

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CONSTITUTION OF THE RONGXIANG XU COLLEGE OF HEALTH
AND HUMAN SERVICES (RX CHHS)
May 2024**

The Constitution is revised on years five and zero. Changes might not stay up to date with policy added to the Faculty Handbook, modifications made through the collective bargaining process, or alterations made to ARTP documents. Please consult the appropriate policy documents that remain up to date.

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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CONSTITUTION OF THE RONGXIANG XU COLLEGE OF HEALTH AND HUMAN SERVICES

INTRODUCTION

A. Establishment and Purpose

The Rongxiang Xu College of Health and Human Services, a major academic division of California State University, Los Angeles, was established in Fall 1984, and began as the School of Health and Human Services based on a recommendation by the President of the University and approval of the Chancellor for the California State University. In September 2000, the School was renamed as the College of Health and Human Services, and in April of 2017, was dedicated as the Rongxiang Xu College of Health and Human Services. The College facilitates, reviews, and ensures the quality of programs and instruction in its schools, departments, centers, institutes, partnerships, and clinics.

B. Mission

The Rongxiang Xu College of Health and Human Services is committed to educating and preparing health and human service professionals to become innovative practitioners and leaders in the community. All programs in the College support the values of caring, compassion, and social justice. The faculty are dedicated to educating a diverse student body, which also includes their physical, social, and emotional well-being. The College promotes the integration of teaching, research, and service, in a multicultural context designed to develop a foundation for developing a diverse workforce that serves our urban communities. The College strives to be student-centered, faculty and staff focused, and community oriented.

C. Schools, Departments and Programs in the College

The Schools/Departments are charged with the responsibility of developing and maintaining undergraduate and graduate programs, as well as certificates and teacher credential programs for students who are seeking professional preparation in the fields of health and human services. There are eight schools and departments in the college including:

1. Department of Child and Family Studies

The Department of Child and Family Studies (CFS) prepares students to become developmental science leaders who support the well-being of children, families, and communities in diverse settings. Recognizing the impact of systemic oppression across development, our emerging leaders learn to employ ethical, strengths-based practices for addressing social inequities and promoting resilience. Students are trained to think and write critically about human and family development through identifying and solving real-world problems, advocating for individuals and families, and disseminating knowledge.

2. Department of Communication Disorders

The Department of Communication Disorders (COMD) develops future generations of scholars, professionals, and clinicians in communication sciences and disorders, and related fields. COMD students, faculty, and alumni contribute to the public good by transforming the lives of individuals with and without communication disorders in the greater Los Angeles area and in national and global communities. The undergraduate program in the COMD Department provides students with a solid foundation in the disciplines of Speech-Language Pathology and Audiology and prepares them for a variety of careers and graduate programs in those disciplines and other related fields. Graduate programs in the department prepare students to enter the clinical professions of Speech-Language Pathology or Audiology.

3. Department of Public Health

The Department of Public Health (PH) focuses on training students to become public health practitioners and improve the health of individuals in our communities. Students learn various public health theories and practices from disease patterns to educating communities about how to promote healthy lifestyles and behaviors. Students also study the relationships between socio-economic factors (occupations, income, education) and good health, and how public policy choices impact the health of populations. The Department of Public Health curriculum covers the basic sub-disciplines of public health, including epidemiology, community and environmental health, global health, health services and policy, health care administration, research and analytical methods, and health care administration. Students also participate in community-based internships in which they gain valuable work experience.

4. School of Criminal Justice & Criminalistics

Programs in the School of Criminal Justice and Criminalistics (CRIM) are designed to prepare students for employment in law enforcement, corrections, courts, and social service agencies that provide services to victims or other criminal justice clients. The curriculum offers content in criminology, research methodology and data analysis, criminal law, organizational functioning, program planning and criminalistics. The program strives to promote understanding of key criminal, legal, and scientific issues affecting contemporary urban society and respect for racial, ethnic, cultural and gender diversity. Students are also prepared for further study in graduate or professional schools in these fields.

5. School of Kinesiology

The School of Kinesiology (KIN) focuses on the study of human physical activity. The overall goal of the school is to promote health-related physical activity for diverse populations, including older adults, children, athletes, and those with physical disability. Students can pursue a B.S. degree in Kinesiology, a BS degree in Exercise Science, or a MS degree in Kinesiology. Graduates of the programs are prepared to practice at the baccalaureate and master's level, conduct research, pursue graduate study, and engage in public and professional service.

