

CSULB ACADEMIC SENATE MEETING—2

Agenda

September 27, 2007, 2:00 p.m.
Towner Auditorium - PSY 150

1. CALL TO ORDER
2. APPROVAL: Academic Senate Agenda for September 27, 2007
3. APPROVAL: Academic Senate Minutes of September 13, 2007
4. REPORTS OF STANDING COMMITTEES AND COUNCILS
 - 4.1 Executive Committee
 - 4.11 Announcements
 - 4.12 CFA Report – L. Sondhi
 - 4.2 Nominating Committee
 - 4.21 Approval of Search Committees for AVP positions in Academic Affairs
5. REPORT OF SPECIAL COMMITTEES—None
6. SPECIAL ORDERS
 - 6.1 Report of the President (Time Certain 2:15)
 - 6.2 Report of the CSU Faculty Trustee – Craig Smith
7. UNFINISHED BUSINESS AND MATTERS POSTPONED FROM PREVIOUS MEETINGS
 - 7.1 Senate Liaison to Campus Climate Committee
 - 7.2 GE Policy—SECOND READING (AS-716-07/GEGC/CEPC)
8. NEW BUSINESS
 - 8.1 Policy (on the Timely Accessibility to All Instructional Materials)—FIRST READING (AS-722-07/EC)
 - 8.2 Implementation of B.A. in Engineering Systems—FIRST READING (AS-723-07/CEPC/URC)
 - 8.3 Charge To The International Education Committee—FIRST READING (AS-725-07/CEPC)
 - 8.4 Revised Charge to General Education Governing Committee—FIRST READING (AS-718-07/CEPC)
 - 8.5 Revised Charge to Academic Appeals Committee—FIRST READING (AS-717-07/CEPC)
 - 8.6 Policy on Study Week—FIRST READING (AS-724-07/CEPC)
9. ADJOURNMENT

CALIFORNIA STATE UNIVERSITY, LONG BEACH
ACADEMIC SENATE

MINUTES FROM MEETING 1
SEPTEMBER 13, 2007

1. CALL TO ORDER

Chair Soni called the meeting to order in the Towner Auditorium at 2:05 p.m. All voting members were present *except*: COTA: Martin Herman; CLA: Victor Rodriguez; CHHS: Henry O'Lawrence; CNSM: Thomas Kelty; LIB: Roman Kochan. Excused absences: CHHS: Cheryl Lee; CLA: Alexandra Jaffe; ADMIN: F. King Alexander; David Dowell; EX OFFICIO: Doug Robinson

2. APPROVAL OF AGENDA:

The Academic Senate Agenda for September 13, 2007 was approved as amended.

3. APPROVAL OF MINUTES

The Minutes of the May 10, 2007 were approved as distributed. The Minutes of the May 17, 2007 were approved as amended.

4. REPORTS OF STANDING COMMITTEES AND COUNCILS

4.1 Executive Committee (Welcome and Introductions—Chair Soni)

Academic Senate Chair, Praveen Soni, welcomed the Provost and acknowledged the new leadership of the University. He introduced the members of the 2007-08 Academic Senate Executive Committee and announced that an election would be held later in the meeting to replace member, Jay Kvapil, for this year due to his reassignment as Interim Associate Dean of COTA.

4.11 Announcements

- a. The Academic Senate Retreat is scheduled for Friday, October 19, 2007 at the Pointe. The topic will be *Educating the Digital Generations: Student Success and Academic Technology*.
- b. The 2007/08 *Academic Senate Handbooks* are available for pick-up. The Academic Senate Office has changed the design this year. The handbook is stored in a binder and re-used from year to year. Rather than reproduce the entire book, you will receive a packet of updates at the beginning of the new Senate year.
- c. Former Academic Senate Chair and Interim AVP of Academic Personnel, Margaret Merryfield, has joined the Chancellor's Office as Senior Director of Academic Human Resources.
- d. Holly Harbinger, former Associate Dean in College of the Arts will assume the position of Interim AVP of Academic Personnel for 2007/08.
- e. Jay Kvapil, Senator and Executive Committee member, is the Interim Associate Dean for COTA.
- f. Sue Stanley is the Interim Associate Dean of the College of Health and Human Services.
- g. Cecile Lindsay accepted the position of Vice Provost for Academic Affairs and Dean of Graduate Studies. Sharon Taylor is the new AVP of Financial Management.
- h. Forouzan Golshani is the Dean of the College of Engineering.

