

1 **The Academic Information Resources Committee SUBCOMMITTEE**

2 (Senate: 3/6/90, 4/25/90, 8/17/99; President: 4/5/90; 6/20/90, 9/17/99; Editorial Amendment:  
3 9/00)

4 **Charge.** The Academic Information Resources Committee SUBCOMMITTEE has the  
5 following responsibilities:

- 6 1. To recommend policy to the Academic Senate EDUCATIONAL POLICY  
7 COMMITTEE on all issues related to the use of academic information resource  
8 services.
- 9 2. To participate in the long-range and intermediate planning of the University as it  
10 affects academic information resource services.
- 11 3. To assist in developing priorities for academic information resources in support of  
12 curricular activities.
- 13 4. To consult with the Educational Policy Committee on committee recommendations  
14 bearing on instructional issues; with the Fiscal Policy Committee on committee  
15 recommendations bearing on fiscal issues; and with the Faculty Policy Committee on  
16 committee recommendations bearing on faculty research, scholarly, and creative  
17 activity issues, prior to submitting committee recommendations to the Academic  
18 Senate EDUCATIONAL POLICY COMMITTEE.

19 **Membership.** The Academic Information Resources Committee SUBCOMMITTEE shall be  
20 composed of the following:

- 21 1. One member from each college elected for staggered three-year terms according to  
22 procedures approved by a majority vote of the college faculty. Alternate members  
23 shall also be elected by these procedures. Faculty members in the Administration,  
24 Library and Student Affairs are considered a college for this purpose.
- 25 2. One member appointed by the Committee on Committees for a three-year term.
- 26 3. One representative from the Executive Committee of the Academic Senate as the  
27 liaison member. ONE LIAISON MEMBER SELECTED ANNUALLY BY THE  
28 EDUCATIONAL POLICY COMMITTEE FROM ITS OWN MEMBERSHIP.
- 29 4. The PROVOST AND Vice President for Information Resources Management  
30 ACADEMIC AFFAIRS or designee who serves ex officio as executive secretary,  
31 non-voting.
- 32 5. Two students to be selected annually by the Board of Directors of the Associated  
33 Students, Inc. During committee service both students must be in good standing and  
34 at the time of appointment have been in residence at Cal State L.A. for at least two  
35 quarters. One of the student members must be an undergraduate student enrolled in a  
36 minimum of six units during service on the Committee, and the other student member  
37 must be an enrolled classified graduate or postbaccalaureate credential student. THE  
38 CRITERIA FOR STUDENT MEMBERS ARE THE SAME AS THOSE SPECIFIED  
39 FOR STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION  
40 OF THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY  
41 HANDBOOK).

1 6. THE DIRECTOR OF THE CENTER FOR EFFECTIVE TEACHING AND  
2 LEARNING OR DESIGNEE WHO SERVES EX OFFICIO, NONVOTING.

3 **Quorum.** A quorum shall be a majority of the voting members of the committee  
4 SUBCOMMITTEE.

5  
6 **Officers and Duties.**

- 7 1. The officers of this committee SUBCOMMITTEE are chair and vice chair who shall  
8 be elected annually at the last meeting of the spring quarter by the members of the  
9 following year's committee.
- 10 2. The chair shall call regularly scheduled meetings of the committee  
11 SUBCOMMITTEE and shall set the agenda.
- 12 3. The chair shall determine by the third week of the spring quarter the faculty  
13 replacement needs for the summer quarter and for the following year and shall notify  
14 the colleges to conduct necessary elections.

15 **Meeting Time.** The Academic Information Resources Committee SUBCOMMITTEE meets  
16 the first and third Thursdays of the month from 1:30 to 3:10 p.m.

17  
18 ***RATIONALE: Academic Information Resources Committee***

19 *The Executive Committee is proposing to change the Academic Information Resources Committee to a*  
20 *subcommittee of the Educational Policy Committee. The number of policy modifications or proposals that*  
21 *come from AIRC is small, but almost every one of them had to be commented upon by EPC before the*  
22 *Senate considered it, because the issues involved curriculum and the classroom, the traditional domain of*  
23 *EPC.*

24  
25 *AIRC has a vital role to play as AIRS. Across the nation universities are moving parts of the curriculum to*  
26 *courses where some or all of the classroom time is done through distance learning techniques,*  
27 *asynchronously. Our own Provost has made funds available to faculty for converting courses to this model*  
28 *or to an entirely distance learning mode. In addition, issues that involve faculty and technology continue to*  
29 *emerge and show no signs of abating.*

30  
31 *The Director of the Center for Effective Teaching and Learning (CETL) or designee has been added as an*  
32 *ex officio, non-voting member. The Faculty Instructional Technology Support Center (FITSC) is the*  
33 *primary source of training for faculty in new instructional technologies as well as general information*  
34 *campus technology issues. The Director of FITSC reports to the Director of the Center for Effective*  
35 *Teaching and Learning. In practice the CETL Director will likely designate the FITSC Director to serve on*  
36 *the Academic Information Resources Subcommittee.*

37  
38 *We are therefore recommending that AIRC become AIRS.*

39  
40 **The NOMINATIONS Committee on Committees**

41 (Senate: 10/11/67, 10/12/71, 7/3/84, 3/6/90, 8/17/99; President: 10/30/67, 10/15/71, 8/15/84,  
42 4/5/90, 9/17/99; Editorial Amendment: 9/00)

43  
44 **Charge.** The NOMINATIONS Committee on Committees has the following responsibilities:

- 1 1. To appoint members to all other standing committees of the Academic Senate as  
2 provided for in the Constitution, and to such other committees as the Academic  
3 Senate may stipulate.
- 4 2. To make recommendations on the committee structure of the University whenever so  
5 requested by the Executive Committee of the Academic Senate or the Senate. The  
6 Committee on Committees should review all Senate committees and subcommittees  
7 with the goal of making recommendations to the Academic Senate toward reducing  
8 the number and merging committees concerned with related matters.
- 9 3. To ensure that the fewest number of committees consistent with optimal operation of  
10 the University will be established. No new committee or subcommittee at the  
11 university level shall be recommended without approval of the Academic Senate after  
12 recommendation by the Committee on Committees. This does not extend to ad hoc  
13 committees meeting two quarters or less or to administratively appointed committees.
- 14 4. To ensure more effective faculty governance by overseeing committee assignments.
- 15 5. To prepare a slate of nominees for those university-wide committees, other than the  
16 Committee on Committees itself, for which candidates are not nominated by the  
17 colleges. Nominations also may be made by the faculty directly.
- 18 6. To distribute committee assignments broadly, being mindful of the University's  
19 commitment to Affirmative Action EQUITY AND DIVERSITY, and always seeking  
20 to develop new leadership from among the new faculty.

21 **Membership.** The NOMINATIONS Committee on Committees shall be composed of the  
22 following:

- 23 1. One member from each college elected by the Academic Senate for staggered three-  
24 year terms. Initial nominations are made by the Academic Senate. Additional  
25 nominations may be made to the Senate on the petition of ten full-time faculty  
26 members. Alternate members shall also be elected by these procedures. Faculty  
27 members in the Administration, Library and Student Affairs are considered a college  
28 for this purpose.
- 29 2. The Vice Chair of the Academic Senate who serves ex officio as executive secretary.

30 **Officers and Duties.**

- 31 1. The officers of this committee are chair and vice chair who shall be elected annually  
32 at the last meeting of the spring quarter by the members of the following year's  
33 committee.
- 34 2. The chair shall call regularly scheduled meetings of the committee and shall set the  
35 agenda.
- 36 3. The chair shall determine by the third week of the spring quarter the faculty  
37 replacement needs for the summer quarter and for the following year and shall notify  
38 the Executive Committee to conduct the necessary elections.

39 **Meeting Time.** The NOMINATIONS Committee on Committees meets weekly on  
40 Thursdays from 1:30 to 3:10 p.m.

1 **RATIONALE: Committee on Committees**

2 *In reviewing the governance structure of the Academic Senate and its committees, the Executive Committee*  
3 *has been analyzing each committee's charge and its actual activities, along with considerations of what we*  
4 *as a faculty and a Senate might want to obtain from each committee compared with that committee's actual*  
5 *activities at present.*

6  
7 *It is clear from a look at Committee on Committees that the initial work of the committee in the 1950s and*  
8 *1960s was probably quite different from what the committee's work is today. When academic governance*  
9 *was first being established, a committee that spent a good deal of time on both nominations and committee*  
10 *alignments probably made a good deal of sense. That is, in addition to making nominations, the committee*  
11 *dealt with what each committee's charge should be and what overlaps there were.*

12  
13 *But that is no longer the case. The committee functions almost exclusively as a nominations committee at*  
14 *this point. More importantly, the members of the committee do not have the knowledge and experience of all*  
15 *the other committees that is entailed in the second and third charges:*

- 16 • *making recommendations on the committee structure,*
- 17 • *reviewing all Senate committees and subcommittees, and*
- 18 • *ensuring that the fewest possible number of committees are established.*

19  
20 *The only group that has that knowledge is the Executive Committee, where almost half of each Wednesday's*  
21 *three hour meeting is spent discussing what the various committees are doing and how the Executive*  
22 *Committee might help them achieve their goals.*

23  
24 *Consequently, we are recommending that:*

- 25
- 26 1. *The work of examining and analyzing the Senate committee structure go to the Executive Committee,*
- 27 2. *That the name of the Committee on Committees be changed to the "Nominations Committee," and*
- 28 3. *That its charge consist of making good quality nominations - which is what it does at present.*

29  
30  
31 **The Educational Policy Committee**

32 (Senate: 4/15/69, 8/1/72, 3/28/79, 2/10/81, 11/11/81 [EA], 1/5/82, 3/6/90, 2/6/96; President:  
33 4/21/69, 8/22/72, 4/24/79, 1/18/82, 4/5/90, 5/7/96; Editorial Amendment: 9/00)

34  
35 **Charge.** The Educational Policy Committee has the following responsibilities:

- 36 1. To recommend policy to the Academic Senate on all instructional issues MATTERS.  
37 These issues include but are not limited to the following:
  - 38 a. international education
  - 39 b. admission, probation and disqualification of students
  - 40 c. programs for superior students
  - 41 d. student petitions which pertain to instructional problems arising from the application of university  
42 rules and from regulations of the Education Code
  - 43 e. special academic needs of particular segments of the student body
  - 44 f. review and approval of new major programs, options, minor/credential programs and certificates  
45 and resolution of unresolved challenges
  - 46 g. continuous study of the improvement of instruction
  - 47 h. general education
  - 48 i. graduate study

- 1 j. teacher education
- 2 k. credit for work-study
- 3 l. special sessions and extension
- 4 m. television and automated instruction
- 5 n. calendar
- 6 O. CRITICAL THINKING/ORAL COMMUNICATION/QUANTITATIVE
- 7 REASONING/WRITING