6. Patricia A. Chin School of Nursing

The Patricia A. Chin School of Nursing curriculum prepares nurses for professional careers in the maintenance and promotion of health and in supportive, preventive, therapeutic, and restorative nursing care for individuals, families, and communities in institutional and community-based settings. Students who complete the undergraduate program have the knowledge and skills to offer generalized nursing in a variety of settings and they are qualified to assume leadership roles. Students who complete the

graduate program are prepared to function in advanced nursing practice roles such as nurse practitioners, nursing administrators and nursing educators. The faculty in the Patricia A. Chin School of Nursing (NURS) believe that nursing is a health care profession that systematically assists patients to achieve health or health-related goals.

7. School of Social Work

The School of Social Work (SW) is committed to educating our students to become urban generalist social workers who will promote social and economic justice and facilitate change and growth at all levels of practice. The Bachelor of Arts in Social Work (BASW) and Master of Social Work (MSW) programs are accredited by the Council on Social Work Education. The BASW degree is designed to be completed in two years of upper division course work. Courses are offered during the day and in the evening. The MSW program is an Advanced Generalist practice program that prepares professional social workers to work with diverse populations in a variety of settings. The MSW programs offer a 1-year Advanced Standing Program (ASP), a 2-year full-time program, and a 3-year program.

8. Department of Nutrition and Food Science

The Department of Nutrition and Food Science (NFS) prepares students to excel in nutrition and food science skills, communication, research, policy, advocacy, and service. Graduates in nutrition will improve individual and community health as innovative leaders in the field. Students enrolled in the didactic program in dietetics will be prepared for supervised practice leading to eligibility for the CDR credentialing exam to become Registered Dietitian Nutritionists. Graduates of the Food Science program receive training in food safety, analysis, quality assurance, and new product development and will serve the industry, government, and non-profit organizations.

CENTERS, INSTITUTES, PARTNERSHIPS, AND CLINICS IN THE COLLEGE

1. Applied Gerontology Institute

The Applied Gerontology Institute, established in July 2006, is housed in the School of Social Work (formerly the Edward R. Roybal Institute for Applied Gerontology). The mission of the Applied Gerontology Institute (AGI) is to reduce health, social, and economic disparities among the older adult populations and their families through applied research as well as the interdisciplinary education of students, professionals, paraprofessionals, community agency personnel, and volunteers working with older persons and their families.

2. California Forensic Science Institute

The California Forensic Science Institute (CFSI) at California State University, Los Angeles is committed to the advancement of the forensic sciences through a multidisciplinary program that focuses on research development, professional training, student support, and community engagement. The institute is dedicated to upholding the highest professional, scientific, and academic standards in the forensic science profession and justice community.

3. Child Abuse and Family Violence Institute

The Child Abuse and Family Violence Institute, which was established in 1990 promotes effective prevention of, and intervention in child abuse and domestic violence by providing interdisciplinary education, training, and state-of-the-art resources for students, professionals, and the community. The Institute serves as a resource for the community and promotes interdisciplinary cooperation between the university and various community agencies.

4. Chin Family Institute for Nursing

The Chin Family Institute for Nursing (CFIN) at California State University, Los Angeles, serves as a center for nursing excellence, which emphasizes caring for diverse and underserved urban populations. It was created in 2016 with a philanthropic gift from Drs. William and Patricia Chin. The Institute's mission is the advancement of nursing education, advocacy, leadership, and action.

5. Hearing & Balance Center

The Hearing & Balance Center, housed at the Alhambra, is a component of the Department of Communication Disorders which focuses primarily on hearing and balance care and hearing technology. The goal is to provide high quality, affordable services and to support the well-being of patients in improving communication with family, friends, and co-workers. The Hearing and Balance Center is part of our Doctor of Audiology program, which is accredited by the Accreditation Commission for Audiology Education (ACAE).

6. Physical Activity Center for Education

The Physical Activity Center for Education (PACE) is housed in the School of Kinesiology and offers university-based experience in movement therapy and physical activity to provide diagnostic, therapeutic, and educational assistance for children with disabilities who have difficulty performing motor skills, motor coordination, perceptual motor functioning, play stages, and social skills. The participants include individuals with disabilities between three to eighteen years of age.

7. Robert L. Douglass Speech-Language Clinic

The Robert L. Douglass Speech-Language Clinic in the Department of Communication Disorders provides a full range of diagnostic and therapeutic services in a university environment. The clinic offers services for children and adults with articulation, phonology, language, cognitive, voice, fluency, and hearing disorders.

