

2012-2013 FACULTY SENATE
California State University, Sacramento

Thursday, November 15, 2012
3:00 – 5:00 pm, Foothill Suite, Union

MOMENT OF SILENCE

NICK TRUJILLO
Faculty
Communication Studies

BONNIE KAY
Faculty
Communication Studies

NGUYEN PHUONG TRINH
Student
Mathematics and Statistics

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 ACTION

FS 12/13-57/EX

UNIVERSITY APPOINTMENT
COMMITTEE FOR ADMINISTRATIVE REVIEW

The Faculty Senate recommends Carolyn Gibbs (Design) for appointment to the Committee for Administrative Review. Term: 2012-2015

REGULAR AGENDA

[MINUTES – NOVEMBER 1, 2012](#)

INFORMATION

3:30 pm Enrollment Update: Ed Mills, AVP for Enrollment Management and Lori Varlotta, Vice President for Student Affairs, Office of Student Affairs
4:00 pm Big Sky Journal: Steve Perez, Economics Professor and NCAA Faculty Athletics Representative

SECOND READING (OLD BUSINESS)

FS 12/13-22/FL (PROPOSED SUBSTITUTE) PROGRAM IMPACTION – MORATORIUM

FS 12/13-22 /FI PROGRAM IMPACTION – STUDY OF POLICIES AND PROCEDURES RELATING TO

The Faculty Senate establishes a task force to conduct a study of policies and procedures relating to program impaction and directs its Executive Committee to define and appoint its membership as deemed appropriate. The Faculty Senate charges the task force to:

1. Review the Impaction Policy recommended in FS 11/12-93/EX, and amended by FS 12/13-27 with the goal of recommending revisions, as needed, to:
 - a. Minimize the workload on impacted programs and the Faculty Senate associated with annual reporting and re-approval of impacted programs;
 - b. Provide clearly defined, efficient and enforceable processes for timely submission, and approval of program impaction requests (initial, annual, and reapplication);
 - c. Provide improved guidance to programs proposing impaction and to the Faculty Senate on the criteria that should be used to evaluate whether impaction should be proposed by the program and recommended for approval by the Faculty Senate.

2. Review CSU policies and procedures on impaction (e.g., CSU Coded Memorandum: AA-2011-23: Impacted Campus/Programs, 2013-2014 <http://www.calstate.edu/AcadAff/codedmemos/AA-2011-23.pdf>), with the goal of recommending a schedule, which allows for:
 - a. Timely and careful review by the Faculty Senate of initial requests for program impaction in accordance with the campus's Program Impaction Policy before the campus submits such requests to the Chancellor's Office for preliminary approval;
 - b. Notice to the campus community about the schedule of public hearings required under AB 2402 for initial program impaction requests,
 - c. Opportunity for the Senate to review comments from public hearings and to make a recommendation on the final proposal prior to the campus's submission of its final request to the Chancellor's Office for approval of initial requests for program impaction;
 - d. Timely review of annual reports from impacted programs as provided in the Impaction Policy prior to their submission to the Chancellor's Office

3. Prepare a report of findings and recommendations on the above for the Faculty Senate, which shall be submitted by no later than April 1, 2012.

FS 12/13-22/FL (ORIGINAL MOTION) PROGRAM IMPACTION – MORATORIUM

The Faculty Senate recommends that a moratorium of at least one year be placed on submission to the Chancellor's Office of any new proposals for program impaction, including preliminary proposal submitted to the Chancellor's Office for tentative approval; and

The Faculty Senate further recommends that this moratorium remain in effect until such time as:

1. A schedule has been developed, which allows for:
 - a. Timely and careful review by the Faculty Senate of requests for program impaction in accordance with the campus's Program Impaction Policy before the campus submits such requests to the Chancellor's Office for preliminary approval.

