

GENERAL PROCEDURES AND MEMBERSHIP STRUCTURES

ACADEMIC SENATE COUNCILS AND STANDING COMMITTEES

CALIFORNIA STATE UNIVERSITY, LONG BEACH

**Revised Spring 2005
Effective Fall 2005**

**Councils and Standing Committees of the California State University, Long Beach,
Academic Senate shall be constituted as follows:**

COUNCILS

Curriculum and Educational Policies Council (pp. 6-8)

Faculty Personnel Policies Council (pp. 8-9)

Program Assessment and Review Council (pp. 9-10)

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COMMITTEES OF THE ACADEMIC SENATE

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GENERAL PROCEDURES FOR COUNCILS AND COMMITTEES

The status of Councils and Standing Committees under the Rules and Regulations of the Academic Senate (Numerical Reference 1.000) as subcommittees of the Academic Senate entrusts to them the tasks of evaluating and developing all-University programs, policies, and procedures and of submitting recommendations which will aid the Academic Senate in discharging its responsibilities. Members of Councils and Committees represent the entire University rather than reflect the special interests of subdivisions of the University, unless the governing documents of the Council or Committee stipulate otherwise.

Councils and Committees shall make the widest appropriate distribution of information to colleges, to departments, or to the general faculty considering measures of concern to those colleges, departments, or general faculty. Councils and Standing Committees continue to have the privilege, if not the obligation, of inviting guests and of notifying interested parties when matters of mutual concern are under consideration.

The following are the general procedures to be followed by the Academic Senate Councils and Standing Committees.

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INTERNAL PROCEDURES

Unless otherwise indicated, Councils and Committees are free to establish their own procedures, which include appropriate *ad hoc* or subcommittee structuring. Councils and Committees may not, however, make substantive changes to their charge or structure as stated herein. They may recommend changes to the Senate via the Academic Senate Chair. Recommended changes from other sources may also be offered to the Academic Senate via the Academic Senate Chair.

OPEN/CLOSED MEETINGS

Meetings are open except when there is discussion and/or materials dealing with personnel cases or with matters of a privileged nature. In such instances, the meeting and/or materials shall be accessible only to current members of the designated Council or Committee, the Executive Committee of the Academic Senate, and any individuals specifically authorized by the Academic Senate to have particular or general access to such information. Such materials shall be kept on permanent file in the Office of the Academic Senate in a locked file.

RESOURCE PERSONNEL

Councils and Committees may utilize the services of faculty or other appropriate personnel for resource purposes. All decisions and voting privileges, however, will be exercised by duly appointed/elected committee members.

SUBSTITUTES

Any member of a Council or Standing Committee may send a substitute to the meeting of the Council or Committee. The substitute shall not, however, initiate action by motion, second a motion, vote, or serve as officer *pro tempore*. The Council or Committee, may, at its discretion, accord floor privileges to the substitute.

PROXIES

No proxy votes are allowed.

MINUTES, AGENDAS, REPORTS, AND RESOLUTIONS

All Councils, Committees, and subcommittees thereof, shall submit to the Office of the Academic Senate a reproducible copy of their Agenda and Minutes. All reports and resolutions for action shall be abstracted from the Minutes and transmitted in legible form with appropriate memoranda of transmittal to the Chair of the Academic Senate.

All Councils and Committees shall also distribute their Agendas and Minutes to other parties, councils, and committees as appropriate or requested.

As the parent body, the Academic Senate shall act as the sole recommending agency to the President. The Academic Senate shall also act as the sole recommending agency to the President's administrative officers as it deems appropriate.

All Councils and Committees shall prepare, at the conclusion of the academic year, year-end reports containing their recommendations: 1) to the Councils and Committees succeeding them and 2) to the Academic Senate (and to the appropriate Council for those Committees that report to Councils). These recommendations shall be filed with the succeeding Council or Committee and with the Executive Committee of the Academic Senate for appropriate action.

TERMS, REPLACEMENTS, NOMINATIONS, AND ELECTIONS OF FACULTY

Tenured/tenure-track faculty members who serve on Academic Senate Councils shall be elected by their respective colleges after the call for such elections by the Academic Senate. Terms on Academic Senate Councils are for three (3) years unless otherwise specified. A term begins the week prior to the start of the fall semester unless the election is for a replacement. Faculty members shall be elected by the tenured/tenure-track faculty by a majority of the votes cast in a secret ballot. The nomination and election procedures shall be established by the faculty of the Colleges and approved by the Academic Senate. Elections are conducted early in the spring semester.

Lecturer representatives to Academic Senate Councils shall be elected by a secret ballot of all lecturers and shall serve one (1) year terms.

Membership terms on Academic Senate Standing Committees are for two (2) years unless otherwise specified or if the appointment is to complete the remainder of an unexpired term. Terms for lecturers are for one (1) year. Unless another selection procedure is specified by policy

or charge, the Nominating Committee shall make recommendations to the Academic Senate for the appointment of faculty to vacant positions on Standing Committees at the conclusion of the spring semester. A term begins the week prior to the start of the fall semester unless it is a replacement appointment. Notice of action by the Nominating Committee in making appointments shall be recorded in the Minutes of the Academic Senate.

ORGANIZATION AND ELECTION OF OFFICERS

By a time specified by the Chair of the Academic Senate, all Councils and Committees shall convene for orientation, organization, and election of officers. Results of Committee elections shall be forwarded to the Academic Senate. Academic Councils shall elect, at minimum, a Chair, a Vice-Chair, and a Secretary. Standing Committees shall elect, at minimum, a Chair and a Secretary.

PROCEDURES FOR REPRESENTATION FROM THE CFA, STAFF, AND STUDENTS

Procedures for representation from the California Faculty Association (CFA), staff, and students shall be determined by their representative bodies unless otherwise specified herein.

MEETING FREQUENCY

All Councils and Committees shall meet regularly (normally not less than once a month during the academic year), or upon call of the chair, or petition of any three members of the Council or Committee, or upon request to the Council or Committee chair by the Chair of the Academic Senate or member of the University administration following notification of the Chair of the Academic Senate.

***EX OFFICIO* MEMBERS**

Ex officio members of Councils and Committees are members because of their special functions. They shall have full floor privileges, including the vote except as otherwise noted. The President of the University and the Academic Senate Chair shall be *ex officio* members of all Councils and Standing Committees, but shall not be considered in computing quorums.