The clinic is part of a graduate degree program accredited by the Council on Academic Accreditation (CAA).

8. Mobility Center

The Mobility Center is a service-learning based therapeutic exercise program located off campus at 1000 S. Fremont Avenue Building B-1, Lower Level, Suite B10200 Alhambra CA 91803. Our students gain real-world, hands-on experience working with clients from our East Los Angeles community and beyond.

Degrees and Certificates

1. Graduate Degrees:

- Doctor of Audiology
- Doctor of Nursing Practice
- Master of Arts in Child Development
- Master of Social Work
- Master of Science in Criminalistics
- Master of Public Health
- Master of Arts in Communicative Disorders
- Master of Science in Kinesiology
- Master of Science in Nursing
- Master of Science in Nutritional Science
- Undergraduate Degrees:
- Bachelor of Arts in Child Development
- Bachelor of Science in Criminal Justice
- Bachelor of Arts in Social Work
- Bachelor of Science in Public Health
- Bachelor of Arts in Communicative Disorders
- Bachelor of Science in Exercise Science
- Bachelor of Science in Hospitality, Wellness, and Leisure Services
- Bachelor of Science in Kinesiology
- Bachelor of Science in Nutritional and Food Science
- Bachelor of Science in Nursing

2. Graduate Certificates:

- Speech-Language Pathology (Master's Preparation)
- School of Nursing Post Master's Certificate (Family Nurse Practitioner, Gerontology Adult Acute Care Nurse Practitioner, and Mental Health Family Psychiatric Nurse Practitioner)

3. Undergraduate Certificates:

- Applied Gerontology
- Child Maltreatment and Family Violence
- Cultural Diversity in Human Services
- Forensic Specialist Certificate Program
- Nurse Practitioners Sports Nutrition
- Post-Baccalaureate Certificate for Audiology Assistant
- Youth Agency Administration
- Post-Baccalaureate Certificate in Nutritional Science

4. Other Programs:

- Speech-Language Pathology Assistant Program

ADMINISTRATION

A. Human Resources

Dean

The Dean is the head administrator of the Rongxiang Xu College of Health and Human Services and is appointed by the President in accordance with established procedures. The Dean reports to the university President through the Provost and Vice President for Academic Affairs and is responsible for reviewing and approving all personnel and program recommendations within the college. The Dean is subject to annual review by the provost as specified by the CSU (California State University), Board of Trustees, Chancellor's Office, and university policies. The Dean shall have the right to retreat in a School/Department different from the one where the Associate Deans have retreat rights.

Associate Deans

The Associate Deans perform duties as specified by the Board of Trustees, Chancellor's Office, university policies, and as directed by the college Dean. The Associate Deans report to the Dean of the college and assist in all aspects of college administration and management including curriculum and assessment oversight, enrollment management, PaGE programs, DEI initiatives, and support for research initiatives. The Associate Deans also provide leadership for the College Advising Center, general education, and instructional technology. The Associate Deans shall have retreat rights in a School/Department other than the College Dean. Exceptions to the above policy may be approved by the Faculty Fiscal Affairs Committee.

The selection procedures for the Associate Deans are as follows: A five-member search committee shall be elected by a secret ballot of the college full-time tenured faculty. No more than one member shall be from any school/department. This committee shall develop criteria, screen candidates, and forward its recommendations to the Dean, who in consultation with the school/department Directors/Chairs shall make the final selection. The appointment is made by the President upon recommendation of the Dean. The Associate Deans shall be reviewed annually following procedures as mandated by university policy. The college Dean can appoint an Associate Dean for a maximum of two years without a search process when there is urgency.

Resource Manager

The Resource Manager is responsible for managing college resources, maintaining the budgets, and serving as the human resource manager for the college. The Resource Manager directly reports to the Dean and oversees the staff in the Dean's office.

School Directors and Department Chairs

Directors and Chairs are the leaders of their schools/departments and are appointed by the Dean

following the procedures outlined in the University Faculty Handbook. Reporting to the Dean, their responsibilities include managing staff, maintaining the budget, serving as faculty mentors, class scheduling, fostering new initiatives, maintaining accreditation (where appropriate), and maintaining the day-to-day operations of the school/department. Performance reviews of the Directors and Chairs shall be completed according to University and College policies and procedures. Their term is three years, and they may be appointed for a second 3-year term. In exceptional circumstances a Chair/Director may serve for a third term.