- 8 2. To establish processes for continuous evaluation and review of instructional programs.
  - 9 a. **Academic Master Plan:** The committee shall review the Academic Master Plan and
  - 10 advise the Provost and Vice President for Academic Affairs concerning the interpretation
  - 11 and execution of established policy.
  - 12 b. **Long Range Planning:** The committee, in cooperation with such other long range
  - 13 planning bodies as may exist, shall develop ideas for long range plans, and review and
  - 14 recommend long range planning proposals for the University. Review of long range
  - 15 planning proposals shall include all resource implications of the proposals and shall be
  - 16 conducted in the context of the impact of the plans on the academic program and mission
  - 17 of the University.
  - 18 c. **New Courses and Programs:** The committee shall establish guidelines for
  - 19 development, approval and implementation of new courses and programs, recognizing
  - 20 that the prime responsibility for these matters rests with the colleges. In those cases in
  - 21 which there is extensive overlap of proposed courses or programs in two or more
  - 22 colleges, the issue should be resolved by the college deans, with the Provost and Vice
  - 23 President for Academic Affairs or designee negotiating any differences.
  - 24 d. **Review of Programs:** The committee shall be responsible for program review to
  - 25 determine program effectiveness. Results are reported to the Provost and Vice President
  - 26 for Academic Affairs and college deans as a means of assuring quality control of
  - 27 programs. University procedures are developed for evaluating both quality of education
  - 28 and the determination of student needs. Particular attention is also paid to general
  - 29 education courses, service courses and pre-service teaching credential programs. The
  - 30 committee shall recommend procedures for terminating instructional programs.
  - 31 Administration of such procedures is achieved through the college deans.

32 **Membership.** The Educational Policy Committee shall be composed of the following:

- 34 1. One or more members from each college on the basis of one member for each 100
- 35 full-time faculty members or major portion thereof elected for staggered three-year
- 36 terms according to procedures approved by a majority vote of the college faculty.
- 37 Alternate members shall also be elected by these procedures. Faculty members in the
- 38 Administration, Library, and Student Affairs are considered a college for this
- 39 purpose. No college shall have fewer than one member on this committee.
- 40 2. Two members from two different colleges appointed by the Committee on
- 41 Committees for staggered three-year terms.
- 42 3. One member from the Executive Committee of the Senate as the liaison member.
- 43 4. The Provost and Vice President for Academic Affairs or designee who serves ex
- 44 officio as executive secretary, non-voting.
- 45 5. Two students to be selected annually by the Board of Directors of the Associated
- 46 Students, Inc. During committee service both students must be in good standing and

1 at the time of appointment have been in residence at Cal State L.A. for at least two  
2 quarters. One of the student members must be an undergraduate student enrolled in a  
3 minimum of six units during service on the Committee, and the other student member  
4 must be an enrolled classified graduate or postbaccalaureate credential student. THE  
5 CRITERIA FOR STUDENT MEMBERS ARE THE SAME AS THOSE SPECIFIED  
6 FOR STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION  
7 OF THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY  
8 HANDBOOK).

9 **Quorum.** A quorum shall be a majority of the voting members of the committee.

10  
11 **Officers and Duties.**

- 12 1. The officers of this committee are chair and vice chair who shall be elected annually  
13 at the last meeting of the spring quarter by the members of the following year's  
14 committee.
- 15 2. The chair shall call regularly scheduled meetings of the committee and shall set the  
16 agenda.
- 17 3. The chair shall determine by the third week of the spring quarter the faculty  
18 replacement needs for the committee for the summer quarter and the following year  
19 and for its subcommittees for the following year. The committee chair shall notify the  
20 colleges to conduct necessary elections for both the committee and its subcommittees.
- 21 4. The chair is responsible for monitoring the performance of the committee's  
22 subcommittees.

23 **Subcommittees.** Subcommittees of the Educational Policy Committee include those on  
24 ACADEMIC INFORMATION RESOURCES, Academic Advisement; CURRICULUM  
25 REVIEW, Extended Education; General Education; Graduate Studies; Library; AND  
26 Program Review; Student Assessment; Teacher Education; Undergraduate Studies; and  
27 Writing Skills.

28 **Meeting Time.** The Educational Policy Committee meets weekly on Mondays from 1:30 to  
29 3:30 p.m.

30  
31 ***RATIONALE: Educational Policy Committee***

32 *We propose to eliminate the Writing Skills Subcommittee and believe that the appropriate committee to*  
33 *oversee fundamental competencies of higher education (critical thinking/oral communication/quantitative*  
34 *reasoning/writing) across the curriculum is EPC.*

35  
36 **Subcommittees of the Educational Policy Committee**

37 **The Academic Information Resources Subcommittee** (See page 1)

38 **The Academic Advisement Subcommittee**

39 (Senate: 5/7/91, 1/19/93, 8/17/99, 8/17/99; President: 10/2/91, 3/5/93, 9/17/99, 9/17/99;  
40 Editorial Amendment: 9/00)

1 **Charge.** In consultation with the Provost and Vice President for Academic Affairs or  
2 designee, the subcommittee:

- 3 1. Surveys all academic advisement activities and policies on campus and makes  
4 recommendations to the Educational Policy Committee.
- 5 2. Considers and recommends on a continuing basis programs to enhance faculty  
6 academic advisement skills including particular skills needed for advising students of  
7 diverse cultural backgrounds in a manner which is free of personal bias.
- 8 3. Considers and recommends on a continuing basis activities and policies for the  
9 Academic Advisement Center.
- 10 4. Reviews periodically the academic advisement systems for each of the colleges and  
11 recommends modifications to the colleges and/or to the Educational Policy  
12 Committee as appropriate.
- 13 5. Examines periodically the standards and guidelines for faculty academic advisers.

14 **Membership.** The membership of this subcommittee shall be composed of the following:

- 15 1. One member from each college elected for staggered three-year terms according to  
16 procedures approved by a majority vote of the college faculty. Alternate members  
17 shall also be elected by these procedures. Faculty members in the Administration,  
18 Library and Student Affairs are considered a college for this purpose.
- 19 2. One liaison member selected annually by the Educational Policy Committee from its  
20 own membership.
- 21 3. ONE LIAISON MEMBER SELECTED ANNUALLY BY THE STUDENT POLICY  
22 COMMITTEE FROM ITS OWN MEMBERSHIP.
- 23 4. The Coordinator of the Academic Advisement Center who serves ex officio as a non-  
24 voting member.
- 25 5. Two students to be selected annually by the Board of Directors of the Associated  
26 Students, Inc. During committee service both students must be in good standing and  
27 at the time of appointment have been in residence at Cal State L.A. for at least two  
28 quarters. One of the student members must be an undergraduate student enrolled in a  
29 minimum of six units during service on the Committee, and the other student member  
30 must be an enrolled classified graduate or postbaccalaureate credential student. THE  
31 CRITERIA FOR STUDENT MEMBERS ARE THE SAME AS THOSE SPECIFIED  
32 FOR STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION  
33 OF THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY  
34 HANDBOOK).
- 35 6. The Provost and Vice President for Academic Affairs or designee who serves ex  
36 officio as executive secretary, non-voting.

37 **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

38 **Officers and Duties.**  
39

1. The officers of this subcommittee are chair and vice chair who shall be elected annually at the last meeting of the spring quarter by members of the following year's subcommittee.
2. The chair shall call regularly scheduled meetings of the subcommittee and shall set the agenda.
3. The chair shall determine by the second week of the spring quarter the faculty replacement needs for the following year and shall so notify the standing committee chair.

**Meeting Time.** The Academic Advisement Subcommittee meets the first and third Thursdays of the month from 1:30 to 3:00 p.m.

***RATIONALE: Academic Advisement Subcommittee***

*Academic advisement is an issue that is inherently interrelated with the work of both the Educational Policy Committee and the Student Policy Committee.*

## **THE CURRICULUM REVIEW SUBCOMMITTEE**

**CHARGE.** THE CURRICULUM REVIEW SUBCOMMITTEE HAS THE FOLLOWING RESPONSIBILITIES:

1. TO CONSIDER ALL POLICY ISSUES PERTAINING TO UNDERGRADUATE AND GRADUATE STUDIES AND EXTENDED EDUCATION, AND MAKE RECOMMENDATIONS THEREON TO THE EDUCATIONAL POLICY COMMITTEE.
  - POLICIES CONCERNING UNDERGRADUATE STUDIES INCLUDE BUT ARE NOT LIMITED TO SELECTION, ADMISSION, PROBATION AND DISQUALIFICATION OF UNDERGRADUATE STUDENTS; REGULATIONS GOVERNING UNDERGRADUATE STUDIES; REGULATIONS CONCERNING CREDIT FOR PRIOR EXPERIENTIAL LEARNING AND COOPERATIVE EDUCATION; AND THE DEVELOPMENT AND REVIEW OF UNDERGRADUATE CURRICULA.
  - POLICIES CONCERNING GRADUATE STUDIES INCLUDE BUT ARE NOT LIMITED TO SELECTION, ADMISSION, PROBATION AND DISQUALIFICATION OF GRADUATE STUDENTS; REGULATIONS GOVERNING GRADUATE STUDIES; AND THE DEVELOPMENT AND REVIEW OF GRADUATE CURRICULA.
  - POLICIES CONCERNING EXTENDED EDUCATION INCLUDE BUT ARE NOT LIMITED TO APPLICABILITY OF EXTENDED EDUCATION CREDIT TO DEGREE PROGRAMS AND OFFERING OF REGULAR COURSES AND PROGRAMS THROUGH EXTENDED EDUCATION.
2. TO CONSULT WITH INDIVIDUAL FACULTY MEMBERS, PROGRAM, DEPARTMENT/DIVISION/SCHOOL, COLLEGE AND ADMINISTRATIVE REPRESENTATIVES CONCERNING THE VARIOUS ASPECTS OF UNDERGRADUATE AND GRADUATE STUDIES AND EXTENDED EDUCATION.
3. TO REVIEW POLICIES REGARDING ARTICULATION AGREEMENTS WITH COMMUNITY COLLEGES AND FORWARD TO THE EDUCATIONAL POLICY COMMITTEE THOSE RECOMMENDED FOR APPROVAL.