QUORUMS

A quorum is necessary so that business can be transacted legally. A quorum shall be constituted by the presence of a majority of the voting members. If a member is absent for the third of three consecutive meetings, the Chair, with the approval of the members present of the Council or Committee, shall cease to count that person for purposes of a quorum. The Chair shall notify the absent member and the Chair of the Academic Senate, in the case of tenured/tenure-track or lecturer faculty members, the Chair of the Staff Council, in the case of staff members, or the President of the Associated Students, Inc., in the case of a student member, so that the situation may be rectified or a replacement chosen.

CURRICULUM AND EDUCATIONAL POLICIES COUNCIL

The Curriculum and Educational Policies Council shall serve as the primary advisory body to the Academic Senate and University administration on matters pertaining to the educational policies of the University. No changes in existing educational policies shall be approved without consideration by this Council.

The Curriculum and Educational Policies Council is subordinate to the Academic Senate, and, as such, all policies and regulations recommended by the Curriculum and Educational Policies Council shall be presented to the Academic Senate for approval, except for those matters specifically delegated to the Curriculum and Educational Policies Council.

The Curriculum and Educational Policies Council shall review, evaluate, and make recommendations to the Senate regarding all new and existing policies and statements governing graduate and undergraduate curriculum, academic programs, academic standards, and educational policy, and may initiate recommendations for change for the successful implementation of those policies. The Council shall also be responsible for the formation and implementation of policies pertaining to the University's General Education requirements.

Upon request of the Academic Senate or University Administration, the Council shall nominate members to serve on committees that require the particular expertise of its membership.

The Curriculum and Educational Policies Council may establish such subcommittees as it deems necessary to the discharge of its responsibilities under its charge.

The Council shall not have initial jurisdiction with matters specifically delegated to the colleges.

Among the specific responsibilities of the Council are the following:

1. To review and make recommendations regarding new graduate and undergraduate degrees, minors, options, credentials, and certificates;
2. To review and make recommendations regarding CSULB Catalog material pertaining to graduate and undergraduate educational policies, curriculum, and academic standards;
3. To review and make recommendations regarding policies on student petitions submitted to Admissions and Records pertaining to probation, disqualification, student unit overloads, and graduation;
4. To review and make recommendations regarding admission and registration policies;
5. To review and make recommendations regarding policies pertaining to graduate and undergraduate academic honors and awards;
6. To review and make recommendations regarding policies related to International Education;
7. To review and make recommendations regarding courses submitted for General Education credit and to review all existing General Education courses at least every five years to assure conformity with current General Education policies; and

8. To resolve disputes between or among departments and colleges regarding matters of curricula content, program requirements, and CSULB or CSU system educational policies.

MEMBERSHIP

Provost and Senior Vice President for Academic Affairs (or designee)

Additional designee of the Provost and Senior Vice President for Academic Affairs

Director, Center for International Education

Vice President for Administration and Finance (or designee)

Vice President for Student Services (or designee)

Four (4) tenured or tenure track faculty members from the College of Liberal Arts, two (2) from each of the other Colleges, and one (1) from the University Library

One (1) lecturer who shall serve for a period of one year

One (1) tenured or tenure track student services professional, academic-related

One (1) member from the Academic Senate elected by the Academic Senate, who should also be an elected member of the Council if possible; if an individual with dual membership is not available, the Senator becomes a non-voting member

One (1) Department Chair, either an elected member of the Council or a Department Chair appointed by the Senate upon recommendation of the Nominating Committee as a non-voting member if an elected member is not available

President, Associated Students, Inc.

Two (2) student members, selected by the Associated Students, Inc.

STEERING COMMITTEE

The Curriculum and Educational Policies Council shall establish a Steering Committee composed of the elected officers of the Council and the designee of the Provost and Senior Vice President for Academic Affairs.

The Steering Committee shall be responsible for the planning and scheduling of meetings, agenda setting, and transmittal of items to the Academic Senate. The Steering Committee shall make appointments to subcommittees and *ad hoc* committees of the Council. The Steering Committee is empowered to adjudicate graduate student grievances as specified in PS 95-06, Policies and Procedures for Resolving Graduate Student Grievances.

STANDING COMMITTEES REPORTING TO THE COUNCIL

The Standing Committees of the Curriculum and Educational Policies Council are the Academic Appeals Committee, the General Education Governing Committee, the Grade Appeals Committee, the Graduation Writing Assessment Requirement Committee, the International Education Committee, the Teacher Preparation Committee, and the University Library Committee. The Academic Senate shall approve the charge, size and mode of selection of the membership of Standing Committees.

The Council shall select a Council Liaison who will attend Academic Senate meetings and report back to the Council. The Council liaison should be an Academic Senator if possible; if not, the Council shall appoint a member who will become a non-voting member of the Senate.

The Chair of the Curriculum and Educational Policies Council is an *ex officio* voting member of the Campus Planning Committee, the Academic Senate Emergency Committee, and the Resource Planning Process Task Force.

FACULTY PERSONNEL POLICIES COUNCIL

The Faculty Personnel Policies Council shall serve as the primary faculty consultative body to the Academic Senate and the University administration on matters of personnel policy development and administration of policies governing personnel practices. The Faculty Personnel Policies Council is subordinate to the Academic Senate, and, as such, all policies and regulations recommended by the Faculty Personnel Policies Council shall be presented to the Academic Senate for approval, except for those matters that are specifically delegated to the Faculty Personnel Policies Council.

Upon request of the Academic Senate or University Administration, the Council shall nominate members to serve on committees that require the particular expertise of its membership.

The Council shall not have initial jurisdiction with matters specifically delegated to the colleges.

The scope of the Faculty Personnel Policies Council's charge shall include, but not be limited to, reviewing and recommending policies relating to:

1. Appointment, retention, tenure, and promotion or advancement of faculty
2. Layoff
3. Professional ethics
4. Leaves
5. Discipline
6. Staffing formula and workload for graduate and undergraduate teaching
7. Faculty awards

and any other academic personnel matters deemed appropriate for review by this Council. The scope of the Faculty Personnel Policies Council's charge is subject to the terms and conditions of the Collective Bargaining Agreement.

The Faculty Personnel Policies Council shall also be responsible for the administration of those faculty awards programs assigned to it by policy or referred by the Academic Senate.