- b. Notice to the campus community about the schedule of public hearings required under AB 2402.
 - c. Opportunity for the Senate to review comments from public hearings and to make a recommendation on the final proposal prior to the campus's submission of its final request to the Chancellor's Office for approval.
2. The Faculty Senate has had the opportunity to examine the use of "pre-majors" for both non-impacted and impacted programs in relation to their impact on advising, timely declaration of major, retention and graduation rates and time to degree. (Note: this study may be assigned to the Senate's new Student Retention and Graduation Subcommittee).
 3. The Faculty Senate has had the opportunity to study the impact of the programs that have been declared impacted over the past two years, particularly in terms of their impact on other degree programs (i.e., the impact on flow of majors), on pre-requisite courses offered by departments other than the impacted program, and on enrollment demographics in the impacted major. (Again, this study may be assigned to the Senate's new Student Retention and Graduation Committee).

FIRST READING (NEW BUSINESS)

FS 12/13-34/
CPC/EX

COURSE INACTIVATION AND SUSPENSION, AMENDMENT OF THE COURSE PROPOSAL POLICY (FSC00060, SECTION A. 7)

The Faculty Senate recommends amending the Course Proposal policy as indicated below:

7. New course proposals must include a statement which affirms either: (a) that the department currently (without any additional funding or resources) has the necessary faculty, facilities, support materials and support staff to offer this course on a regular and continuing basis. **A minimum offering of once every three academic years constitutes “regular and continuing basis.”** or (b) from where the additional funding, facilities, support materials and staffing expenditures required to provide the new course are expected to come and a breakdown of these additional costs.

Proposed Amendments	Current Policy
<p>A. New Course Proposal Policy</p> <p>7. New course proposals must include a statement which affirms either: (a) that the department currently (without any additional funding or resources) has the necessary faculty, facilities, support materials and support staff to offer this course on a regular and continuing basis. <u>A minimum offering of once every three academic years constitutes “Regular and continuing basis.”</u> or (b) from where the additional funding, facilities, support materials and staffing expenditures required to provide the new course are expected to come and a breakdown of these additional costs.</p>	<p>Course Proposals</p> <p>Policy Administrator: Vice President for Academic Affairs Authority: Effective Date: 3-15-01 (Revisions approved by Faculty Senate) Updated: Index Cross-References: Policy File Number: FSC00060.htm</p> <p>A. New Course Proposal Policy</p> <p>7. New course proposals must include a statement which affirms either: (a) that the department currently (without any additional funding or resources) has the necessary faculty, facilities, support materials and support staff to offer this course on a regular and continuing basis (i.e., a minimum of once every two academic years), or (b) from where the additional funding, facilities, support materials and staffing expenditures required to provide the new course are expected to come and a breakdown of these additional costs.</p>

Background Information: [FS 12/13-34a](#)

COURSE INACTIVATION, GUIDING PRINCIPLES, AMENDMENT OF (FSC00060.5) OF THE GUIDING PRINCIPLES REVISING ACADEMIC PROGRAMS AND CURRICULAR OFFERINGS

The Faculty Senate recommends amending the Guiding Principles Policy (FSC00060.5) as follows:

1. If the offering of courses and programs regularly is not possible within existing resources, departments are to modify offerings or resources.
 - 5a. Academic units should review their course offerings periodically and formally request course deletion when it is no longer possible or pedagogically desirable to offer a course.
 - 5b. Courses that are not offered for three academic years will be subject to course inactivation by Academic Affairs during periodic catalog review. Reactivation of a course will require a new course proposal.
 - 5c. In situations in which the department is temporarily unable to offer a course regularly, i.e. at least once every three academic years, the department may request from the Curriculum Subcommittee and Academic Affairs a “suspension” of the course for a period of time not to exceed 2 years from the time it would have otherwise been made inactive. A suspended course could be made active through a formal request to the Curriculum Subcommittee and Academic Affairs. Courses that exceed their period of suspension will be subject to course inactivation by Academic Affairs during periodic catalog review. Reactivation of a course will require a new course proposal.