- 1 4. TO REVIEW DEPARTMENT/DIVISION/SCHOOL AND COLLEGE REQUESTS FOR NEW  
2 UNDERGRADUATE AND GRADUATE PROGRAMS AND UNRESOLVED CHALLENGES  
3 TO THE MODIFICATION OF EXISTING UNDERGRADUATE PROGRAMS, INCLUDING  
4 THE INCLUSION, MODIFICATION OR DELETION OF SPECIFIC COURSES FROM THE  
5 PROGRAMS AND FOR POSTBACCALAUREATE CERTIFICATE PROGRAMS AND TO  
6 FORWARD TO THE EDUCATIONAL POLICY COMMITTEE THOSE RECOMMENDED  
7 FOR APPROVAL.  
8
- 9 5. TO REVIEW AND APPROVE OR DENY STUDENT PETITIONS PERTAINING TO  
10 UNDERGRADUATE AND GRADUATE STUDIES IN THOSE AREAS IN WHICH  
11 AUTHORITY HAS NOT BEEN DELEGATED TO COLLEGES, SCHOOLS, DIVISIONS OR  
12 DEPARTMENTS.  
13
- 14 6. TO ESTABLISH POLICIES AND GUIDELINES FOR THE AWARD OF GRADUATE  
15 SCHOLARSHIPS THAT ARE NOT HOUSED IN DEPARTMENTS/DIVISIONS/SCHOOLS  
16 OR COLLEGES.  
17
- 18 7. TO REVIEW PROPOSALS FOR CERTIFICATION AND OTHER PROGRAMS DESIGNED  
19 FOR EXTENDED EDUCATION AND MAKE RECOMMENDATIONS THEREON TO THE  
20 EDUCATIONAL POLICY COMMITTEE.  
21
- 22 8. TO REVIEW AS APPROPRIATE EXTENDED EDUCATION PROCEDURES TO ASSURE  
23 COMPLIANCE WITH APPROVED POLICIES.  
24

25 **MEMBERSHIP.** THE MEMBERSHIP OF THIS SUBCOMMITTEE SHALL BE COMPOSED  
26 OF THE FOLLOWING:  
27

- 28 1. ONE MEMBER FROM EACH COLLEGE ELECTED FOR STAGGERED THREE-YEAR  
29 TERMS ACCORDING TO PROCEDURES APPROVED BY A MAJORITY VOTE OF THE  
30 COLLEGE FACULTY. ALTERNATE MEMBERS SHALL ALSO BE ELECTED BY THESE  
31 PROCEDURES. FACULTY MEMBERS IN THE ADMINISTRATION, LIBRARY AND  
32 STUDENT AFFAIRS ARE CONSIDERED A COLLEGE FOR THIS PURPOSE.  
33
- 34 2. ONE LIAISON MEMBER SELECTED ANNUALLY BY THE EDUCATIONAL POLICY  
35 COMMITTEE FROM ITS OWN MEMBERSHIP.  
36
- 37 3. TWO STUDENTS TO BE SELECTED ANNUALLY BY THE BOARD OF DIRECTORS OF  
38 THE ASSOCIATED STUDENTS, INC. ONE OF THE STUDENT MEMBERS MUST BE AN  
39 UNDERGRADUATE STUDENT AND THE OTHER STUDENT MEMBER MUST BE AN  
40 ENROLLED CLASSIFIED GRADUATE OR POSTBACCALAUREATE CREDENTIAL  
41 STUDENT. THE CRITERIA FOR STUDENT MEMBERS ARE THE SAME AS THOSE  
42 SPECIFIED FOR STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION OF  
43 THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY HANDBOOK).  
44
- 45 4. THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS OR DESIGNEE WHO  
46 SERVES EX OFFICIO AS EXECUTIVE SECRETARY, NON-VOTING.  
47
- 48 5. THE DEANS OF UNDERGRADUATE STUDIES, GRADUATE STUDIES AND EXTENDED  
49 EDUCATION SHALL BE INVITED TO ATTEND (NON-VOTING) WHEN MATTERS BEFORE  
50 THE SUBCOMMITTEE CONCERN THEIR AREAS.

1  
2 **QUORUM.** A QUORUM SHALL BE A MAJORITY OF THE VOTING MEMBERS OF THE  
3 SUBCOMMITTEE.

4  
5 **OFFICERS AND DUTIES.**

- 6  
7 1. THE OFFICERS OF THIS SUBCOMMITTEE ARE CHAIR AND VICE CHAIR WHO  
8 SHALL BE ELECTED BY THE SUBCOMMITTEE AT THE LAST MEETING OF THE  
9 SPRING QUARTER BY THE MEMBERS OF THE FOLLOWING YEAR'S  
10 SUBCOMMITTEE.
- 11  
12 2. THE CHAIR SHALL CALL REGULARLY SCHEDULED MEETINGS OF THE  
13 COMMITTEE AND SHALL SET THE AGENDA.
- 14  
15 3. THE CHAIR SHALL DETERMINE BY THE SECOND WEEK OF THE SPRING QUARTER  
16 THE FACULTY REPLACEMENT NEEDS FOR THE FOLLOWING YEAR AND SHALL SO  
17 NOTIFY THE CHAIR OF THE EDUCATIONAL POLICY COMMITTEE.

18  
19 **MEETING TIME.** THE CURRICULUM REVIEW SUBCOMMITTEE MEETS ON THE FIRST  
20 AND THIRD TUESDAYS OF THE MONTH FROM 10:00 TO 11:30 A.M.

21  
22 ***RATIONALE: Curriculum Review Subcommittee***

23  
24 *With the beginning of the new curriculum procedure in the mid-1990s, the Undergraduate Studies*  
25 *Subcommittee, the Graduate Studies Subcommittee, the Extended Education Subcommittee and the*  
26 *Teachers' Education Subcommittee have had such light agendas that they have barely met at all. Last year*  
27 *(2001-2002) the Teacher Education Subcommittee told the Executive Committee that they were adjourning*  
28 *for the year but would meet if there were agenda items for them. The Executive Committee is therefore*  
29 *recommending that the first three of these subcommittees be merged into a "Curriculum Review*  
30 *Subcommittee" that would handle any curriculum proposals that made it to the EPC level. There are a*  
31 *small number of them each year.*

32  
33 *The new Curriculum Review Subcommittee would:*

- 34  
35 • *Consider graduate studies, undergraduate studies, and extended education policy issues*  
36 • *Review articulation agreement policies*  
37 • *Review requests for new u/g and graduate programs, as well as unresolved course challenges*  
38 • *Review student petitions where these are not reviewed by the Colleges*  
39 • *Establish scholarship policy*

40  
41 *We feel that there is enough here and that the EPC agenda has sufficient items to justify having a separate*  
42 *Curriculum Subcommittee to consider these matters and we are recommending its establishment.*

43  
44  
45 **The Extended Education Subcommittee**

46 (Senate: 1/5/82, 3/6/90; President: 1/18/82, 4/5/90; Editorial Amendment: 9/00; 10/01)

47  
48 **Charge.** The Extended Education Subcommittee has the following responsibilities:

1. To report to the Educational Policy Committee the activities and proposed policies concerning Extended Education.
2. To review policies and procedures governing Extended Education programs and make recommendations thereon to the Educational Policy Committee.
3. To review proposals for certification and other programs designed for Extended Education and make recommendations thereon to the Educational Policy Committee.
4. To monitor the description of the classes in the Extended Education Schedule and other publications.
5. To review as appropriate Extended Education Procedures to assure compliance with approved policies.

**Membership.** The membership of the subcommittee shall be composed of the following:

1. One member from each college elected for staggered three-year terms according to procedures approved by a majority vote of the college faculty. Alternate members shall also be elected by these procedures. Faculty members in the Administration, Library and Student Affairs are considered a college for this purpose.
2. One liaison member selected annually by the Educational Policy Committee from its own membership.
3. One student member selected annually by the Board of Directors of the, Associated Students, Inc. During subcommittee service the student must be in good standing and must be either an upper division student enrolled in a minimum of six units or be an enrolled classified graduate or post- baccalaureate credential student.
4. The Provost and Vice President for Academic Affairs or designee who serves ex officio as executive secretary, non-voting.

**Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

**Officers and Duties.**

1. The officers of this subcommittee are chair and vice chair who shall be elected by the subcommittee at the last meeting of the spring quarter by the members of the following year's subcommittee.
2. The chair shall call regularly scheduled meetings of the subcommittee and shall set the agenda.
3. The chair shall determine by the second week of the spring quarter the faculty replacement needs for the following year and shall so notify the standing committee chair.

**Meeting Time.** The Continuing Education Subcommittee meets the second and fourth Tuesdays of the month from 10:00 to 11:30 a.m.

***RATIONALE: Extended Education Subcommittee.***

*This subcommittee has had almost no work in recent years, and we are recommending its elimination. Extended Education issues will be handled in the Curriculum Review Subcommittee.*

1 **The General Education Subcommittee**

2 (Senate: 1/5/82, 3/6/90, 3/12/91, 8/17/99, 8//17/99, 7/17/01; President: 1/18/82, 4/5/90,  
3 3/29/91, 9/17/99, 9/17/99, 10/15/01; Editorial Amendment: 9/00, 8/01)

4 **Charge.** The General Education Subcommittee has the following responsibilities:

- 5 1. To consider all policy issues pertaining to general education and make  
6 recommendations thereon to the Educational Policy Committee.
- 7 2. To consult with individual faculty members, program, department/division/school,  
8 college, and administrative representatives concerning the various aspects of the  
9 general education program.
- 10 3. To evaluate the effectiveness of the guidelines and criteria for courses and themes in  
11 the general education program and to make recommendations for improvement.
- 12 4. To monitor the general education program and recommend approval of the content of  
13 the program including the addition, modification or deletion of specific courses and  
14 themes, subject to Title 5, Chancellor's Office Executive Orders, and campus  
15 guidelines and criteria.
- 16 5. To review department/division/school and college requests for variances from the  
17 general education program and to forward to the Educational Policy Committee those  
18 recommended for approval.
- 19 6. To review and approve or deny student petitions pertaining to general education.

20 **Membership.** The membership of this subcommittee shall be composed of the following:

- 21 1. One member from each college elected for staggered three-year terms according to  
22 procedures approved by a majority vote of the college faculty. Alternate members  
23 shall also be elected by these procedures. Faculty members in the Administration,  
24 Library and Student Affairs are considered a college for this purpose.
- 25 2. One liaison member, selected annually by the Educational Policy Committee from its  
26 own membership.
- 27 3. One undergraduate student member selected annually by the Board of Directors of the  
28 Associated Students, Inc. The student member must be enrolled in a minimum of six  
29 units during subcommittee service and be in good standing. THE CRITERIA FOR  
30 THE STUDENT MEMBER ARE THE SAME AS THOSE SPECIFIED FOR  
31 STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION OF  
32 THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY HANDBOOK)
- 33 4. The Provost and Vice President for Academic Affairs or designee who serves ex  
34 officio as executive secretary, non-voting.

35 **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

36 **Officers and Duties.**

- 37 1. The officers of this subcommittee are chair and vice chair who shall be elected  
38 annually at the last meeting of the spring quarter by the members of the following  
39 year's subcommittee.