MEMBERSHIP

Provost and Senior Vice President for Academic Affairs (or designee)

One (1) College Dean, selected by the Deans

Two (2) tenured full professors from the College of Liberal Arts, and one (1) from each of the other Colleges, elected by secret majority ballot

One (1) full-time tenured Librarian (equivalent to full professor), elected by secret majority ballot

One (1) lecturer, who shall serve for a period of one year, elected by secret majority ballot of the lecturers, with full voting privileges

One (1) member from the Academic Senate elected by the Academic Senate, who should also be an elected member of the Council if possible; if an individual with dual membership is not available, the Senator becomes a non-voting member.

One (1) Department Chair, either an elected member of the Council or a Department Chair appointed by the Senate upon recommendation of the Nominating Committee as a non-voting member if an elected member is not available

One representative from the California Faculty Association

STEERING COMMITTEE

The Faculty Personnel Policies Council shall establish a Steering Committee composed of the elected officers of the Council and the designee of the Provost and Senior Vice President for Academic Affairs.

The Steering Committee shall be responsible for the planning and scheduling of meetings, agenda setting, and transmittal of items to the Academic Senate. The Steering Committee shall make appointments to subcommittees and *ad hoc* committees of the Council.

STANDING COMMITTEES REPORTING TO THE COUNCIL

The Standing Committees of the Faculty Personnel Policies Council are the University Awards Committee and the Scholarly and Creative Activity Committee. The Academic Senate shall approve the charge, size and mode of selection of the membership of Standing Committees.

The Faculty Personnel Policies Council may establish such additional subcommittees as it deems necessary to the discharge of its responsibilities under its charge.

The Council shall select a Council Liaison who will attend Academic Senate meetings and report back to the Council. The Council liaison should be an Academic Senator if possible; if not, the Council shall appoint a member who will become a non-voting member of the Senate.

The Chair of the Faculty Personnel Policies Council is a voting member of the Academic Senate Emergency Committee and the Resource Planning Process Task Force.

PROGRAM ASSESSMENT AND REVIEW COUNCIL

The Program Assessment and Review Council shall serve as the primary advisory body to the Academic Senate and University administration on matters relating to the assessment and periodic review of graduate and undergraduate academic programs and the planning associated with those programs, including the University's Strategic Planning Process.

The Program Assessment and Review Council is subordinate to the Academic Senate, and, as such, all policies and regulations recommended by the Program Assessment and Review Council shall be presented to the Academic Senate for approval, except for those matters specifically delegated to the Council itself.

The Program Assessment and Review Council shall:

1. Develop and implement the University's policy on the periodic review of academic programs;
2. Recommend policies for the campus on matters related to assessment of University and especially academic programs;

3. Provide advice to University administration on accountability reporting
4. Periodically report on graduate accountability
5. Review and make recommendations to the Academic Senate regarding proposed changes in the Academic Master Plan;
6. Provide regular faculty input on the Strategic Planning Process under University Policy Statement 01-08, Policy on Strategic Planning, and any other campus-wide planning processes that that may occur.

Upon request of the Academic Senate or University Administration, the Council shall nominate members to serve on committees that require the particular expertise of its membership.

MEMBERSHIP

Provost and Senior Vice President for Academic Affairs (or designee)

Vice President for Administration and Finance (or designee)

Vice President for Student Services (or designee)

Program Review and Assessment Coordinator

Four (4) tenured or tenure track faculty members from the College of Liberal Arts, two (2) from each of the other Colleges and one (1) from the University Library

One (1) lecturer who shall serve for a period of one year

One (1) tenured or tenure track student services professional, academic-related

One (1) member from the Academic Senate elected by the Academic Senate, who should also be an elected member of the Council if possible; if an individual with dual membership is not available, the Senator becomes a non-voting member

One (1) Department Chair, either an elected member of the Council or a Department Chair appointed by the Senate upon recommendation of the Nominating Committee as a non-voting member if an elected member is not available

Two (2) student members, selected by the Associated Students, Inc.

STEERING COMMITTEE

The Council shall establish a Steering Committee composed of the elected officers of the Council, the Program Review and Assessment Coordinator, and the designee of the Provost and Senior Vice President for Academic Affairs.

The Steering Committee shall be responsible for the planning and scheduling of meetings, agenda setting, and transmittal of items to the Academic Senate. The Steering Committee shall also make appointments to Council subcommittees and *ad hoc* committees, including program review subcommittees, subject to provisions of the policy on program review.

SUBCOMMITTEES

The Steering Committee may appoint such subcommittees and *ad hoc* committees it deems necessary to fulfill its charge.

The Council shall select a Council Liaison who will attend Academic Senate meetings and report back to the Council. The Council liaison should be an Academic Senator if possible; if not, the Council shall appoint a member who will become a non-voting member of the Senate.

The Chair of the Program Assessment and Review Council is an *ex officio* voting member of the Campus Planning Committee and the Resource Planning Process Task Force.

UNIVERSITY RESOURCES COUNCIL

The University Resources Council shall serve as the primary faculty advisory body to the Academic Senate and University Division heads on matters associated with the University budget. The University Resources Council is subordinate to the Academic Senate, and, as such, all policies and regulations recommended by the University Resources Council shall be presented to the Academic Senate for approval, except for those matters specifically delegated to the University Resources Council. The University Resources Council shall review University financial reports and make recommendations arising from these reports. The Council shall review, evaluate, set priorities where appropriate, and make recommendations on fiscal and business matters and such other support functions as:

1. Instructional resources
2. Allocation of faculty positions
3. Allocation of space
4. Institutional support budget
5. Athletic budget
6. Self-support programs

and any other instructional resource matters deemed appropriate for review by this Council.

The University Resources Council shall advise administrators and other Resource Planning Process Task Force members on priorities for use of funds. The Council shall annually review information, issues, and recommendations arising from external and internal reviews in order to make budgetary recommendations on planning and issues arising from these reports.

The University Resources Council shall also serve as the consultative body on long-term fiscal planning and assist in the development of proposals for non-traditional funding.

The Council shall not, however, have initial jurisdiction on matters specifically delegated to the Colleges. If disagreements not otherwise reconcilable occur concerning fiscal and budgetary policies, such disagreements and problems shall be referred to the University Resources Council for resolution.

Upon request of the Academic Senate or University Administration, the Council shall nominate members to serve on committees that require the particular expertise of its membership. One faculty member shall be elected by the Council as a representative to the Associated Students, Inc. Board of Control.