Proposed Amendments	Current Policy
<p>Guiding Principles</p> <ol style="list-style-type: none"> 1. The Academic Senate develops and recommends to the President policy related to academic programs and curricular offerings. 2. Decision making in curricular matters is to remain as close to departmental and school faculty as possible. 3. Inherent in the decision making process is the implicit trust that those making curricular decisions will act responsibly and in good faith toward the goal of offering the best academic program possible given existing resources and constraints. 4. Departments and schools are accountable for their curricular decisions and are to offer approved courses and programs regularly. 5. If the offering of courses and programs regularly is not possible within existing resources, departments are to modify offerings or resources. <u>5a. Academic units should review their course offerings periodically and formally request course deletion when it is no longer possible or pedagogically desirable to offer a course.</u> 	<p>Guiding Principles</p> <p>Policy Administrator: Authority: Effective Date: Updated: Index Cross-References: Policy File Number: FSG00040.htm</p> <ol style="list-style-type: none"> 1. The Academic Senate develops and recommends to the President policy related to academic programs and curricular offerings. 2. Decision making in curricular matters is to remain as close to departmental and school faculty as possible. 3. Inherent in the decision making process is the implicit trust that those making curricular decisions will act responsibly and in good faith toward the goal of offering the best academic program possible given existing resources and constraints. 4. Departments and schools are accountable for their curricular decisions and are to offer approved courses and programs regularly.

<p><u>5b. Courses that are not offered for three academic years will be subject to course inactivation by Academic Affairs during periodic catalog review. Reactivation of a course will require a new course proposal.</u></p> <p><u>5c. In situations in which the department is temporarily unable to offer a course regularly, i.e. at least once every three academic years, the department may request from the Curriculum Subcommittee and Academic Affairs a “suspension” of the course for a period of time not to exceed 2 years from the time it would have otherwise been made inactive. A suspended course could be made active through a formal request to the Curriculum Subcommittee and Academic Affairs. Courses that exceed their period of suspension will be subject to course inactivation by Academic Affairs during periodic catalog review. Reactivation of a course will require a new course proposal.</u></p> <p>6. The approval procedures are designed to ensure review at each level. Sending a signed proposal forward implies concurrence of thought at prior levels.</p>	<p>5. If the offering of courses and programs regularly is not possible within existing resources, departments are to modify offerings or resources.</p> <p>6. The approval procedures are designed to ensure review at each level. Sending a signed proposal forward implies concurrence of thought at prior levels.</p>
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Background Information: [FS 12/13-35a](#)

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>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.</p>	<p>Degree Programs</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"> 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 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. <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>Bachelor of Arts Degree majors require a minimum of 24 upper division units 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 Senate's Curriculum Committee and approval of the school dean and the Vice President, Academic Affairs.</p>

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.**

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 endorses the electronic voting procedures for 2012-2013 for campus-wide elections (such as temporary faculty representatives to the Senate, statewide academic senators, initiatives and referendums) held during the 2012-2013 academic year, to be re-visited in fall 2013.

Electronic Voting Procedures for 2012-2013

1. Elections Committee provides the Director of ATCS (currently J.P. Bayard) with ballot text and list of faculty eligible to vote.
2. ATCS obtains e-mail addresses of the faculty eligible to vote from IRT, after receiving approval from the Provost.
3. ATCS uses the Class Climate system to administer the election, the same system used to perform course evaluations online.
 - a. Electronic ballot is created with text provided by Senate.
 - b. Random identifier is created for each e-mail address.
 - c. E-mails are sent to each voter with the unique link.
4. Faculty receive the e-mail, click on their link and submit their vote in the online system. Several reminder emails can be sent to faculty members who have not yet submitted their responses.
5. Faculty members that have difficulty accessing the e-mail or using the electronic system can receive assistance from the Faculty Senate Analyst (currently Kathy Garcia) or the Faculty/Staff Resource Center (ARC 3012).
6. After voting closes, ATCS sends electronic election results to the Senate Elections Committee. Elections Committee determines the outcome of the election and notifies the Senate Chair of the election results.

Electronic Voting FAQ: [FS 12/13-55a](#)

Background Information: [FS 12/13-55b](#)

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. 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](#)

NOVEMBER AND DECEMBER SENATE MEETINGS

- November 29: Special Senate meeting – General Education/Graduation Requirements
Note: The Nov. 29 meeting will be held in Library II
- December 6: Regular Senate meeting
- December 13: Regular Senate meeting - TBA