- 1           2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
2           the agenda.
- 3           3. The chair shall determine by the second week of the spring quarter the faculty  
4           replacement needs for the following year and shall so notify the standing committee  
5           chair.

6           **Meeting Time.** The General Education Subcommittee meets the second and fourth Mondays  
7           of the month from 11:00 a.m. to 12:30 p.m.

8  
9           ***RATIONALE: General Education Subcommittee.***

10  
11          *Except for the change in the definition of a student member recommended for all committees, the Executive*  
12          *Committee recommends no change for this subcommittee.*  
13

14          **The Graduate Studies Subcommittee**

15          (Senate: 1/5/82, 3/6/90, 3/12/91, 2/6/96; President: 1/18/82, 4/5/90, 3/29/91, 5/7/96; Editorial  
16          Amendment: 9/00, 8/01)

17  
18          **Charge.** The Graduate Studies Subcommittee has the following responsibilities:

- 19           1. To consider all policy issues pertaining to graduate studies and make  
20           recommendations thereon to the Educational Policy Committee. Policies concerning  
21           graduate studies include but are not limited to selection, admission, probation and  
22           disqualification of graduate students; regulations governing graduate studies; and the  
23           development and review of graduate curricula.
- 24           2. To consult with individual faculty members, program, department/division/school,  
25           college and administrative representatives concerning the various aspects of graduate  
26           studies.
- 27           3. To review department/division/school and college requests for new graduate  
28           programs for unresolved challenges to modification of existing programs, and for  
29           postbaccalaureate certificate programs and to forward to the Educational Policy  
30           Committee those recommended for approval.
- 31           4. To review and approve or deny student petitions pertaining to graduate studies in  
32           those areas in which authority has not been delegated to the colleges.
- 33           5. To establish policies and guidelines for the award of graduate scholarship that are not  
34           housed in departments/divisions/schools or colleges.

35          **Membership.** The Membership of this subcommittee shall be composed of the following:

- 36           1. One member from each college elected for staggered three-year terms according to  
37           procedures approved by a majority vote of the college faculty. Alternate members  
38           shall also be elected by these procedures. Faculty members in the Administration,  
39           Library and Student Affairs are considered a college for this purpose.
- 40           2. One liaison member selected annually by the Educational Policy Committee from its  
41           own membership.

- 1                   3. One classified graduate student member selected annually by the Board of Directors  
2                   of the Associated Students, Inc. The student member must be enrolled during  
3                   subcommittee service and be in good standing.
- 4                   4. The Provost and Vice President for Academic Affairs or designee who serves ex  
5                   officio as executive secretary, non-voting.

6                   **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

7                   **Officers and Duties.**

- 8                   1. The officers of this subcommittee are chair and vice chair who shall be elected  
9                   annually at the last meeting of the spring quarter by the members of the following  
10                   year's subcommittee.
- 11                   2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
12                   the agenda.
- 13                   3. The chair shall determine by the second week of the spring quarter the faculty  
14                   replacement needs for the following year and shall so notify the standing committee  
15                   chair.

16                   **Meeting Time.** The Graduate Studies Subcommittee meets the second and fourth Tuesdays  
17                   of the month from 10:00 to 11:30 a.m.

18  
19                   ***RATIONALE: Graduate Studies Subcommittee.***

20  
21                   *With the advent of the new curriculum procedures in the mid-1990s, curricula issues have been handled at*  
22                   *the College level. Consequently, the Undergraduate Studies Subcommittee, the Graduate Studies*  
23                   *Subcommittee, and the Extended Education Subcommittee have had such light agendas that they have*  
24                   *barely met at all. The Executive Committee is therefore recommending that these subcommittees be merged*  
25                   *into a "Curriculum Review Subcommittee" that would handle any curriculum proposals that make it to the*  
26                   *EPC level.*

27  
28                   **The Library Subcommittee**

29                   (Senate: 1/5/82, 3/6/90; President: 1/18/82, 4/5/90; Editorial Amendment: 9/00)

30  
31                   **Charge.** The Library Subcommittee has the following responsibilities:

- 32                   1. To consider all matters of mutual concern to the standing committee and to the  
33                   Library.
- 34                   2. To review proposed allocations of funds for the purchase of books, periodicals and  
35                   other print and non-print materials.
- 36                   3. To review plans for expansion and improvement of Library facilities and services.
- 37                   4. To serve as liaison among instructional and Library faculty.

38                   **Membership.** The membership of this subcommittee shall be composed of the following:

- 1 1. One member from each college elected for staggered three-year terms according to  
2 procedures approved by a majority vote of the college faculty. Alternate members  
3 shall also be elected by these procedures. Faculty in the Administration, Library and  
4 Student Affairs are considered a college for this purpose.
- 5 2. One liaison member selected annually by the Educational Policy Committee from its  
6 own membership.
- 7 3. One UPPER DIVISION, CLASSIFIED GRADUATE OR POSTBACCALAU-  
8 REATE CREDENTIAL student member selected annually by the Board of Directors  
9 of the Associated Students, Inc. During subcommittee service the student must be in  
10 good standing and must be either an upper division student enrolled in a minimum of  
11 six units or be an enrolled classified graduate or postbaccalaureate credential student.  
12 THE CRITERIA FOR THE STUDENT MEMBER ARE THE SAME AS THOSE  
13 SPECIFIED FOR STUDENT MEMBERS OF THE ACADEMIC SENATE  
14 (CONSTITUTION OF THE FACULTY, SECTION 3H, APPENDIX B OF THE  
15 FACULTY HANDBOOK).
- 16 4. The Provost and Vice President for Academic Affairs or designee who serves ex  
17 officio as executive secretary, non-voting.

18 **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

19 **Officers and Duties.**

- 20 1. The officers of this subcommittee are chair and vice chair who shall be elected  
21 annually at the last meeting of the spring quarter by the members of the following  
22 year's subcommittee.
- 23 2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
24 the agenda.
- 25 3. The chair shall determine by the second week of the spring quarter the faculty  
26 replacement needs for the following year and shall so notify the standing committee  
27 chair.

28 **Meeting Time.** The Library Subcommittee meets the first and third Tuesdays of the month  
29 from 10:00 a.m. to 11:30 a.m.

30  
31 ***RATIONALE: Library Subcommittee.***

32  
33 *Except for the change in the definition of a student member recommended for all committees, the Executive*  
34 *Committee recommends no change for this subcommittee.*  
35

36 **The Program Review Subcommittee**

37 (Senate: 1/5/82, 3/6/90, 2/25/97; President: 1/18/82, 4/5/90, 4/22/97; Editorial Amendment:  
38 9/00, 8/01)

39  
40 **Charge.** The Program Review Subcommittee has the following responsibilities:

- 41 1. To implement Trustee policy on review of degree programs.\*

- 1           2. To report and recommend to the Educational Policy Committee any proposed policies  
2           that might be desired.

3           \*See section titled *Review of Degree Programs*.

4           **Membership.** The membership of this subcommittee shall be composed of voting members  
5           as follows:

6           **Voting members**

- 7           1. One TENURED FACULTY member from each college elected for staggered three-  
8           year terms according to procedures approved by a majority vote of the college  
9           faculty. Alternate members shall also be elected by these procedures. Faculty in the  
10          Division of Administration, Library and Student Affairs are considered a college for  
11          this purpose. Members shall serve as representatives of the University, not as  
12          representatives of their respective colleges.
- 13          2. One TENURED FACULTY member elected annually by the Educational Policy  
14          Committee from its own membership or from the membership of its other  
15          subcommittees.
- 16          3. One TENURED FACULTY member elected from the faculty of the college which  
17          houses the department/division/school being reviewed, excluding faculty from that  
18          department/division/school. This member serves only when programs in his or her  
19          college are being reviewed.
- 20          4. One UPPER DIVISION, CLASSIFIED GRADUATE OR POSTBACCALAU-  
21          REATE CREDENTIAL student member selected annually by the Board of Directors  
22          of the Associated Students, Inc. During subcommittee service the student must be in  
23          good standing and must be either an upper division student enrolled in a minimum of  
24          six units or be an enrolled classified graduate or postbaccalaureate credential student.  
25          THE CRITERIA FOR THE STUDENT MEMBER ARE THE SAME AS THOSE  
26          SPECIFIED FOR STUDENT MEMBERS OF THE ACADEMIC SENATE  
27          (CONSTITUTION OF THE FACULTY, SECTION 3H, APPENDIX B OF THE  
28          FACULTY HANDBOOK).
- 29          5. The Provost and Vice President for Academic Affairs or designee who serves ex  
30          officio as executive secretary, non-voting.

31          **Quorum.** All members of the subcommittee should be present during all of the deliberations  
32          and all members must sign the final program review reports.

33          **Officers and Duties.**

- 34          1. The officers of this subcommittee are chair and vice chair who shall be elected  
35          annually by the subcommittee at the last meeting of the academic year by members of  
36          the following year's subcommittee.
- 37          2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
38          the agenda.
- 39          3. The chair shall determine by the second week of the spring quarter the faculty  
40          replacement needs for the following year and shall so notify the standing committee  
41          chair who shall notify the appropriate body to conduct necessary elections.

1 **Meeting Time.** The Program Review Subcommittee meets weekly on Thursdays from 2:00  
2 to 4:00 p.m.

3  
4 ***RATIONALE: Program Review Subcommittee.***

5  
6 *The Executive Committee feels that members of the Program Review Subcommittee should be more*  
7 *experienced and knowledgeable about the University than junior faculty are in their first few years on*  
8 *campus. It is therefore recommending that members of the Subcommittee be tenured; most tenured faculty*  
9 *have been on campus for more than five years.*

10  
11  
12 **The Student Assessment Subcommittee**

13 (Senate: 1/29/91, 7/13/93, 5/4/94; 1/18/95 [EA], 1/9/96 [EA], 8/17/99; President: 4/24/91,  
14 11/3/93, 6/29/94, 2/9/95, 4/30/95, 9/17/99; Editorial Amendment: 9/00)

15 **Charge.** The Student Assessment Subcommittee has the following responsibilities:

- 16 1. To consider all policy issues pertaining to student assessment and to make  
17 recommendations thereon to the Educational Policy Committee.
- 18 2. To support the University community in the development of assessment programs.
- 19 3. To maintain currency regarding legislative action and CSU system policy that is  
20 related to student assessment.
- 21 4. To maintain currency regarding national, state and system trends dealing with student  
22 assessment.
- 23 5. To request periodic surveys as needed of campus student assessment programs.
- 24 6. To review relevant literature and materials aimed at addressing and improving student  
25 assessment.