- i. The Office of the Chancellor has issued the formal authorization to convert the pilot Master of Arts degree in Global Logistics to regular status effective Fall 07 and will keep the current campus code ECONMA02.
- j. Academic Senate Parliamentarian for 2007-08 is Senator William Johnson, Philosophy.
- k. The 2006-07 Academic Senate Year End Report is available at the entrances for pickup and will be posted on the web site.
- l. Senator Sharon Olson, University Academic Projects announced she is leaving UAP for a new position in the Center of International Education where she will assist the faculty and students in Study Abroad planning. She also announced the first Faculty Supper Club dinner for Fall '07 from 5-7 p.m. on Wednesday, September 26 at the Dance Courtyard; the guest speaker is faculty member Andy Vaca from the Dance Department and a Greek dinner is featured.
- m. Betsy Decyk, University Ombuds, announced that new brochures for the office are at the doors for interested Academic Senate members.

4.12 Academic Senate CSU Report—Praveen Soni

Praveen Soni, one of three Academic Senate CSU representatives provided a written report for Senate members and took a few moments to highlight a couple of issues. First, a **Call for Consultation on Professional Fee for Graduate Business Degrees** concerning the potential fee increase for students that would generate funds to increase compensation for faculty teaching in CBA Graduate Programs. The second point of interest concerns the “**Community College Governance, Funding Stabilization and Student Fee Reduction Act**” which is on the February ballot. The CSU sees the adoption of this initiative as contrary to CSU fiscal interests as it commits a dedicated percentage of the state budget to the CCCs from monies comprising the 8% discretionary budget. CTA and CFA are also formally opposing the initiative.

In response to questions concerning higher compensation for some graduate faculty Provost Gould told the Senators that nationally speaking the CBAs do have higher fees for Graduates. Employers often help to offset the educational cost of the employee/student; lessening the impact to the student. The entire CSU system is getting further and further behind in keeping up with other colleges mainly because of salary incentives. She noted that the issue may come to the campuses first for consultation.

4.13 CFA Report—None

4.2 Nominating Committee

Senate Chair Soni introduced Margaret Costa, College of Health and Human Services, as the Chair of the 2007-08 Academic Senate Nominating Committee. NC Chair Costa in turn introduced her Committee and commented on the large task ahead of them in the next few weeks to fill numerous search committees. She also encouraged people to speak to her concerning volunteering to serve on committees. NC Chair Costa concluded her announcements by taking nominations from the floor to fill a vacancy on her own Committee. Senator Albie Burke was nominated and seconded; no other nominations were made and Senator Burke was unanimously approved for the position.

4.3 Councils

- 4.31 Chair Soni made a brief statement concerning the status of policy statements before the Academic Senate (Consent Calendar) because the meeting included an orientation for new Senators. He explained that non-controversial policies are generally approved after appearing on the consent calendar for two times and these usually include policies concerning discontinuances.

At this point, Chair Soni opened the floor to nominations for the vacancy on the Executive Committee created by Jay Kvpil's interim administrative position; Luis Arroyo, College of Liberal Arts, nominated Eileen Klink, Chair of the English Department; the nomination was seconded. No other nominations were heard; Senator Klink was unanimously elected to the 2007-08 Executive Committee as an at-large member.

5. REPORT OF SPECIAL COMMITTEES—None

6. SPECIAL ORDERS

6.1 Report of the President—Provost Karen Gould

Provost Gould welcomed everyone to the 2007-08 Academic Year on behalf of President Alexander who was in Washington representing the CSU Chancellor. She promised a busy and fully engaged year. University enrollment is at full capacity; and yes, parking problems and traffic congestion exist as a result. The Provost sincerely appreciates everyone's efforts in preparing for, and accepting the impact of an additional 1,500 students over the number planned. Retention is up, along with increased numbers in Graduate Programs. CSULB has a Freshmen class of 4,250 students. Acknowledging that over enrollment does strain all aspects of the University, including the budget, she stressed that the campus is working together to stretch funds and commit assistance.

The University hired 76 new tenure track faculty; and purchased nearby Brooks College for expanding residence halls for students and faculty, as well as, developing new course offerings. The current vision is that the acquired facility will be fully functional within two years. Provost Gould concluded with a summary of the changes already noted concerning searches and new positions; and the breaking of ground for the new College of Natural Sciences and Mathematics in November.