MEMBERSHIP

- *Provost and Senior Vice President for Academic Affairs (or designee)
- *Vice President for Student Services (or designee)
- *Vice President for Administration and Finance (or designee)
- *Vice President for University Relations and Development (or designee)
- *Deans of the Colleges (or designees)
- *Dean, Library Services (or designee)

Four (4) tenured or tenure track faculty members from the College of Liberal Arts, and two (2) from each of the other Colleges, elected by secret majority ballot

- One (1) tenured or tenure-track librarian, elected by secret majority ballot
- One (1) tenured or tenure track student services professional, academic-related elected by secret majority ballot
- One (1) lecturer who shall serve for a period of one year, elected by a secret majority ballot of the lecturers
- One (1) member from the Academic Senate elected by the Academic Senate, who should also be an elected member of the Council if possible; if an individual with dual membership is not available, the Senator becomes a non-voting member
- One (1) Department Chair, either an elected member of the Council or a Department Chair appointed by the Senate upon recommendation of the Nominating Committee as a non-voting member if an elected member is not available
- One (1) full-time staff member, elected by Staff Council
- Two (2) student members, selected by the Associated Students, Inc.

*Non-voting

STEERING COMMITTEE

The University Resources Council shall establish a Steering Committee composed of the elected officers of the Council and the Provost and Senior Vice President for Academic Affairs (or designee) and the Vice President for Administration and Finance (or designee).

The Steering Committee shall be responsible for the planning and scheduling of meetings, agenda setting, and transmittal of items to the Academic Senate. The Steering Committee shall also make appointments to Council subcommittees and *ad hoc* committees.

SUBCOMMITTEES

The Lottery Committee of the University Resources Council shall be formed each year from the membership of the Council. The membership shall include half of the voting University Resources Council members from each college (selected by the Deans of their respective Colleges), the voting University Resources Council member from the Library, the staff representative, the student services professional, academic-related, and the Associated Students, Inc. Treasurer (or designee). The following shall serve as *ex officio*, non-voting members of the Lottery Committee: Provost and Senior Vice President for Academic Affairs (or designee), Vice President for Administration and Finance (or designee), Vice President for Student Services (or designee), and Vice President for University Relations and Development (or designee). The Lottery Committee shall advise the Provost directly on all lottery matters. The Lottery Committee members shall also serve on their constituent lottery committees.

The University Resources Council may establish such additional subcommittees as it deems necessary to the discharge of its responsibilities under its charge.

The Council shall select a Council Liaison who will attend Academic Senate meetings and report back to the Council. The Council liaison should be an Academic Senator if possible; if not, the Council shall appoint a member who will become a non-voting member of the Senate.

The Chair of the University Resources Council serves as an *ex officio* voting member of the Campus Planning Committee, the Academic Senate Emergency Committee, and the Resource Planning Process Task Force.

CHARGES OF COMMITTEES REPORTING TO THE CURRICULUM AND EDUCATIONAL POLICIES COUNCIL

ACADEMIC APPEALS COMMITTEE (AAC)

The Academic Appeals Committee acts on undergraduate student petitions for exceptions to University policies, such as these noted below:

1. Exceptions to general education policy
2. Academic renewal
3. Exceptions to repeat-delete
4. Disqualification and reinstatement
5. Change of grade or make-up of "I" grades beyond the allotted time period

In addition to reviewing petitions, the Academic Appeals Committee is charged with bringing issues to the attention of the Curriculum and Educational Policies Council that suggest the need for development of new policy or change in existing policy.

The following issues are NOT a function of the Academic Appeals Committee. These petitions or requests are dealt with by other offices and/or programs within the University:

1. Requests to add and/or drop courses after the published deadline (and beyond the point when Registration Office is reviewing late registration requests)
2. Change of faculty assigned grade (Referred to appropriate grade appeals committee)
3. Waiver or appeal of Graduation Writing Assessment Requirement (GWAR)
4. Substitutions/waivers of major requirements
5. Request to earn graduate credit toward a master's degree as a second semester senior
6. Refund of fees after published deadline
7. Exceptions to graduation filing deadlines
8. Exceptions to University Admissions deadlines
9. Graduate student grievances

Items listed by the California Code of Regulations under Title V may not be petitioned unless there is a clerical error. Examples for undergraduates include such items as requests to graduate with fewer than 120 semester units, requests to graduate with less than a 2.0 semester GPA at CSULB, (or in the overall college GPA, or in the overall major GPA), and requests to apply more than 70 transferable community college units toward graduation. Exceptions are normally restricted to institutional error.

PROCEDURES

The Academic Appeals Committee often deals with items of a time-sensitive nature and must frequently deal with petitions at times outside the regular University semesters. Therefore, the

Committee acts with those members present or available for consultation when business requires, provided that three voting faculty members are present. The Committee meets approximately every two weeks throughout the calendar year; normally, meetings are held on Thursdays from 2 p.m. to 4 p.m. on a schedule that alternates with Academic Senate meetings.

At the end of each semester, the Academic Appeals Committee reports to the Curriculum and Educational Policies Council, the number of cases dealt with, by general category, and issues that suggest a need for policy change.

MEMBERSHIP

Associate_Vice President for Academic Affairs (or designee)

*Director of the Academic Advising Center (or designee)

*Assistant Vice President for Enrollment Services (or designee)

Two (2) tenured or tenure-track faculty members from the College of Liberal Arts, one (1) from each of the other Colleges, and one (1) from the University Library

One (1) lecturer who shall serve for a period of one year

One (1) member from Counseling and Psychological Services

One (1) member of the Curriculum and Educational Policies Council selected by the Council, who should also be a member of the Academic Appeals Committee if possible; if an individual with dual membership is not available, the Council member becomes a non-voting member of the Academic Appeals Committee

*non-voting

Other individuals may be invited to meet with the Committee in an advisory capacity as needed. Faculty members shall serve three (3) year terms.

Any member who has a vested interest in a particular case must ~~disqualify~~ recuse her/himself from voting on that particular case.

GENERAL EDUCATION GOVERNING COMMITTEE (GEGC)

The General Education Governing Committee (GEGC) shall carry out the functions specified in University Policy Statement 00-00, General Education Policy.