26 **Membership.** The membership of this subcommittee shall be composed of the following:

- 27 1. One member from each college elected for staggered three-year terms according to  
28 procedures approved by a majority vote of the college faculty. Alternate members  
29 shall also be elected by these procedures. Faculty members in the Administration,  
30 Library and Student Affairs are considered a college for this purpose.
- 31 2. One liaison member, selected annually by the Educational Policy Committee from its  
32 own membership.
- 33 3. One student selected annually by the Board of Directors of the Associated Students,  
34 Inc. The student member must be enrolled in a minimum of six units during  
35 subcommittee service and be in good standing.
- 36 4. The Dean of Undergraduate Studies, non-voting.
- 37 5. The Director of the University Testing Service, non-voting.
- 38 6. The Vice President for Information Resources Management or designee, non-voting.

- 1           7. The Vice President for Student Affairs or designee, non-voting.
- 2           8. The Provost and Vice President for Academic Affairs or designee who serves ex
- 3           officio as executive secretary, non-voting.

4           **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

5           **Officers and Duties.**

- 6           1. The officers of this subcommittee are chair and vice chair who shall be elected
- 7           annually at the last meeting of the spring quarter by the members of the following
- 8           year's subcommittee.
- 9           2. The chair shall call regularly scheduled meetings of the subcommittee and shall set
- 10           the agenda.
- 11           3. The chair shall determine by the second week of the spring quarter the faculty
- 12           replacement needs for the following year and shall so notify the standing committee
- 13           chair.

14           **Meeting Time.** The Student Assessment Subcommittee meets on the second and fourth

15           Thursdays of the month from 10:00 to 11:30 a.m.

16

17           ***RATIONALE: Student Assessment Subcommittee.***

18

19           *This subcommittee was established to deal with assessment policy issues, and we created a campus*

20           *assessment policy several years ago. However, since that time, as the campus has moved to the*

21           *implementation stage of assessment, the subcommittee has had relatively little to do.*

22

23           *Those who implement assessment policy include Undergraduate and Graduate Studies, the College Deans*

24           *and Associate Deans, Department chairs, faculty, the Program Review Subcommittee, and the Assessment*

25           *and General Education Assessment Coordinators. There has been little requirement in recent years for the*

26           *development of assessment policy. We are recommending that the Subcommittee be eliminated and that*

27           *assessment policy issues be handled by EPC, which can establish a task force if needed.*

28

29           **The Teacher Education Subcommittee**

30           (Senate: 1/5/82, 3/6/90, 2/6/96, 2/11/97; President: 1/18/82, 4/5/90, 5/7/96, 4/22/97; Editorial

31           Amendment: 9/00, 8/01)

32

33           **Charge.** The Teacher Education Subcommittee has the following responsibilities:

- 34           1. To recommend policy to the Educational Policy Committee on all issues pertaining to
- 35           credential programs in education. These shall include but not be limited to selection,
- 36           admission, probation and disqualification of students in credential programs in
- 37           education; regulations governing these programs; and accreditation, development and
- 38           review of curricula in credential programs in education.
- 39           2. To consult with individual faculty members, program, department/division/school,
- 40           college and administrative representatives, concerning the various aspects of teacher
- 41           education and credential programs in education.

- 1 3. To review department/division/school and college requests regarding new credential  
2 program proposals and unresolved challenges to modification of credential programs  
3 in education and forward to the Educational Policy Committee those recommended  
4 for approval.
- 5 4. To review and approve or deny student petitions pertaining to credential programs in  
6 teacher education in those areas in which authority has not been delegated to the  
7 colleges.

8 **Membership.** The membership of this subcommittee shall be composed of the following:

- 9 1. One member from each college, with knowledge of or interest in, teacher  
10 credentialing, elected for staggered three-year terms according to procedures  
11 approved by a majority vote of the college faculty. Alternate members shall also be  
12 elected by these procedures. Faculty members in the Administration, Library and  
13 Student Affairs are considered a college for this purpose.
- 14 2. One liaison member selected annually by the Educational Policy Committee from its  
15 own membership.
- 16 3. One student member selected annually by the Board of Directors of the Associated  
17 Students, Inc. During subcommittee service the student must be in good standing and  
18 must be either an upper division student enrolled in a minimum of six units or be an  
19 enrolled classified graduate or postbaccalaureate credential student.
- 20 4. The Associate Dean(s) of the Charter College of Education who serve(s) ex officio,  
21 non-voting.
- 22 5. The Provost and Vice President for Academic Affairs or designee who serves ex  
23 officio as executive secretary, non-voting.

24 **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

25 **Officers and Duties.**

- 26 1. The officers of this subcommittee are chair and vice chair who shall be elected  
27 annually at the last meeting of the spring quarter by members of the following year's  
28 subcommittee.
- 29 2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
30 the agenda.
- 31 3. The chair shall determine by the second week of the spring quarter the faculty  
32 replacement needs for the following year and shall so notify the standing committee  
33 chair.

34 **Meeting Time.** The Teacher Education Subcommittee meets on the first and third Tuesdays  
35 of the month from 10:00 to 11:30 a.m.

36  
37 ***RATIONALE: Teacher Education Subcommittee.***

38  
39 *This subcommittee has had few agenda items and little to do since the beginning of the new curriculum*  
40 *review process reflecting the “charter” status of the Charter College of Education. We are therefore*  
41 *recommending its elimination.*

1 **The Undergraduate Studies Subcommittee**

2 (Senate: 1/5/82, 3/6/90, 2/6/96; President: 1/18/82, 4/5/90, 5/7/96; Editorial Amendment:  
3 9/00, 8/01)

4  
5 **Charge.** The Undergraduate Studies Subcommittee has the following responsibilities:

- 6 1. To consider all policy issues pertaining to undergraduate studies and make  
7 recommendations thereon to the Educational Policy Committee. Policies concerning  
8 undergraduate studies include but are not limited to selection, admission, probation  
9 and disqualification of undergraduate students; regulations governing undergraduate  
10 studies; regulations concerning credit for prior experiential learning and cooperative  
11 education; and the development and review of undergraduate curricula.
- 12 2. To review policies regarding articulation agreements with community colleges and  
13 forward to the Educational Policy Committee those policies recommended for  
14 approval.
- 15 3. To consult with individual faculty members, program, department/division/school,  
16 college and administrative representatives concerning the various aspects of  
17 undergraduate studies.
- 18 4. To review department/division/school and college requests for new undergraduate  
19 programs and unresolved challenges to the modification of existing undergraduate  
20 programs, including the inclusion, modification or deletion of specific courses from  
21 the programs and to forward to the Educational Policy Committee those  
22 recommended for approval.
- 23 5. To review and approve or deny student petitions pertaining to undergraduate studies  
24 in those areas in which authority has not been delegated to colleges or  
25 departments/divisions/schools.

26 **Membership.** The membership of this subcommittee shall be composed of the following:

- 27 1. One member from each college elected for staggered three-year terms according to  
28 procedures approved by a majority vote of the college faculty. Alternate members  
29 shall also be elected by these procedures. Faculty members in the Administration,  
30 Library and Student Affairs are considered a college for this purpose.
- 31 2. One liaison member, selected annually by the Educational Policy Committee from its  
32 own membership.
- 33 3. One undergraduate student member selected annually by the Board of Directors of the  
34 Associated Students, Inc. The student member must be enrolled in a minimum of six  
35 units during subcommittee service and be in good standing.
- 36 4. The Provost and Vice President for Academic Affairs or designee who serves ex  
37 officio as executive secretary, non-voting.

38 **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

1           **Officers and Duties.**

- 2           1. The officers of this subcommittee are chair and vice chair who shall be elected  
3           annually at the last meeting of the spring quarter by the members of the following  
4           year's subcommittee.
- 5           2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
6           the agenda.
- 7           3. The chair shall determine by the second week of the spring quarter the faculty  
8           replacement needs for the following year and shall so notify the standing committee  
9           chair.

10          **Meeting Time.** The undergraduate studies subcommittee meets the first and third Tuesdays  
11          of the month from 10:00 to 11:30 a.m.

12

13          ***RATIONALE: Undergraduate Studies Subcommittee.***

14

15          *With the advent of the new curriculum procedure since the mid-1990s, the Undergraduate Studies*  
16          *Subcommittee, the Graduate Studies Subcommittee, the Extended Education Subcommittee and the*  
17          *Teachers' Education Subcommittee have had such light agendas that they have barely met at all. The*  
18          *Executive Committee is therefore recommending that the first three of these subcommittees be merged into a*  
19          *"Curriculum Review Subcommittee" that would handle any curriculum proposals that made it to the EPC*  
20          *level.*

21

22          **The Writing Skills Subcommittee**

23          (Senate: 4/12/94, 10/9/96, 8/17/99; President: 5/25/94, 11/18/96, 9/17/99; Editorial  
24          Amendment: 9/00)

25

26          **Charge.** The Writing Skills Subcommittee has the following responsibilities:

- 27          1. To recommend policy on University writing skills issues, including but not limited to,  
28          alternative examinations, procedures and processes for meeting the Writing  
29          Proficiency Examination (WPE), and writing skills development.
- 30          2. To examine trends in WPE pass rates, the selection of topics over time, and any other  
31          factors that the committee considers pertinent to insure that the WPE fairly evaluates  
32          all students.
- 33          3. To recommend approval of the use of courses proposed to meet the upper division  
34          writing requirement in a particular discipline.
- 35          4. To monitor University writing skills activities to ensure effective policy  
36          implementation.

37          **Membership.** The Writing Skills Subcommittee shall be composed of the following  
38          members:

- 39          1. One member from the English Department elected for a three-year term by the  
40          English Department.

- 1           2. One member from each college elected for staggered three-year terms according to  
2 procedures approved by a majority vote of the college faculty. Alternate members  
3 shall also be elected by these procedures. Faculty members in the Administration,  
4 Library and Student Affairs are considered a college for this purpose. The member  
5 from the College of Arts and Letters must be from a department other than the  
6 English Department.
- 7           3. One liaison member selected annually by the Educational Policy Committee from its  
8 own membership.
- 9           4. One undergraduate student member selected annually by the Board of Directors of the  
10 Associated Students, Inc. The student member must be enrolled in a minimum of six  
11 units during subcommittee service and be in good standing. THE CRITERIA FOR  
12 THE STUDENT MEMBER ARE THE SAME AS THOSE SPECIFIED FOR  
13 STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION OF  
14 THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY HANDBOOK).
- 15           5. The Director of the Writing Center who serves ex officio, non-voting.
- 16           6. The Coordinator of the WPE who serves ex officio, non-voting.
- 17           7. The Composition Coordinator of the English Department who serves ex officio, non-  
18 voting.
- 19           8. The Provost and Vice President for Academic Affairs or designee who serves ex  
20 officio as executive secretary, non-voting.