Directors of Centers, Institutes, and Clinics

There are several centers, institutes, and clinics in the college (see section D). The Dean can appoint the Director as established by the bylaws of each unit. If the center, institute, or clinic is connected to a school/department, consultation with the chair/director is required before an appointment is made. The establishment of centers, institutes and clinics are under the authority of the President. The Director is responsible for the overall administration of the center, institute, or clinic and provides leadership for its activities. The Director also serves as the executive secretary for the Institute's Advisory Committee or the Board.

Policies and Procedures

1. Priority of Regulations

All units of the university (e.g., colleges, schools, departments), are governed by policies, procedures, regulations, and orders that have been developed and codified by the CSU Board of Trustees, California Legislature, the Chancellor, the collective bargaining agreements of all units in the university, and campus senate's Administrative Policies and Procedures (e.g., Faculty Handbook). Staff, faculty, and administrators may initiate proposals for new or modified policies and procedures. The proposed policy or procedure shall be forwarded to the Director/ Chair or college Dean/Associate Dean who shall refer it to the appropriate committee for a recommendation. Initiated policies or procedures are reviewed by the appropriate committee for consideration and recommendation, which is forwarded to the College Dean/Associate Dean for approval or referred to another consultative body or higher-level administrator if required by policy.

2. Personnel Actions

All personnel decisions rest with the President or designee including appointments, reappointments, tenure, promotions, leaves, and terminations. The Dean is the designated administrator to appoint faculty to temporary and probationary positions, to appoint school/department Directors/Chairs, Associate Directors, and to reappoint faculty with the approval of the President.

3. Academic Plan

All new degree programs recommended by the schools/departments and the college must be submitted and approved by the university for inclusion in the Academic Master Plan. Final approval is granted by the Board of Trustees in concert with Title V and WASC standards.

4. Conduct of Meetings

Except as otherwise provided herein, Robert's Rules of Order shall govern the conduct of all college meetings.

5. Elections

College-wide elections for Senators, Senate Committees and Sub-Committees representatives, and other elected representatives shall use a ballot with a single-transferable vote, unless otherwise specified. All college elections shall be conducted using the electronic voting software.

THE FACULTY

A. Definition

The faculty shall be defined as all tenured, tenure-track, and lecturers assigned to schools/departments, centers, institutes, and clinics, housed within the Rongxiang Xu College of Health and Human Services.

B. Rights

Faculty rights are detailed in the Faculty Handbook and the CSU Collective Bargaining Agreement. Please see those documents for greater clarification.

1. The faculty shall be consulted on all curricular, policy, and program development matters.
2. A simple majority of faculty votes will be required to ratify the HHS Constitution. Voting rights are extended to all full-time, tenured, and probationary faculty, lecturers, faculty in the Early Retirement Program (FERP), and those on reduction in time base.
3. Only tenured members of the faculty shall be involved in recommendations to the President or designee relative to retention, tenure, and promotion decisions.
4. Faculty members on leave for one or more semesters cannot serve on committees that require a full-year commitment to complete the assignment.

COUNCILS

A. Council of Directors/Chairs

1. Function, Responsibilities, and Membership

The Council of Directors/Chairs serves as a communication agency and vehicle between school/departments, the university administration, the Advisement Center, and college/university units., Council members include the Director/Chair of each school/department in the college, the Dean, Associate Deans, Resource Manager, Director of Student Success and Advising, Communication Specialist, Major Gifts Officer, and IT Representative.

The duties of the Dean include:

- a. Calling meetings as needed.
- b. Preparing the agenda to incorporate items submitted by members of the council and/or other administrators in the college/university.
- c. Interpreting university and system policies to members of the council who shall then share them with all school/department faculty.
- d. A quorum shall consist of a simple majority of the total membership of the council.

STANDING COMMITTEES OF THE COLLEGE

A. General Policies and Procedures

1. Each standing committee's functions and responsibilities are reviewed every five years by each committee, respectively, during the spring semester.
2. All standing committees are advisory to the Dean. The Dean will have final discretion on all other matters.
3. All standing committees shall have an Executive Secretary who shall be an Associate Dean. The duties of the Executive Secretary shall include:
 - a. Calling meetings as scheduled and as needed at the request of the Dean, Associate Dean, or committee Chair.
 - b. Preparing the agenda to incorporate items submitted by the Dean, Associate Dean, members of the committee and/or school/department Directors/Chairs and distributing pertinent documents one week prior to the scheduled meeting time.
 - c. Distributing announcements separate from the agenda to committee members, school/department Directors/Chairs, and other administrators as appropriate.
 - d. Publishing a summary of the minutes and distributing one copy to each school/department.