The duties of the General Education Governing Committee shall include, but not be limited to, the following:

A. Oversight Responsibility

1. The GEGC has primary responsibility for oversight of the general education program. A major aspect of this responsibility is approval and periodic review of individual courses. The GEGC will develop criteria for review that are consistent with the intent of general education policy at CSULB and the standards for skills and content delineated in this document, Title 5, and Executive Order 595. Courses undergoing review have the burden of proof that the requirements of the distribution area as well as other expectations of the program level (Foundation, Explorations, Capstone) have been met.

Once a course has been approved for general education credit, it will be reviewed periodically. The standard period between reviews is five years, except for the first renewal, which occurs after three years. Any course that undergoes substantial change requires appropriate reevaluation in order to remain on the list of approved courses. A request for inclusion of a course in an additional General Education category or subcategory and/or a request for Capstone status for a course already on the list of approved General Education courses requires a review and evaluation of the course for all prior as well as requested categories of General Education. All courses (except courses that have not yet been offered) may be asked to provide (anonymous) examples of student work as evidence that course expectations are appropriate. Departments may appeal a decision by the GEGC as described in this Policy Statement.

If a course has not been offered for four consecutive semesters, the originating department will be asked to justify why the course should not be immediately dropped from the general education course list. The GEGC may grant the department a one-year extension; however, if a course has not been offered for six semesters, it will be dropped and will be reinstated only after a full review.

2. The GEGC is also responsible for programmatic oversight. It shall review the results of periodic assessment of the outcomes of the program, as well as the results of assessment of student perceptions of the general education experience. The Campus Assessment Committee shall provide assistance to the GEGC in this regard. The GEGC shall also periodically audit the program to determine the degree to which actual practice matches the stated intent of the policy. Based on these assessments, the GEGC will make recommendations to the ~~PEP~~ Curriculum and Educational Policies Council, regarding policy issues, or to the appropriate administrator, regarding implementation issues, when necessary.

3. In recognition of the major need to disseminate information on the content and conduct of courses under this policy (i.e., both specific Human Diversity and Global Issues and World Societies and Cultures Courses and regular General Education courses meeting the overall goal of faculty knowledgeability in matters of human diversity), the General Education Governing Committee shall publish an annual compendium of ideas furthering the goals of this policy drawn from those presented to the Committee.

B. Implementation Responsibility

In addition to periodic review of courses and program assessment, several other areas are important to the health of the general education program. These areas include:

1. Faculty development and curricular innovation and improvement, including programs that offer incentives for faculty involvement in general education;
2. Support for programs designed to create learning communities;
3. Provision of adequate numbers of course sections, at times that meet student needs and in patterns that permit the formation of learning communities;
4. Collaboration across academic units to create Pathways, and to offer courses in sequences and at times that facilitate their inclusion in Pathways;
5. Establishment of program enforcement mechanisms that help, rather than hinder, student progress through the program;
6. Communication with feeder community colleges regarding our program;

7. Assessment of general education outcomes.

The GEGC and the Curriculum and Educational Policies Council shall develop recommendations to the appropriate bodies or individuals in these areas as necessary, with the understanding that the ultimate responsibility in many of these areas is administrative.

MEMBERSHIP

Provost and Senior Vice President for Academic Affairs (or designee)

*Director, Academic Advising Center

*Chair, Curriculum and Educational Policies Council

Two (2) faculty members from each college (four (4) from the College of Liberal Arts), serving staggered three-year terms, appointed by the Dean of the respective College after consultation with the Faculty Council of the College

One (1) lecturer, appointed by the Academic Senate who shall serve for a period of one year

*non-voting

The Chair of the GEGC (or designee) will serve as an *ex officio* representative to the Curriculum and Educational Policies Council.

GRADE APPEALS COMMITTEE (GAC)

The University Grade Appeals Committee shall carry out the functions specified in University Policy Statement 99-16, Grade Appeal Procedure.

MEMBERSHIP

Provost and Senior Vice-President for Academic Affairs (or designee)

Five (5) tenured or tenure track faculty members, no more than one from any college

One (1) lecturer who shall serve for a period of one year

President of the Associated Students, Inc. (or designee)

One (1) member of the Curriculum and Educational Policies Council selected by the Council, who should also be a member of the Grade Appeals Committee if possible; if an individual with dual membership is not available, the Council member becomes a non-voting member of the Grade Appeals Committee

GRADUATION WRITING ASSESSMENT REQUIREMENT COMMITTEE (GWAR)

The Graduation Writing Assessment Requirement (GWAR) Committee shall carry out the functions specified in University Policy Statement 04-06, Graduation Writing Assessment Requirement.

The duties of the GWAR Committee shall include, but not be limited to, the following:

1. Overseeing the procedures for the administration of the CSULB WPE;

2. Approving other examinations that can be used to satisfy the GWAR, and setting minimum passing scores for them, based on a determination that they are valid and reliable demonstrations of upper-division competence in academic writing in English;
3. Approving other assessments of academic writing in English connected to upper-division, writing-intensive courses and setting the minimum score on a rubric approved by the GWAR Committee;
4. Reviewing all existing assessments at least every five years;
5. Approving the training processes for faculty who will score a CSULB assessment designed to meet the GWAR;
6. Maintaining and disseminating information about the University list of approved assessments designed to meet the GWAR;
7. Assisting colleges, when requested, in the development of additional courses or instruments to be added to the University list of assessments designed to meet the GWAR;
8. Overseeing the distribution of information to students, faculty members, and advisors about resources available to help students develop the required level of writing skills and about policies and procedures for the various means of meeting the GWAR;
9. Consulting with the following entities on issues relating to GWAR:
 - a. Center for International Education;
 - b. Disabled Student Services;
 - c. Learning Assistance Center; and
 - d. Any other University offices that represent populations of students, faculty, staff, or administrators that may be significantly affected by a proposed change to the GWAR;
10. Determining the qualifications for instructors eligible to teach GWAR approved courses, such as background in teaching composition, teaching English as a second language or other evidence of experience in developing academic writing skills.

Decisions of the GWAR Committee on the approval or disapproval of examinations or other writing assessments proposed as means for satisfying the GWAR, on the training process for faculty seeking to become qualified as readers of GWAR writing assessments, on waivers of the GWAR, or on other matters may be appealed to the Curriculum and Educational Policies Council and, if still unresolved, to the Executive Committee of the Academic Senate.

Waivers of the GWAR

The GWAR Committee may consider requests from current or former CSULB students for waivers of the GWAR, acting either as a committee of the whole or by delegating this task to a subcommittee of its own members.