21 **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

22 **Officers and Duties.**

- 23           1. The officers of this subcommittee are the chair and vice chair who shall be elected  
24 annually at the last meeting of the spring quarter by the members of the following  
25 year's subcommittee.
- 26           2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
27 the agenda.
- 28           3. The chair shall determine by the second week of the spring quarter the faculty  
29 replacement needs for the following year and shall so notify the standing committee  
30 chair.

31 **Meeting Time.** The Writing Skills Subcommittee meets the first and third Wednesdays of  
32 the month from 11:00 a.m. to 12:30 p.m.

33  
34 ***RATIONALE: Writing Skills Subcommittee***

35 *From its inception in 1994 the Writing Skills Subcommittee (WSS) has had difficulty establishing a clear*  
36 *role within the university, and as a result it has often lacked a meaningful agenda. In part, this has been*  
37 *due the dual nature of the committee: as a quasi-guidance committee, with one-third of its faculty*  
38 *membership (including ex-officio members) reserved for individuals with expertise or specific involvement*  
39 *in writing programs, and as a faculty governance committee, with representative membership and the*  
40 *authority to recommend policy and monitor programs. However, apart from the problematic mix of experts*

1 *and non-experts recommending policy on issues generally requiring special expertise, the committee's role*  
2 *as monitor has also seemed to overlap, if not usurp, the role of the Program Review Subcommittee.*  
3 *Moreover, for the kinds of assessment activities required to undertake such monitoring, the committee has*  
4 *generally lacked sufficient resources, staff support, and expertise. Because of these structural difficulties,*  
5 *the Executive Committee believes the curricular policy recommending and oversight functions in the WSS's*  
6 *charge can be better handled by the Educational Policy Committee, the General Education Subcommittee,*  
7 *the proposed Curriculum Review Subcommittee, and the Program Review Subcommittee. In particular, the*  
8 *Executive Committee believes the concern with improving writing skills should be made more*  
9 *comprehensive to include a concern with the improvement of other basic academic skills (critical thinking,*  
10 *oral communication/quantitative reasoning) and so has added this expanded responsibility to the charge of*  
11 *EPC.*  
12  
13

## 14 **The Faculty Policy Committee**

15 (Senate: 4/15/69, 8/1/72, 3/28/79, 2/10/81, 11/11/81 [EA], 8/4/82, 3/6/90, 8/17/99; President:  
16 4/21/69, 8/22/72, 4/24/79, 11/22/82, 4/5/90, 9/17/99; Editorial Amendment: 9/00, 8/01)  
17

18 **Charge.** The Faculty Policy Committee has the following responsibilities:

- 19 1. To recommend policy to the Academic Senate on all matters concerning the faculty that  
20 are not specifically reserved to the bargaining agent.
  - 21 a. The committee shall develop policies and review procedures for FACULTY  
22 DEVELOPMENT PROGRAMS, INCLUDING grants, awards, publications  
23 and research.
  - 24 b. The committee shall deal with any *personnel*\* matter that may be assigned  
25 to it by the President or the Academic Senate.
  - 26 c. The committee shall review the appointment, retention, tenure and  
27 promotion documents of each college and department/division/school after the  
28 ratification of each contract.
  - 29 d. The committee shall develop policy dealing with faculty participation in  
30 filling academic administrative positions.
  - 31 e. The committee shall develop and review policy dealing with sabbatical and  
32 other leaves.
- 33 2. To review the collective bargaining agreement and all of its later modifications in order to  
34 be able to inform the Academic Senate of any conflicts between the Agreement and  
35 University policy as developed under the laws of the State of California.  
36
- 37 3. TO MONITOR THE STATUS AND EFFECTIVENESS OF FACULTY HIRING IN  
38 THE UNIVERSITY, INCLUDING THE FULL-TIME/PART-TIME RATIO AND THE  
39 PROJECTED NEED FOR FULL-TIME FACULTY, AND RECOMMENDING  
40 POLICY, IF NEEDED, TO ALLEVIATE PROBLEMS.  
41
- 42 34. To recommend policy in accordance with the Affirmative Action Plan in order to correct  
43 any discrimination that may exist.

1 4 5. To monitor the effect on the faculty of long range planning proposals THE STRATEGIC  
2 PLANNING PROCESS.  
3

4 \*The California State University, Los Angeles "Definition of a Faculty Personnel Matter" is  
5 given in Chapter 6 of the present Faculty Handbook and the laws dealing with collective  
6 bargaining and faculty policy are stated in the Statutes of 1978, Chapter 744, Section 3562.

7 **Membership.** The Faculty Policy Committee shall be composed of the following:

- 8 1. One or more members from each college on the basis of one member for each 100  
9 full-time faculty members or major portion thereof elected for staggered three-year  
10 terms according to procedures approved by a majority vote of the college faculty.  
11 Alternate members shall also be elected by these procedures. Faculty members in the  
12 Administration, Library and Student Affairs are considered a college for this purpose.  
13 No college shall have fewer than one member on this committee.
- 14 2. Two members from two different colleges appointed by the Committee on  
15 Committees for staggered three-year terms.
- 16 3. One member from the Executive Committee of the Senate as the liaison member.
- 17 4. The Provost and Vice President for Academic Affairs or designee who serves ex  
18 officio as executive secretary, non-voting.
- 19 5. Two students to be selected annually by the Board of Directors of the Associated  
20 Students, Inc. During committee service both students must be in good standing and  
21 at the time of appointment have been in residence at Cal State L.A. for at least two  
22 quarters. One of the student members must be an undergraduate student enrolled in a  
23 minimum of six units during service on the Committee, and the other student member  
24 must be an enrolled classified graduate or postbaccalaureate credential student. THE  
25 CRITERIA FOR STUDENT MEMBERS ARE THE SAME AS THOSE SPECIFIED  
26 FOR STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION  
27 OF THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY  
28 HANDBOOK).

29 **Quorum.** A quorum shall be a majority of the voting members of the committee.

30 **Officers and Duties.**

- 31 1. The officers of this committee are chair and vice chair who shall be elected annually  
32 at the last meeting of the spring quarter by the members of the following year's  
33 committee.
- 34 2. The chair shall call regularly scheduled meetings of the committee and shall set the  
35 agenda.
- 36 3. The chair shall determine by the third week of the spring quarter the faculty  
37 replacement needs for the committee for the summer quarter and the following year  
38 and for its subcommittees for the following year. The committee chair shall notify the  
39 colleges to conduct necessary elections for both the committee and its subcommittees.
- 40 4. The chair is responsible for monitoring the performance of the committee's  
41 subcommittees.

1 **Subcommittees.** Subcommittees of the Faculty Policy Committee include those on Awards  
2 and Leaves AND Equity and Diversity; Selection for the Administrative Fellows Program;  
3 and Selection for the Affirmative Action Faculty Development Program

4 **Meeting Time.** The Faculty Policy Committee meets weekly on Thursdays from 11:40 a.m.  
5 to 1:25 p.m.

6  
7 ***RATIONALE: Faculty Policy Committee.***

8  
9 *Given the widely acknowledged need to hire additional full-time faculty, the Executive Committee feels that*  
10 *new item 3 in the FPC charge is both appropriate and needed.*  
11

12 **Subcommittees of the Faculty Policy Committee**

13 **The Awards and Leaves Subcommittee**

14 (Senate: 1/5/82, 3/6/90; President: 1/18/82, 4/5/90; Editorial Amendment: 9/99; 9/00)

15  
16 **Charge.** The Awards and Leaves Subcommittee recommends award of institutional grants,  
17 grants-in-aid and recommends faculty for research and creative leaves. The subcommittee is  
18 guided by the statements in the section titled "Policy for Committees that Make Awards to  
19 Individual Faculty Members." Recommendations for individual awards are made through  
20 Faculty Policy Committee to the appropriate administrative officer. All members of the  
21 Awards and Leaves Subcommittee must agree to refrain from applying for grants or awards  
22 to be made by the subcommittee during their membership.

23 The Awards and Leaves Subcommittee also is responsible, on an interim basis, for reviewing  
24 and making recommendations concerning CSU Innovative Improvement Proposals  
25 originating on or off campus which require commitment of campus resources. These  
26 recommendations are made through the Faculty Policy Committee to the Provost and Vice  
27 President for Academic Affairs.

28 If in the judgment of the Faculty Policy Committee the workload of the subcommittee  
29 becomes excessive due to coincident review deadlines, the standing committee may at its  
30 discretion appoint an auxiliary task-oriented subcommittee to recommend awards and leaves  
31 for any specific competition. Membership on one subcommittee does not preclude  
32 membership on the other, except that the same rules governing conduct of members as cited  
33 above apply. The auxiliary subcommittee shall be constituted according to the same  
34 membership and term of office specified for the Awards and Leaves Subcommittee, and  
35 membership shall be subject to the same limitations. Regarding ex officio members, the head  
36 of the administrative unit under which the award or leave is assigned, or a designee, will  
37 serve as a non-voting member. A faculty member from the Cal State L.A. University  
38 Auxiliary Services, Inc. Board of Directors will be appointed only if the award or leave is  
39 administered by the University Auxiliary Services, Inc.

40 **Membership.** The membership of this subcommittee shall be composed of the following:

- 41 1. One member from each college elected annually according to procedures approved by  
42 a majority vote of the college faculty. Alternate members shall also be elected by  
43 these procedures. Faculty members in the Administration, Library and Student Affairs  
44 are considered a college for this purpose.

- 1           2. One UPPER DIVISION, CLASSIFIED GRADUATE OR POSTBACCALAU-  
2 REATE CREDENTIAL student member selected annually by the Board of Directors  
3 of the Associated Students, Inc. During subcommittee service the student must be in  
4 good standing and must be either an upper division student enrolled in a minimum of  
5 six units or be an enrolled classified graduate or postbaccalaureate credential student.  
6 THE CRITERIA FOR THE STUDENT MEMBER ARE THE SAME AS THOSE  
7 SPECIFIED FOR STUDENT MEMBERS OF THE ACADEMIC SENATE  
8 (CONSTITUTION OF THE FACULTY, SECTION 3H, APPENDIX B OF THE  
9 FACULTY HANDBOOK).
- 10           3. The Provost and Vice President for Academic Affairs or designee who serves ex  
11 officio as executive secretary, non-voting.

12           **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

13           **Officers and Duties.**

- 14           1. The officers of this subcommittee are chair and vice chair who shall be elected by the  
15 subcommittee at the first meeting.
- 16           2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
17 the agenda.
- 18           3. The chair shall determine by the second week of the spring quarter the faculty  
19 replacement needs for the following year and shall so notify the standing committee  
20 chair.
- 21           4. The executive secretary shall call a meeting of the entire subcommittee no later than  
22 the second week of the fall quarter for the purpose of electing the officers and  
23 establishing a regular meeting time until such time as a permanent meeting time is  
24 set. The meeting time established in the fall quarter shall also be followed in winter  
25 and spring quarters.