7. UNFINISHED BUSINESS AND MATTERS POSTPONED FROM PREVIOUS MEETINGS—None

8. NEW BUSINESS

8.1 RESOLUTION: Academic Senate Meeting Calendar for 2007-08 (AS-715-07/EC).

The system wide Senate Calendar changed which caused changes to the Calendar as formerly approved. With no questions, Chair Soni called a vote, which passed.

8.2 Senate Liaisons to Councils and Committees

Individuals with dual memberships will serve: David Huckaby is liaison to CEPC; Alan Colburn, FPPC; Margaret Costa, URC; Keith Freesemann, PARC; Mike Walters, COA; and the liaison to the Campus Climate Committee (CCC) will be on the agenda at the next Academic Senate meeting.

8.3 Membership of the Advisory Council on Enrollment Management

Senator Arroyo recommended Kent Merryfield, CNSM; Cheryl Lee, CHHS; Jalal Torabzadeh, COE; and Jose Moreno, CLA. He also recommended that the Executive Committee elect someone from the College of Education to fill a vacancy created by Dawn Person. A question arose asking for clarification of the last point. The Executive Committee will make the nomination for the approval of the Senate. Senator Arroyo was asked to repeat his motion; it was S/A with no opposition.

8.4 Academic Senate Structure

Chair Soni explained the role of the Academic Senate and its Committees and Councils for the benefit of the new Senators.

8.5 Mock Motion

A scripted mock motion took place to demonstrate the process for new Senators.

8.6 GE Policy—FIRST READING (AS-716-07/GEGC/CEPC)

A motion was made to accept amendments to the date for the GE policy from the May 10 and 17, 2007 meetings. Brenda Vogel, CHHS, posed a question concerning the first reading. Senator Huckaby noted that the first reading referred to changes proposed from last year, but not discussed or amended; those changes are located below the line. He also explained that once the existing proposed amendments are discussed and either pass or fail, the whole document will be reviewed once again by this year's Senate. In the meantime, new amendments may be proposed to items below the line. A point of clarification arose concerning the last motion made to the document. Senator Freeseemann agreed with the notation in the minutes that the last motion did not pass. William Johnson, CLA, suggested that the terms "motion passed" and "motion failed" be used in the future.

8.7 Open Discussion

Senator Huckaby raised a question concerning traffic congestion on roads into the University and whether or not the problem is under consideration as part of enrollment management. The Provost responded that the situation is under review; however, financial assessments need to be taken into account before proposing solutions.

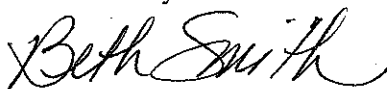
Gladys Garcia, CLA, expressed alarm about the remodeling of the food court without student consultation. Lucy Montano, Associated Students, Inc. (ASI) Vice-President fielded the question stating that Don Penrod, General Manager of the 49er Shops is slated to address the Student Senate. Mark Andrews, ASI President assured Senator Garcia that there has been regular consultation with students about changes, that microwaves are once again available for student use, and that there are four student representatives on the 49er Shops.

Tim Caron, CLA, made a motion that in the face of our changing University, if the Executive Committee could undertake the task of making recommendations for the streamlining of the Academic Senate meetings in order to have more time for substantive discussions. Vincent Del Casino, CLA, seconded the motion suggesting that open discussions have topics of importance to the campus community represented in the senate. Dan O'Connor, CED, added that topics be posted two weeks ahead of time so that there's time for gathering comments from the college each Senator represents. Discussion followed with Senator Burke stating his preference for reports by the President and various other regularly scheduled speakers to remain on the agenda. Senator Johnson agreed. Marka Burns, COTA, was opposed to the electronic distribution of reports suggesting that people may not read them. David Hood, CLA, responded that we expect students to be prepared for class, as Senators, we should be prepared for Senate meetings. The final word came from Senator Klink who suggested an Ad hoc Committee if necessary on which both Senators Caron and Del Casino might serve.

9. ADJOURNMENT

The meeting adjourned at 4:00 p.m., followed by an Open House in the Karl Anatol Patio Room.