Subsequent to the semester in which the first two courses or other mechanisms approved for satisfying the GWAR at the undergraduate level become available, no further requests for waivers shall be entertained by the University.

MEMBERSHIP

Provost and Senior Vice President for Academic Affairs (or designee)

GWAR Coordinator

Director, Testing and Evaluation Services (or designee)

Assistant Vice President for Enrollment Services (or designee)

Representative from the Academic Advising Council, selected by that Council

Two (2) faculty members from the College of Liberal Arts and one (1) faculty member from each of the other colleges, including the University Library. At least one (1) member must be probationary or tenured, and at least one member must be a lecturer. At least one (1) member shall have specific training, background, or expertise in teaching and assessing writing in second language learners. In addition, at least three (3) members shall have experience or expertise in teaching and/or assessing University writing

One (1) member representing the composition program coordinator or the Writers Resource Lab Coordinator (or designee)

One (1) student member, selected by the Associated Students, Inc.

One (1) member of the Curriculum and Educational Policies Council selected by the Council, who should also be a member of the GEAR Committee if possible; if an individual with dual membership is not available, the Council member becomes a non-voting member of the GEAR Committee.

Faculty members shall serve staggered, three-year terms to insure continuity. Members may serve consecutive terms.

The committee shall annually elect a Chair, Vice Chair, and Secretary.

INTERNATIONAL EDUCATION COMMITTEE (IEC)

The International Education Committee (IEC) explores and develops the international connections of CSULB. With broad and diverse representation, the IEC encourages links among those with common interests in international affairs or particular global regions and helps sustain their efforts. The Committee supports the work of the Center for International Education, which helps coordinate and promote study abroad programs as well as student and faculty exchanges; organizes affiliations with foreign universities; and works with international students at CSULB. By fostering the internationalization of the curriculum and encouraging international experience among the faculty, the IEC makes an ongoing contribution to global education at CSULB.

In these and other ways, the International Education Committee helps our campus realize its potential for world-wide recognition as a leading center for international education.

The duties of the International Education Committee shall include, but not be limited to, the following:

1. Working with colleges and departments to encourage and facilitate development of international courses and curricula;
2. Appointing and coordinating the work of special subcommittees as related to particular aspects of international education;
3. Formulating and drafting policy statements concerning international education, in cooperation with the CSULB Center for International Education (CIE), and for the Curriculum and Educational Policies (CEPC) Council; and
4. Submitting an annual report of the committee's activities to the Chair of the Curriculum and Educational Policies Council (CEPC).

MEMBERSHIP

Provost and Vice President for Academic Affairs (or designee)

Dean, University College and Extension Services (or designee)

Director, International Programs

Director, Faculty Center for Professional Development

CSULB representative to the CSU Academic Council on International Programs (ACIP)

One (1) representative from Housing and Residential Life appointed by the Vice President for Student Services

One (1) representative from Student Life and Development appointed by the Vice President for Student Services

Two (2) tenured or tenure track or lecturer faculty members from each College, four (4) from the College of Liberal Arts, and one (1) from the University Library recommended by the Academic Senate Nominating Committee in consultation with the Steering Group of the International Education Committee (IEC)

Up to six (6) additional faculty members for at-large positions may be recommended by the Academic Senate Nominating Committee, in consultation with the Steering Group of the IEC

One (1) staff member, appointed by the Staff Council

Two (2) students, selected by the Associated Students, Inc.

One (1) member of the Curriculum and Educational Policies Council selected by the Council, who should also be a member of the International Education Committee if possible; if an individual with dual membership is not available, the Council member becomes a non-voting member of the International Education Committee

Terms of membership shall be three years, with eligibility for reappointment.

The Committee shall annually elect a Chair, Vice Chair, and Secretary. The Steering Group shall be composed of the Chair, Vice Chair, Secretary, Director of International Programs, and one (1) at-large member who shall be elected by the Committee as a whole.

TEACHER PREPARATION COMMITTEE (TPC)

The Teacher Preparation Committee (TPC) shall serve as the primary advisory body to the Academic Senate and University administration on matters related to policy governing teacher preparation and teaching credentials at the University. The Teacher Preparation Committee is subordinate to the Curriculum and Educational Policies Council, and, as such, all policies and regulations recommended by the Committee shall be presented to the Council for approval, except for those matters which are specifically delegated to the Committee.

The Teacher Preparation Committee shall:

1. Develop a philosophy of teacher education within the prescribed laws and regulations of the State of California;
2. Develop and recommend policies and procedures for the implementation and coordination of the teacher preparation philosophy;
3. Review all credential programs and their requirements; and
4. Establish liaison with appropriate Academic Senate Councils and Committees when considering the development of new programs and credentials related to teacher preparation.

MEMBERSHIP

In recognition of the all-University responsibility for teacher education, the membership shall consist of:

- Provost and Senior Vice President for Academic Affairs (or designee)
- Additional designee of the Provost and Senior Vice President for Academic Affairs
- Dean, College of Education (or designee)
- University Coordinator, Single Subject Credential Program
- University Coordinator, Multiple Subject Credential Program
- Coordinator, Special Education Credential Program
- Three (3) tenured or tenure track faculty members from the College of Education (one representative from each department within the college)
- Two (2) tenured or tenure track faculty members from the College of Liberal Arts, and one (1) from the Colleges of the Arts, Engineering, Health and Human Services, and Natural Sciences and Mathematics
- One (1) tenured or tenure-track faculty member from the Department of Science Education
- One (1) tenured or tenure track librarian
- One (1) lecturer who shall serve for a period of one year
- One (1) community representative
- Two (2) student members who have been admitted into a credential program or are pursuing a liberal studies degree, selected by the Associated Students, Inc.
- One (1) member of the Curriculum and Educational Policies Council selected by the Council, who should also be a member of the Teacher Preparation Committee if possible; if an individual with dual membership is not available, the Council member becomes a non-voting member of the Teacher Preparation Committee

UNIVERSITY LIBRARY COMMITTEE (ULC)

The University Library Committee (ULC) supports and advocates a fundamental role for the library in the intellectual life of the University and works to ensure that library services and collections meet the teaching, research and lifelong learning needs of the University community. The Committee will promote collaboration and communication between the library faculty and the teaching faculty to integrate information competence into the curriculum.

The University Library Committee makes recommendations to the Curriculum and Educational Policies Council.