26           ***RATIONALE: Awards and Leaves Subcommittee.***

27  
28           *Except for the change in the definition of a student member recommended for all committees, the Executive*  
29 *Committee recommends no change for this subcommittee.*  
30

31           **The Equity and Diversity Subcommittee**

32           (Senate: 1/5/82, 3/6/90, 8/8/00; President: 1/18/82, 4/5/90, 10/9/00; Editorial Amendment:  
33 9/00)

34  
35           **Charge.** The Equity and Diversity Subcommittee recommends guidelines for  
36 department/division/school action to the Faculty Policy Committee in order to maintain and  
37 promote the University's commitment to equity and diversity, defined here as a commitment  
38 to maintaining a University environment in which a diverse population can learn, work and  
39 live in an atmosphere of tolerance, civility and respect. The subcommittee reviews the  
40 University affirmative action plans, monitors progress in achieving compliance in accordance  
41 with established affirmative action goals; and reviews recruitment, selection, retention,  
42 tenure, and promotion procedures as they relate to equity and diversity. It recommends policy  
43 in accordance with the affirmative action plan to correct any illegal discrimination that may

1 exist. When such policy recommendations affect constituencies other than faculty, the  
2 subcommittee will attempt to reflect a sensitivity to the needs and concerns of corresponding  
3 members of the campus community in the development and review of the policy. The  
4 subcommittee shall advise the Director of Equity and Diversity on matters concerning the  
5 equity and diversity goals and policies.

6 **Membership.** The subcommittee shall be composed of the following:

- 7 1. One member from each college elected for staggered three-year terms according to  
8 procedures approved by a majority vote of the college faculty. Alternate members  
9 shall also be elected by these procedures. Faculty members in the Administration,  
10 Library and Student Affairs are considered a college for this purpose.
- 11 2. One liaison member elected by the Faculty Policy Committee from its own  
12 membership.
- 13 3. One UPPER DIVISION, CLASSIFIED GRADUATE OR POSTBACCALAU-  
14 REATE CREDENTIAL student member selected annually by the Board of Directors  
15 of the Associated Students, Inc. During subcommittee service the student must be in  
16 good standing and must be either an upper division student enrolled in a minimum of  
17 six units or be an enrolled classified graduate or postbaccalaureate credential student.  
18 THE CRITERIA FOR THE STUDENT MEMBER ARE THE SAME AS THOSE  
19 SPECIFIED FOR STUDENT MEMBERS OF THE ACADEMIC SENATE  
20 (CONSTITUTION OF THE FACULTY, SECTION 3H, APPENDIX B OF THE  
21 FACULTY HANDBOOK).
- 22 4. The Provost and Vice President for Academic Affairs or designee(s) who serves ex  
23 officio as executive secretary, non-voting.

24 **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

25 **Officers and Duties.**

- 26 1. The officers of this subcommittee are chair and vice chair who shall be elected  
27 annually at the last meeting of the spring quarter by the members of the following  
28 year's subcommittee.
- 29 2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
30 the agenda.
- 31 3. The chair shall determine by the second week of the spring quarter the faculty  
32 replacement needs for the following year and shall so notify the standing committee  
33 chair.
- 34 4. The chair, in consultation with the executive secretary, shall call a meeting of the  
35 entire subcommittee no later than the second week of the fall quarter for the purpose  
36 of establishing a regular meeting time until such time as a permanent meeting time is  
37 set. The meeting time established in the fall quarter shall also be followed in winter  
38 and spring quarters.

1  
2 **RATIONALE: *Equity and Diversity Subcommittee.***

3  
4 *Except for the change in the definition of a student member recommended for all committees, the Executive*  
5 *Committee recommends no change for this subcommittee.*  
6

7 **Selection Subcommittee for the Administrative Fellows Program**

8 (Senate: 3/6/90; President: 4/5/90)

9  
10 **Charge.** The Selection Subcommittee for the Administrative Fellows Program shall base  
11 selections on criteria specified in CSU policy, and campus policy questions that arise shall be  
12 referred to the Faculty Policy Committee. The Selection Subcommittee shall report its  
13 decisions recommendations with its reasons through the Faculty Policy Committee to the  
14 appropriate administrative officer. The Faculty Policy Committee does not approve or  
15 disapprove the selections made by the Selection Committee.

16 **Membership.** The membership of this subcommittee shall be composed of the following:

- 17 1. Two faculty members elected annually by the Committee on Committees.  
18 2. Two members appointed annually by the President.  
19 3. One member appointed annually by the Provost and Vice President for Academic  
20 Affairs.  
21 4. The Provost and Vice President for Academic Affairs or designee who serves ex  
22 officio as executive secretary, non-voting.

23 **Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

24 **Officers and Duties.**

- 25 1. The officers of this subcommittee are chair and vice chair who shall be elected  
26 annually by the subcommittee at the first meeting.  
27 2. The chair shall call regularly scheduled meetings of the subcommittee and shall set  
28 the agenda.  
29 3. The executive secretary shall call a meeting of the entire subcommittee no later than  
30 the second week of fall quarter for the purpose of electing the officers and  
31 establishing a regular meeting time until such time as a permanent meeting time is  
32 set. The meeting time established in the fall quarter shall also be followed in winter  
33 and spring quarters.

34  
35 **RATIONALE: *Selection Subcommittee for the Administrative Fellows Program.***

36  
37 *This program is defunct; the subcommittee should have been eliminated years ago.*  
38  
39  
40

## **Selection Subcommittee for the Affirmative Action Faculty Development Program**

(Senate: 3/6/90; President: 4/5/90)

**Charge.** The Selection Subcommittee for the Affirmative Action Faculty Development Program shall base selections on the criteria specified in CSU policy, and campus policy questions that arise shall be referred to the Faculty Policy Committee. The Selection Subcommittee shall report its recommendations with its reasons through the Faculty Policy Committee to the appropriate administrative officer. The Faculty Policy Committee does not approve or disapprove the selections made by the Selection Subcommittee.

**Membership.** The membership of this subcommittee shall be composed of the following:

1. Five faculty members elected annually by the Faculty Policy Committee.
2. The Provost and Vice President for Academic Affairs or designee who serves ex officio as executive secretary, non-voting.

**Quorum.** A quorum shall be a majority of the voting members of the subcommittee.

### **Officers and Duties.**

1. The officers of this subcommittee are the chair and vice chair who shall be elected annually by the subcommittee at the first meeting.
2. The chair shall call regularly scheduled meetings of the subcommittee and shall set the agenda.
3. The executive secretary shall call a meeting of the entire subcommittee no later than the second week of fall quarter for the purpose of electing the officers and establishing a regular meeting time until such time as a permanent meeting time is set. The meeting time established in the fall quarter shall also be followed in winter and spring quarters.

***RATIONALE: Selection Subcommittee for the Affirmative Action Faculty Development Program.***

*This program is defunct; the subcommittee should have been eliminated years ago.*

## **The Fiscal Policy Committee**

(Senate: 4/15/69, 8/1/72, 3/28/79, 2/10/81, 11/11/81[EA], 1/5/82, 3/6/90, 3/7/95, 12/2/97, 8/17/99; President: 4/21/69, 8/24/72, 4/24/79, 1/18/82, 4/5/90, 5/30/95, 12/17/97, 9/17/99; Editorial Amendment: 9/99; 9/00)

The Fiscal Policy Committee is charged with recommending the establishment of policy and guidelines relative to the allocation of academic and academic support resources that affect the quality of the University's educational programs. These recommended policies should foster more effective and efficient use of resources that are intrinsic to instructional activities common to all academic and academic support units of the University while not infringing on the discretion of the colleges and library to meet their unique internal needs.

In accordance with the Chancellor's statement on the "Role of Faculty and Students in Budgetary Matters," the Fiscal Policy Committee has the following responsibilities:

1. To provide recommendations through Senate channels regarding areas that may warrant emphasis in the budget planning and allocation process.
2. To review the President's annual budget initiation memorandum prior to the President's consultation with the Executive Committee of the Academic Senate. Information on budgetary issues will be provided to the Executive Committee.
3. To review the proposed annual academic affairs budget with the Provost and Vice President for Academic Affairs. Prospective policy recommendations will be provided to the Senate and subsequently to the President.
4. To review, as appropriate, the fiscal implications of pertinent planning documents, including tactical plans.
5. To review and make recommendations regarding local fees that have university-wide impact.
6. To provide advice through Senate channels concerning campus physical planning and development and, as appropriate, the maintenance of physical facilities.
7. To review and make other policy recommendations concerning the optimum utilization of resources in the achievement of university academic objectives.

**Membership.** The Fiscal Policy Committee shall be composed of the following:

1. One member from each college elected for staggered three-year terms according to procedures approved by a majority vote of the college faculty. Alternate members shall also be elected by these procedures. Faculty members in the Administration, Library and Student Affairs are considered a college for this purpose.
2. One member appointed by the Committee on Committees for a three-year term. The member appointed by the Committee on Committees to the Fiscal Policy Committee shall also be the same member appointed by the Committee on Committees to the Resource Allocation Advisory Committee.
3. One representative from the Executive Committee of the Senate as the liaison member.
4. The Vice President for Administration and Finance or designee, who serves ex officio as executive secretary, non-voting.
5. Two students to be selected annually by the Board of Directors of the Associated Students, Inc. During committee service both students must be in good standing and at the time of appointment have been in residence at Cal State L.A. for at least two quarters. One of the student members must be an undergraduate student enrolled in a minimum of six units during service on the Committee, and the other student member must be an enrolled classified graduate or postbaccalaureate credential student. THE CRITERIA FOR STUDENT MEMBERS ARE THE SAME AS THOSE SPECIFIED FOR STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION OF THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY HANDBOOK).

**Quorum.** A quorum shall be a majority of the voting members of the committee.

1           **Officers and Duties.**

- 2           1. The officers of this committee are chair and vice chair who shall be elected annually  
3           at the last meeting of the spring quarter by the members of the following year's  
4           committee.
- 5           2. The chair shall call regularly scheduled meetings of the committee and shall set the  
6           agenda.
- 7           3. The chair shall determine by the third week of the spring quarter the faculty  
8           replacement needs for the summer quarter and for the following year and shall notify  
9           the colleges to conduct necessary elections.

10           **Meeting Time.** The Fiscal Policy Committee meets the second and fourth Mondays of the month  
11           from 11:00 a.m. to 12:30 p.m.