- e. Executing actions related to university policies and procedures recommended by the committee through the appropriate administrative offices of the university.
- 4. A chair shall be elected from faculty voting members of standing committees by the members of the newly constituted committee at the first meeting of each fall semester. The chair shall participate in the development of the agenda and represent the committee.
- 5. A quorum shall consist of a simple majority of the total voting membership of standing committees. A vote by a simple majority of those present is required for an item of business to be official.
- 6. When a faculty member is to be absent a semester or more, schools/departments designate an alternate.
- 7. A faculty member shall not serve simultaneously on the Undergraduate and Graduate and Credential Committees.
- 8. Subcommittees are constituted to conduct specific affairs of the parent committee.
- 9. The chair of any subcommittee shall be a member of the parent committee, or a member of the subcommittee shall serve as liaison to the parent committee.
- 10. Subcommittees are to report activities and recommendations to the parent committee for review and consideration.

B. Fiscal and Faculty Affairs Committee

1. Personnel Responsibilities

- a. To develop and recommend faculty personnel policies that include recruitment, promotion, tenure, retirement, leave of absence, faculty awards, selection and retention of instructional faculty and administrative officers, and other faculty personnel matters as may be referred to this committee.
- b. To recommend policies and procedures for the evaluation of teaching and student advisement.
- c. To review and make recommendations on sabbatical leave requests.
- d. To evaluate faculty requests to add or remove items from their personnel files if submitted after the deadline for promotion and tenure or outside of the regular RTP period. Examples of items that may be considered include rebuttal letters addressing evaluations, student grievances, documentation of additional accomplishments, and

updates reflecting professional growth. The committee will provide advisory support to the dean in assessing the relevance and appropriateness of these additions or removals in alignment with institutional policies and best practices, with consideration for timely progression of the RTP file on a case-by-case basis.

- e. To review college and school/department ARTP documents when modified (e.g., the negotiated /CFA/CSU contract). Additionally, the committee can consult with the University Faculty Policy Committee (FPC) for policy modifications.
- f. To review the college constitution at least every five years and recommend modifications. This committee can also propose changes earlier if necessary.
- g. To act in an advisory capacity to the Dean on issues related to faculty development (e.g., encouraging development of faculty mentoring programs, recommending speakers for forum/symposia meetings, making recommendations for distribution of faculty development funds, etc.).

2. Fiscal Responsibilities

- h. Serves as the Resources Allocation Committee (RAAC) to review the allocation and expenditure of monies received by the college for general fund purposes.
- i. To review, as appropriate, the fiscal implications of planning documents, allocation of operating expenses, funds for student support, and procurement of teaching and research equipment.
- j. To review and provide recommendations on allocation and utilization of Student Success Fee (SSF), lottery funds, and instructionally related activities (IRAs) to enhance student support and academic programs.
- k. Addressing any other matters referred to the Committee by the Dean or engaging in consultation with other standing committees.

3. College Budget

The College Deans, with their unique perspective on the college and extensive experience, holds the responsibility of using the college budget to support initiatives that align with the college's mission and goals. It is advisable to collaborate with the Fiscal and Faculty Affairs Committee at the beginning of each calendar year (mid-year assessment) to determine this budget's allocation. The Dean brings a unique insight into the needs of both students and faculty, and his/her expertise allows for strategic decision-making on initiatives deemed crucial for the success of our college community.

1. Purpose:

- a. The budget is designated to support initiatives aligning with the college's strategic mission and goals.
- b. Initiatives eligible for budget funding may include academic programs enhancement, faculty development, student support services, and community engagement efforts.

2. Allocation Process:

- a. Engaging with relevant stakeholders will help the College Dean to identify priority areas for funding.

- b. When proposing a budget amount, it is recommended to submit it to the College Fiscal/RAAC Committee for thorough review and approval.
- c. It is important to discuss the establishment of criteria and consider budgetary limitations when making the final decisions on budget allocation.