MEMBERSHIP

- *Dean, Library Services (or designee)
- Two (2) tenured or tenure track faculty members from the College of Liberal Arts and one (1) from each of the other Colleges
- One (1) lecturer who shall serve for a period of one year
- One (1) undergraduate student representative, selected by the Associated Students, Inc.
- One (1) graduate student representative, selected by the Associated Students, Inc.
- One (1) full-time librarian
- One (1) member of the Curriculum and Educational Policies Council selected by the Council, who should also be a member of the University Library Committee if possible; if an

individual with dual membership is not available, the Council member becomes a non-voting member of the University Library Committee

*non-voting

CHARGES OF COMMITTEES REPORTING TO THE FACULTY PERSONNEL POLICES COUNCIL

SCHOLARLY AND CREATIVE ACTIVITY COMMITTEE (SCAC)

The Scholarly and Creative Activity Committee (SCAC) shall serve as the primary advisory body to the Academic Senate, the Provost and Senior Vice President for Academic Affairs, and the Office of Research in furthering an atmosphere conducive to scholarship, research, and creative activity. The Scholarly and Creative Activity Committee is subordinate to the Faculty Personnel Policies Council, and, as such, all policies and regulations recommended by the Committee shall be presented to the Faculty Personnel Policies Council for approval, except for those matters which are specifically delegated to the Committee.

Among its responsibilities, the Scholarly and Creative Activity Committee shall:

1. Make recommendations to the Provost and Senior Vice President for Academic Affairs concerning the awarding of grants, summer stipends, assigned time, and other research support;
2. Review policy and make recommendations to the Faculty Personnel Policies Council concerning the balance and overall direction of scholarly and creative activity and seek means by which to increase support;
3. Review University policies governing research and creative activities and make recommendations to the Faculty Personnel Policies Council;
4. Assist in formulating procedures for intramural funding, and encourage and advise faculty in seeking outside grants and contracts; and
5. Provide oversight and/or liaison for committees dealing with legal and ethical issues regarding scholarly and creative activity.

No one currently serving on this Committee shall be eligible to apply for any funds or other grants which would be considered by the Scholarly and Creative Activity Committee.

MEMBERSHIP

Provost and Senior Vice President for Academic Affairs (or designee)

Additional designee of the Provost and Senior Vice President for Academic Affairs

Director of Research Compliance

Two (2) tenured faculty members with the rank of Associate or above from the College of Liberal Arts, and one (1) from each of the other Colleges

One (1) tenured librarian (Associate and above)

One (1) member of the Faculty Personnel Policies Council selected by the Council, who should also be a member of the Scholarly and Creative Activity Committee if possible; if an individual with dual membership is not available, the Council member becomes a non-voting member of the Scholarly and Creative Activity Committee

Faculty and Librarian members shall be elected by secret majority vote of their respective Colleges. A member shall be elected for one two-year term. For a member to serve again, there must be a two-year break in service.

UNIVERSITY AWARDS COMMITTEE (UAC)

The University Awards Committee (UAC) is established in accordance with University Policy Statement, 03-08, Policy on Faculty Awards. The University Awards Committee will select recipients of four major awards: the Outstanding Professor Award, the Nicholas Perkins Hardeman Academic Leadership Award, the Distinguished Faculty Scholarly and Creative Achievement Award, and the Distinguished Faculty Teaching Award. The University Awards Committee will also be responsible for other awards as designated by the Academic Senate.

MEMBERSHIP:

Five (5) individuals from among the past recipients of the four awards chosen by the Academic Senate Nominating Committee. Equitable representation from colleges is recommended.

One (1) member selected by the Scholarly and Creative Activity Committee from its current members

One (1) member selected by the Faculty Personnel Policies Council from its current members

COMMITTEES OF THE ACADEMIC SENATE

EMERGENCY COMMITTEE

The Academic Senate of California State University, Long Beach has established (AS-111-82/EC (REV)) an Emergency Committee to be available for consultation with the President and other University officers when it appears that there may not be time for normal and regular consultation.

This Committee shall not usurp the functions of other university consultative bodies. Its first task shall be to assess the possibility of referring the issues raised by the emergency to the consultative body or bodies that normally deal with these types of issues. If the Committee believes that there is time for the normal consultative body or bodies to deal with the issues then it shall so advise the university officer, and, furthermore, it shall not give substantive advice on the matter. If the Committee believes, however, that time is lacking for invoking the normal consultative procedures, then the Emergency Committee shall give substantive advice.

The Emergency Committee shall have the responsibility, with the aid of the administration, of activating appropriate university consultative bodies during an emergency. The Emergency Committee shall brief the bodies they activate on the issues raised by the emergency and the amount of time available for the consultation process. In accordance with the Rules and Regulations of the Academic Senate (Numerical Reference 1.000), the Emergency Committee is authorized to act for the Academic Senate under the conditions prescribed above.

MEMBERSHIP

Chair, Academic Senate (or Vice Chair)

Chair, University Resources Council (or Vice Chair)

Chair, Curriculum and Educational Policies Council (or Vice Chair)

Chair, Faculty Personnel Policies Council (or Vice Chair)

Chair, Staff Council (or designee)

President, Associated Students, Inc. (or Vice President, Associated Students, Inc.)

EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE

For organization and duties of the Executive Committee of the Academic Senate, please see the Rules and Regulations of the Academic Senate, Numerical Reference 1.000.

NOMINATING COMMITTEE

The Nominating Committee shall recommend to the Academic Senate faculty appointments to standing committees, special or *ad hoc* committees, Associated Students, Inc. organizations, and any other committees when so requested by the Academic Senate. The Nominating Committee shall recommend nominees for Statewide Academic Senator to the Senate. The Nominating Committee is also responsible for recommending changes in the structure of Academic Senate committees.

While seeking committee representatives, the Nominating Committee is encouraged to solicit information and advice regarding nominees from individual faculty members, the Academic Senate Chair, Department Chairs, Instructional Deans, appropriate Vice Presidents, and Faculty Councils. This solicitation is to ensure that the nominees have the appropriate interest, background, and time availability. The Nominating Committee is also charged with ensuring that the membership of committees shall provide balanced representation of university constituencies and reflect the campus's commitment to diversity where possible.