12  
13           ***RATIONALE: The Fiscal Policy Committee.***

14  
15           *Except for the change in the definition of a student member recommended for all committees, the Executive*  
16           *Committee recommends no change for this committee.*

17  
18           **The Student Policy Committee**

19           (Senate: 4/15/69, 8/1/72, 4/5/78, 3/28/79, 2/10/81, 11/11/81[EA], 1/5/82, 3/6/90, 8/17/99;  
20           President: 4/21/69, 8/22/72, 4/28/78, 4/24/79, 1/18/82, 4/5/90, 9/17/99; Editorial  
21           Amendment: 9/00)

22  
23           **Charge.** The Student Policy Committee has the following responsibilities:

- 24           1. To recommend policy related to student services and student affairs including, but not  
25           limited to, student educational equity, counseling, financial aid, health, learning  
26           assistance, orientation, outreach, placement, programs for special groups, records,  
27           recruitment, registration, retention, student activities, student discipline, testing, and  
28           tutoring.
- 29           2. To advise the administration of the effect on students of the University's operations  
30           and policies.

31           **Membership.** The Student Policy Committee shall be composed of the following:

- 32           1. One member from each college elected for staggered three-year terms according to  
33           procedures approved by a majority vote of the college faculty. Alternate members  
34           shall also be elected by these procedures. Faculty members in the Administration,  
35           Library and Student Affairs are considered a college for this purpose.
- 36           2. Two members from different colleges appointed by the Committee on Committees  
37           for staggered three-year terms.
- 38           3. One member from the Executive Committee of the Senate as the liaison member.
- 39           4. The Vice President for Student Affairs or designee who serves ex officio as executive  
40           secretary, non-voting.

- 1 5. The Dean of Students or designee who serves ex officio, non- voting.
- 2 6. Two students to be selected annually by the Board of Directors of the Associated
- 3 Students, Inc. During committee service both students must be in good standing and
- 4 at the time of appointment have been in residence at Cal State L.A. for at least two
- 5 quarters. One of the student members must be an undergraduate student enrolled in a
- 6 minimum of six units during service on the Committee, and the other student member
- 7 must be an enrolled classified graduate or postbaccalaureate credential student. THE
- 8 CRITERIA FOR STUDENT MEMBERS ARE THE SAME AS THOSE SPECIFIED
- 9 FOR STUDENT MEMBERS OF THE ACADEMIC SENATE (CONSTITUTION
- 10 OF THE FACULTY, SECTION 3H, APPENDIX B OF THE FACULTY
- 11 HANDBOOK).

12 **Quorum.** A quorum shall be a majority of the voting members of the committee.

13 **Officers and Duties.**

- 14 1. The officers of this committee are chair and vice chair who shall be elected annually
- 15 at the last meeting of the spring quarter by the members of the following year's
- 16 committee.
- 17 2. The chair shall call regularly scheduled meetings of the committee and shall set the
- 18 agenda.
- 19 3. The chair shall determine by the third week of the spring quarter the faculty
- 20 replacement needs for the summer quarter and for the following year and shall notify
- 21 the colleges to conduct necessary elections.

22 **Meeting Time.** The Student Policy Committee meets the second and fourth Thursdays of the

23 month from 1:30 to 3:10 p.m.

24

25 ***RATIONALE: Student Policy Committee.***

26

27 *Except for the change in the definition of a student member recommended for all committees, the Executive*

28 *Committee recommends no change for this committee.*

29

30 **The Institutional Animal Care and Use Committee (IACUC)**

31 (Senate: 1/5/82, 3/6/90, 4/13/93, 2/15/94, 5/3/94, 8/17/99, 8/13/02; President: 1/18/82,

32 4/5/90, 5/14/93, 6/6/94, 6/29/94, 9/17/99, 4/14/03; Editorial Amendment: 9/00)

33

34 **Charge.** The Institutional Animal Care and Use Committee (IACUC) maintains oversight of

35 university animal facilities and procedures for animal care and shall carry out such activities

36 as are required to assure humane treatment of animals, including compliance with federal

37 regulations. The committee reviews proposed research and educational projects involving

38 animals to ensure that they do not violate principles and policies on animal use.

39 **Membership.** The membership of this committee shall be composed of the following:

- 40 1. Six faculty members, from at least two different colleges, who are knowledgeable
- 41 regarding the care of animals used in research and education nominated by the
- 42 Committee on Committees and appointed by the President for staggered four-year

1 terms. At least two faculty members shall be practicing scientists experienced in  
2 research involving animals. The primary concerns of at least two other faculty  
3 members shall be in a nonscientific area (e.g., ethicist, lawyer, clergy, and librarian).

- 4 2. The University Veterinarian appointed by the President.
- 5 3. One UPPER DIVISION, CLASSIFIED GRADUATE OR POSTBACCALAU-  
6 REATE credential student member who is knowledgeable regarding the care of  
7 animals used in research and education recommended annually by the Committee on  
8 Committees from nominees submitted by the Board of Directors of the Associated  
9 Students, Inc., and appointed by the President. During committee service the student  
10 must be in good standing and must be either an upper division student enrolled in a  
11 minimum of six units or be an enrolled classified graduate or postbaccalaureate  
12 credential student. THE CRITERIA FOR THE STUDENT MEMBER ARE THE  
13 SAME AS THOSE SPECIFIED FOR STUDENT MEMBERS OF THE ACADEMIC  
14 SENATE (CONSTITUTION OF THE FACULTY, SECTION 3H, APPENDIX B OF  
15 THE FACULTY HANDBOOK).
- 16 4. One public member nominated by the Committee on Committees who is not  
17 connected with the University and is not a laboratory animal user, appointed by the  
18 President for a specified term.
- 19 5. The Provost and Vice President for Academic Affairs or designee who serves ex  
20 officio as executive secretary, non-voting, and in consultation with the committee  
21 chair, will be responsible for establishing the agenda and promoting efficient and  
22 effective committee action.
- 23 6. The University Biological Safety Officer will serve as an ex officio, non-voting  
24 member.

25 The committee shall not include more than three members from the same  
26 department/division/school.

27 Although not a member of the committee, the Animal Care Director attends meetings to  
28 provide information and expertise when requested by the committee.

29 All members will attend an annual orientation meeting.

30 **Quorum.** A quorum shall be a majority of the voting members of the committee.

31 **Officers and Duties.**

- 32 1. The officers of this committee are chair and vice chair who shall be nominated  
33 annually at the last meeting of the spring quarter by the members of the following  
34 year's committee and appointed by the President.
- 35 2. The chair shall call regularly scheduled meetings of the committee and shall set the  
36 agenda.
- 37 3. The chair shall determine by the second week of the spring quarter the faculty  
38 replacement needs for the following year and shall so notify the Committee on  
39 Committees to conduct necessary elections.

1 **MEETING TIME.** THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE  
2 MEETS THE FIRST TUESDAY OF THE MONTH FROM 3:30 TO 5:00 P.M.

3  
4 **RATIONALE:** *Institutional Animal Care and Use Committee (IACUC).*

5  
6 *The Executive Committee recommends the change in the definition of a student member recommended for*  
7 *all committee and the reinstatement of the committee's meeting time.*  
8  
9

## 10 **The Institutional Review Board - Human Subjects**

11 (Senate: 1/5/82, 3/6/90, 4/13/93, 2/15/94, 5/3/94, 8/17/99, 2/12/02; President: 1/18/82,  
12 4/5/90, 5/14/93, 6/6/94, 6/29/94, 9/17/99, 3/21/02; Editorial Amendment: 9/00, 8/01)

13  
14 **Charge.** The Institutional Review Board - Human Subjects reviews proposed biomedical and  
15 behavioral research projects involving human subjects in order to protect their rights, in  
16 compliance with federal regulations. Both funded and unfunded research projects, whether  
17 they are conducted by faculty, staff or students of the University, or by researchers not  
18 affiliated with the University but whose research involves campus personnel, shall be subject  
19 to review, except those unfunded projects for which adequate review procedures exist within  
20 a department/division/school. This review must determine whether the subjects will be  
21 placed at risk and, if risk is involved, whether:

- 22 1. The risks to the subject are so outweighed by the sum of the benefit to the subject and  
23 the importance of the knowledge to be gained as to warrant the committee's decision  
24 to allow the subject to accept the risks.
- 25 2. The rights and welfare of any such subjects will be adequately protected.
- 26 3. Legally effective informed consent will be obtained by adequate and appropriate  
27 methods.

28 Where the committee finds risk is involved and an activity is approved, the committee must  
29 review the conduct of the activity at timely intervals.

30 **Membership.** The membership of this committee shall be composed of the following:

- 31 1. Eight faculty members from at least two different colleges having expertise in  
32 medical, physical, psychological, social or legal risks nominated and elected for  
33 staggered four-year terms by the Committee on Committees. At least three faculty  
34 members shall be practicing scientists experienced in research involving human  
35 subjects. The primary concerns of at least three other faculty members shall be in a  
36 nonscientific area (e.g., ethicist, lawyer, clergy).
- 37 2. The University Physician or designee.
- 38 3. One public member and one alternate public member who are not connected with the  
39 University, appointed by the President for a specified term, subject to approval by the  
40 Committee on Committees.
- 41 4. One UPPER DIVISION, CLASSIFIED GRADUATE OR POSTBACCALAU-  
42 REATE CREDENTIAL student member who is knowledgeable regarding medical,

1 physical, psychological, social or legal risks selected annually by the Board of  
2 Directors of the Associated Students, Inc. During committee service the student must  
3 be in good standing and be either an upper division student enrolled in a minimum of  
4 six units or be an enrolled classified graduate or postbaccalaureate credential student.  
5 THE CRITERIA FOR THE STUDENT MEMBER ARE THE SAME AS THOSE  
6 SPECIFIED FOR STUDENT MEMBERS OF THE ACADEMIC SENATE  
7 (CONSTITUTION OF THE FACULTY, SECTION 3H, APPENDIX B OF THE  
8 FACULTY HANDBOOK).

- 9 5. The Provost and Vice President for Academic Affairs or designee who serves ex  
10 officio as executive secretary, non-voting, and in consultation with the committee  
11 chair, will be responsible for establishing the agenda and promoting efficient and  
12 effective committee action.

13 All members will attend an annual orientation meeting.

14 **Quorum.** A quorum shall be five A MAJORITY OF THE voting members of the committee.

15 **Officers and Duties.**

- 16 1. The officers of this committee are chair and vice chair who shall be elected annually  
17 at the last meeting of the spring quarter by the members of the following year's  
18 committee.
- 19 2. The chair shall call regularly scheduled meetings of the committee and shall set the  
20 agenda.
- 21 3. The chair shall determine by the second week of the spring quarter the faculty  
22 replacement needs for the following year and shall notify the Committee on  
23 Committees to conduct necessary elections.

24 **Meeting Time.** The Institutional Review Board - Human Subjects meets the second, fourth  
25 and eighth weeks of the quarter from 10:00 a.m. to 12:30 p.m.

26  
27 ***RATIONALE: Institutional Review Board – Human Subjects.***

28  
29 *Except for the change in the definition of a student member recommended for all committees, the Executive*  
30 *Committee recommends no change for this committee.*  
31