3. Fiscal Year Commencement:

a. To determine the budget for the upcoming fiscal year, it is advisable for the College Dean to collaborate with the College Fiscal/RAAC Committee before the start of the fiscal year. This collaborative effort ensures a comprehensive assessment and allocation of resources in alignment with the college's priorities.

4. Accountability and Reporting:

a. Efforts should be made to ensure transparency in the utilization of the budget, the Dean's office offering regular updates to the College Fiscal/RAAC Committee.

b. These reports ought to encompass comprehensive information on the initiatives funded, budgetary allocations, and the outcomes attained, according to the overarching mission and objectives of the college.

5. Duties of the Executive Secretary

- l. Carry out nominations and election responsibilities as directed by the committee.
- m. Carry out duties listed in section V.A.1.

6. Membership

One tenured faculty member from each school/department in the college is elected by the faculty of that school/department. The term of office shall be three years. Students may not serve on the Fiscal and Faculty Affairs Committee. The Resource Manager responsible for maintaining the college budget, revenues, and expenditures shall serve as an ex officio on the committee.

C. Undergraduate Curriculum Committee

1. Functions and Responsibilities

- a. To evaluate and approve curriculum and course changes submitted by departments and schools, ensuring adherence to university curriculum and instructional policies.
- b. To establish priorities and to continuously review and evaluate existing undergraduate curricula, curriculum policy, proposals, and student learning outcomes in the context of those priorities.
- c. To explore concerns regarding student evaluation of instruction and to make recommendations as appropriate.
- d. To clarify questions about general education requirements and policies.

2. Duties of the Executive Secretary

- a. To screen the format of all curricular proposals for completeness.

- b. To prepare an agenda for each scheduled meeting with the submitted curriculum proposals for the committee to review and vote on.
- c. To consult with the schools/departments regarding their requested changes. The Executive Secretary shall approve the school/department's recommendation for change in existing courses or programs, or in cases of disagreement, refer to the committee for further deliberations, and place the requested change(s) on the agenda for its next meeting.
- d. To approve the content of previously approved specific topics and continuing education extension courses.
- e. To approve the College of Professional and Global Education (PaGE) courses that will be offered for credit by programs.
- f. To refer all curricular changes that have fiscal implications to the Dean.

3. Membership

Voting Members:

- a. One faculty member from each school/department in the college is elected by its faculty. The term of office shall be one year.
- b. One undergraduate student from the college shall serve on this committee. Criteria for inclusion in the pool includes a minimum GPA of 2.75, enrolled in at least 6 units, completion of at least 20 units in the university, and availability during scheduled meeting times. Terms of office shall be one year.

D. Graduate Curriculum Committee

a. Functions and Responsibilities

- a. To review curricular matters pertaining to the post baccalaureate and graduate programs of the schools/departments of the college, including new courses, course modifications, student learning outcomes, course deletions, new programs, program modifications, and new options.
- b. To review and act upon student requests, petitions, and special actions for post-baccalaureate and graduate students.
- c. To suggest policies, guidelines, and procedures to be followed in advisement of post-baccalaureate and graduate students, and the utilization of electronic advisement systems.
- d. To identify and explore solutions for recurrent advisement problems.
- e. To recommend post-baccalaureate and graduate students for honors, scholarships, and financial aid as the opportunities for college nominations arise.
- f. To monitor recruitment and retention activities of each school/department.

b. Duties of the Executive Secretary

Duties of the Executive Secretary shall be the same as those listed for the

Undergraduate Committee as they relate to graduate and credential programs.

c. Membership

- a. One faculty member from each school/department in the College is elected by the faculty of that school/department. The term of office shall be one year.
- b. One credential or classified student in an approved graduate program in the college shall serve on this committee. Criteria include a minimum GPA of 3.0, at least 12 units completed, enrollment in the current semester, and availability during scheduled meeting times. The term of office shall be one year.

E. College RTP Committees

There shall be two (2) college Retention, Tenure, and Promotion (RTP) committees. Committee A (RTPA) shall be concerned with promotion of faculty at the upper rank, i.e., associate to full professor, and range elevation for temporary faculty. Committee B (RTPB) shall be concerned with retention, tenure, and promotion of faculty at the lower ranks, i.e., Assistant Professor to Associate Professor. The election procedures and composition of the RTP committees are specified in the department and college ARTP documents and the Faculty Handbook.

