major program to no longer require in excess of 120 units. Coincidentally, it is unfair to programs that might currently appear to have until January 2014 to develop a plan, to suddenly find that they are required to develop a plan nine months sooner.*

*Additionally, aside from these unique circumstances on our campus, there are other concerns about the dual deadlines that cause such a distinction (between the 121-129 programs and the 130+ programs) to seem counter-productive.*

*Programs that have conscientiously attempted to reduce units, such that they might have already reduced from 130+ to the 121-129 range, are essentially penalized for the progress they have already made by being given nine months less time to make further reductions. Conversely, a program that requires 130+ units and that has made little or no progress towards unit reduction is permitted more time to adjust.*

*As a result, any program that might currently be planning a reduction from 130+ to 121-129 units might be well advised to delay such a change to avoid being penalized for their hard work by virtue of the earlier deadline.*

*This isn't a hypothetical concern. On our campus we have a program that is currently awaiting Faculty Senate consent and Administrative action to make just such a reduction in unit requirements. The result of this laudable work, involving significant faculty review and redevelopment of the curriculum, is likely to be an earlier deadline than if they were to withdraw their existing program change proposal.*

*A distinction in deadlines, such as this, that causes such unfairness and potential arbitrariness in application seems generally ill-advised. However, regardless of these more general problems that are likely to manifest themselves on multiple campuses, the specific debates and pending decisions regarding General Education and Graduation requirements on our own campus make the earlier deadline untenable. For this reason, the Faculty Senate requests that the earlier deadline be extended to match the later deadline.*

*Note: We have referred to this as a "partial extension" as only the earlier deadline is extended and the ultimate deadline for implementation of all such program changes has not been altered, remaining Fall 2014. Thus no practical change in implementation would result from the requested partial extension.*

## **FS 12/13-69/EX**

## **BYLAWS AMENDMENT - EXECUTIVE COMMITTEE ACTION ON BEHALF OF THE FACULTY SENATE**

*Please note that any changes to the Bylaws must not take place in the same meeting as they are proposed.*

The Faculty Senate recommends an amendment to Article IV, Section A-4a of the [Bylaws](#) to include the following statement on Executive Committee action on behalf of the Faculty Senate.

The Executive Committee shall have the power to:

- a. ~~Take action on behalf of the Faculty Senate when time does not permit the Faculty Senate to act. Such actions shall be reported to the Faculty Senate on the Faculty Senate agenda at the first meeting of the Faculty Senate after the Executive Committee has acted.~~ Act on behalf of the Faculty Senate at times when the Faculty Senate is not meeting regularly or when an action is necessary prior to the next meeting of the Faculty Senate.

Such an action would typically occur during an open meeting of the Executive Committee after the Executive Committee determines the action is appropriate and sufficiently urgent.

In extraordinary circumstances, when the Executive Committee cannot convene in an open meeting to consider such action, the Faculty Senate Chair may ask the Executive Committee to consider taking action via electronic, email, or other virtual means.

Any actions taken by the Executive Committee on behalf of the Faculty Senate are reported as Consent Information items at the next regular meeting of the Faculty Senate.

**FEBRUARY SENATE MEETING**

- Feb 14: Special Senate meeting - General Education/Graduation Requirements
- Feb 21: Regular Senate meeting
- Feb 28: Special Senate meeting – General Education/Graduation Requirements