MEMBERSHIP

Two (2) Academic Senators from the College of Liberal Arts

One (1) Academic Senator from each of the other Colleges

One (1) Academic Senator from the University Library

One (1) Academic Senator the Student Services Division

One (1) lecturer Academic Senator

The members of the Nominating Committee shall be nominated and elected by the Academic Senate at its annual organization meeting. The terms are for one year.

STANDING COMMITTEES REPORTING DIRECTLY TO THE ACADEMIC SENATE

CAMPUS CLIMATE COMMITTEE

The mission of the Campus Climate Committee is to promote mutual acceptance and respect and to celebrate diversity in all its forms.

The charge of the committee includes:

1. Performing periodic needs assessments of the campus climate;
2. Recommending specific actions to improve the campus climate to the President via the Academic Senate in a timely fashion as needs are identified;
3. Monitoring the campus climate and the implementation of recommended actions and reporting at least annually to the President via the Academic Senate; and
4. Encouraging, endorsing, and participating in University educational programs that promote an increased understanding of equity and diversity issues.

The committee shall consult regularly with various constituencies reflecting the diversity of the campus, such as Disabled Student Services, Counseling and Psychological Services, Office of Equity and Diversity, Center for International Education, Faculty Center for Professional Development, Senior University, Interfaith Center, the Lesbian/Gay/Bisexual/Transgender Resource Center, the Multicultural Center, the Women's Resource Center, academic programs and other services/organizations/programs focusing on issues of race, religion, color, ancestry, ethnicity, marital status, pregnancy, national origin, age, mental or physical disability, sexual orientation, special disabled veterans' status, Vietnam Era or other covered veteran status.

MEMBERSHIP:

*Director, Equity and Diversity

*University Ombuds

*Director, Multicultural Center

One (1) administrator holding the minimum rank of Associate Vice President, appointed by the President

Three (3) tenured or tenure-track faculty

Two (2) lecturers

Three (3) full-time staff members

Three (3) students, appointed by the President, Associated Students, Inc.

*One (1) CFA representative

*One (1) full-time staff member, elected by the Staff Council

One (1) Academic Senator elected by the Academic Senate, who should also be a member of the Campus Climate Committee if possible; if an individual with dual membership is not available, the Senator becomes a non-voting member

*Non-voting

The Committee shall select a liaison who will attend Academic Senate meetings and report back to the Committee. The Committee liaison should be an Academic Senator if possible; if not, the Committee shall appoint a member who will become a non-voting member of the Senate.

NOMINATION AND ELECTION PROCEDURES:

Nomination: A call for nominations and application for appointment to the Campus Climate Committee shall be sent by the Academic Senate to all faculty, administrators, and staff. In addition, a call for nominations and application shall be sent to the Associated Students, the Office of Student Affairs, the campus newspapers, and appropriate student organizations and resource centers.

The application should include:

- a) Name of nominee
- b) Campus address, campus phone, FAX number (if available), and e-mail address (if available)
- c) Particular area of expertise with respect to discrimination or harassment
- d) A paragraph stating the reasons why the applicant should be selected for the Campus Climate Committee, and
- e) Three goals for change in the campus climate.

Applications shall be returned to the Academic Senate Office.

Selection Committee for the Campus Climate Committee: To insure that the members of the Campus Climate Committee represent a diversity of membership from the campus community, the Committee membership shall be selected by a committee comprised of two members of the Academic Senate Executive Committee, one member of the California Faculty Association Diversity Committee, two staff members of the Staff Council Executive Committee, and an administrative member who shall be appointed by the President.

COMMITTEE ON ATHLETICS

The Committee on Athletics serves the University in two capacities:

1. The Committee shall serve as the primary advisory body to the Academic Senate and University administration on matters related to academic policy and philosophy for Athletics. The Committee on Athletics is subordinate to the Academic Senate, and as such, recommendations on academic policy and philosophy, within its purview, shall be presented to the Academic Senate by the Committee. The Director of Athletics shall report to the Committee on all changes in the budget, staffing, scheduling, fund-raising, and other matters vital to the conduct of Athletics.
2. The Committee shall serve as the primary advisory body to the Director of Athletics on all University matters related to athletics as well as those delegated to the Committee by the Academic Senate.

The duties of the Committee on Athletics shall include, but not be limited to, the following:

1. Review of policies for admission, including policies for athletes who do not meet regular University admission requirements, financial aid, retention, educational equity, and adjunct enrollment for Athletics;
2. Review of academic progress of student athletes, annual report of student athlete graduation rate to the Academic Senate Executive Committee, existing academic support programs (tutoring, study halls, etc.) and athletes who complete their athletic eligibility, but are not yet ready to be graduated;
3. Consultation with University representatives to the NCAA and other conference representatives on the educational implications of their roles;

4. Review of all proposed athletic policies and submission of recommendations on these matters to the Director of Athletics;
5. Review of detailed budget materials prepared by the Department of Athletics before submission to the Resource Planning Process Task Force and the Instructionally Related Activities Fee Advisory Board;
6. Review of the annual budget prepared by the Director of Athletics before its submission to the President; and
7. Review of annual budget expenditures.

This Committee shall review and monitor compliance with federal, state, and University regulations and the obligations the University has to the conferences or associations in which the University holds membership.

1. Review the implementation of appropriate policies related to hiring, retention, and promotion; and
2. Monitor the development, production, and distribution of promotional materials to reflect the diversity of CSULB.

The Executive Committee of the Academic Senate shall assume responsibility for these activities when the Committee on Athletics is not in session.

MEMBERSHIP

*Director of Athletics

*Provost and Senior Vice President for Academic Affairs (or designee)

*Vice President for Administration and Finance (or designee)

*Vice President for Student Services (or designee)

*Associate Director, Intramural Sports-Club Sports

*Alumni/Alumnae Association, President (or designee)

*Forty-Niner Athletic Association, President (or designee)

NCAA Faculty Representative

Chair, Department of Kinesiology

Eight (8) tenured or probationary faculty members (no more than two from any College) representative of the gender diversity of the University

One (1) lecturer who shall serve for a period of one year

Four (4) student members, selected by the Associated Students, Inc.

One (1) member from the Academic Senate elected by the Academic Senate, who should also be a member of the Committee on Athletics if possible; if an individual with dual membership is not available, the Senator becomes a non-voting member.

*Non-voting

The Committee shall select a liaison who will attend Academic Senate meetings and report back to the Committee. The Committee liaison should be an Academic Senator if possible; if not, the Committee shall appoint a member who will become a non-voting member of the Senate.