See College ARTP document at

<https://www.calstatela.edu/FacultyAffairs/artp-rongxiang-xu-college-health-and-human-services>

F. Nominations and Elections Responsibilities

The Dean's assistant, in collaboration with the Executive Secretary, shall ensure that the following occurs:

- a. A list of college and university committee vacancies is developed to be distributed to all schools/departments for solicitation of nominations ensuring equal opportunity to recommend nominees.
- b. School/department faculty and administrators are solicited repeatedly for qualified nominees who are willing to perform committee service.
- c. At least twice as many nominees as vacancies ensured for elections to RTP committees, and at least two more nominees as vacancies ensured for all other elections (except when there is only one vacancy, in which case a total of two nominees shall be ensured).
- d. College-wide elections are conducted to fill vacancies.
- e. Results of elections are announced.
- f. Current list of all elected College/University committee positions is maintained, with names of incumbents and remaining terms of office, to be distributed to all College faculty during the Fall semester.

- g. Ordered list of alternates is maintained for all elections to fill vacancies that occur after the election.
- h. Calendar of elections and anticipated vacancies prepared annually.
- i. Pool of interested faculty for nomination to positions that need to be filled is developed and maintained.

G. Diversity, Equity, Inclusion, and Belonging Committee

a. Purpose

The Diversity, Equity, Inclusion, and Belonging (DEIB) Committee is established to promote diversity, equity, inclusion, and belonging for all college community members, understanding that we are members of Cal State LA, a Hispanic-Serving Institution, Minority-Serving Institution, and Asian American and Native American Pacific Islander-Serving Institution.

The Committee works collaboratively to address diversity, equity, inclusion, and belonging issues and needs to recommend policies, programs, and initiatives to advance these principles within the college. Its fundamental aim is to prepare our community to be agents of change for our society that unfortunately continues to present with inequities and disparities, affecting health and human development.

b. Charges

1. Advocacy and Awareness: The DEIB Committee shall advocate for diversity, equity, inclusion, and belonging initiatives across the College, including opportunities to nurture early career faculty by instilling a sense of belonging and to develop a fulfilling and robust professional career. It will promote forums for discussions and reflection on mutual respect, appreciation of differences, and authentic participation and belonging with the support of the Dean's Office.
1. Policy Review and Recommendation: In collaboration with the departments/schools and Dean's office, the DEIB Committee shall assist in the review of existing college policies and practices to assess their alignment with diversity, equity, and inclusion principles. It shall recommend revisions or new policies to address any identified gaps or areas for improvement.
2. Program Development: The DEIB Committee shall collaborate with departments and schools within the College to develop and implement programs and initiatives that promote diversity, equity, inclusion, and belonging on campus. At least one program/event to promote DEIB values per year will be organized for, and supported by, the College.
3. Data Collection and Analysis: In collaboration with the Dean's office, the DEIB Committee shall assist in collecting and analyzing data within the college community to assess effectiveness. It shall promote the use of this information to identify faculty recruitment and retention trends, assess process and progress, and recommend benchmarks for faculty hiring and retention efforts (e.g., number of faculty with assigned mentors). The DEIB Committee will also help with the selection and use of undergraduate and graduate student success strategies. The DEIB Committee will also help with data collection and analysis of DEIB data related to staff.

4. **Training and Professional Development:** The DEIB Committee shall facilitate and promote training sessions and provide resources to support the professional development of faculty, staff, and students on issues related to diversity, equity, and inclusion. In most cases, these initiatives will be in collaboration with the Dean's Office, the Cal State LA Office of Diversity, Equity, and Inclusion, the Cross-Cultural Centers, the Staff Working Group for Belonging, Community, and Diversity, and the Center for Effective Teaching and Learning (CETL) program.

c. **Membership**

The DEIB Committee shall comprise faculty, staff, students, and administrators. The Committee shall strive to reflect the diversity of the college community in its membership. Committee members shall serve terms of 2 years, with the option for reappointment or reelection for additional terms.

a. College Equity Coordinators (ECs will remain liaisons and mandated to attend, support and work with the Chair and the committee)

b. Associate Dean

c. Faculty Representative from each academic department and school

d. Advisor/Staff, HHS Advising Center

e. Staff representative (one appointed and with supervisor approval)

f. Undergraduate student representative g. Graduate student representative

The DEIB Committee shall elect a Chairperson from among its members to facilitate meetings, coordinate activities, and serve as the primary liaison with college administration. The chair is elected for a two-year term and can be renewed.

Meetings:

The Committee will begin with monthly meetings and, if needed, may convene additional meetings based on the input from Committee members.