Submitted by



Beth Smith, Recording Secretary

Approved by

Keith Freeseemann, Secretary of the Senate



CALIFORNIA STATE UNIVERSITY, LONG BEACH

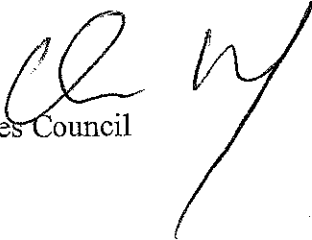
MEMORANDUM

DATE: May 7, 2007

TO: Praveen Soni, Chair
CSULB Academic Senate

FROM: Dave Hood, Chair, University Resources Council

SUBJECT: BA in Engineering Systems



At its regular meeting on May 1, 2007, the University Resources Council moved to recommend the implementation of the B.A. in Engineering Systems. There is a demonstrated need for this program, and the College of Engineering has sufficient resources to offer the degree.

Should you have questions, please contact me.

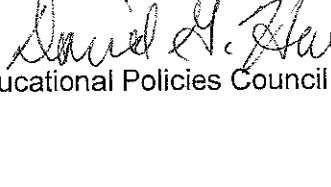
Thank you.

To: Praveen K. Soni, Chair, Academic Senate

From: David G. Huckaby, Chair, Curriculum and Educational Policies Council

Date: 16 May 2007

Re: BA in Engineering Systems



During its meeting on 16 May 2007, the Curriculum and Educational Policies Council reviewed the proposal for this new degree program. Although not a traditional BA in the liberal arts tradition, it is a departure from the BS programs in engineering in that it requires only 120 total units. But, it provides an alternate to those degree programs for students wanting more flexibility and desiring employment that involves engineering interacting with other fields. After extensive discussion, the council voted to recommend it to the senate for its deliberation.

Requirements for the Bachelor of Arts in Engineering Systems (code) XXXXXX (120 units)

The Bachelor of Arts in Engineering Systems provides students with an opportunity to study engineering in an interdisciplinary environment. This program combines a core engineering program with two options and course work and programs in business, communications, design, economics, or language for example.

Core Requirement: 31 units

CECS 100, 174, 312, 414; ENGR 203, 304, 310, 498; EE 403 or 380; MATH 122

Engineering Courses (Select one option): 31 units**Option in Network Systems and Security (CECS Department)**

PHYS 151; CECS 110, 200, 261, 410, 412; ENGR 302I, and 9 units of approved engineering and non-engineering courses (see program advisor for a detailed list of courses)

Option in Systems Engineering (College of Engineering)

MATH 123; CECS 202, 271, 345; EE 402, and 380 or 403; CE 406, and 9 units of approved engineering and non-engineering courses (see program advisor for a detailed list of courses)

24 units of non-engineering courses with the consent of the advisor. For example:

- Business (e.g., Finance, Information systems, Operations Management)
- Communication Studies
- Design
- Economics
- Foreign language



CALIFORNIA STATE UNIVERSITY, LONG BEACH

MEMORANDUM

RECEIVED

OCT 27 2006

Academic Senate

To: Praveen K. Soni, Chair, Academic Senate

From: David G. Huckaby, Chair, Curriculum and Educational Policies Council

Date: 26 October 2006

Re: Charge to the International Education Committee

During its meeting on 11 October 2006, the Curriculum and Educational Policies Council reviewed changes to the charge of the International Education Committee that had been proposed by that committee. Specifically, they involved adding two new *ex officio* members, the Assistant Vice President for Academic Affairs, International Programs and the Associate Director, Career Development Services. The council recommends these additions to the senate. I note, however, that the charge to the council may need similar changes relative to whether the Assistant Vice-President for Academic Affairs, International Programs or the Director, Center for International Education should be an *ex officio* member of the council. The vice president is a new position.

INTERNATIONAL EDUCATION COMMITTEE (IEC)

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Mission

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 facilitates affiliations with foreign universities outside the U.S.; 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.

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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.

Charge

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~~ Supporting the work of special IEC subcommittees as related to particular aspects of international education;
3. ~~Developing and supporting internationally related programs and activities across campus, alone and through collaboration with a wide variety of offices and services;~~
4. ~~Formulating and drafting policy statements concerning international education, in cooperation with the CSULB Center for International Education (CIE), and for recommendation to the Curriculum and Educational Policies (CEPC) Council; and~~
5. ~~Reviewing proposed global linkages with institutions of higher education from other cultures, and serving as a recommending body to the director of International Programs, as well as to the provost and the president, regarding the creation of exchange agreements with these institutions; and~~
6. Submitting an annual report of the committee's activities to the Chair of the Curriculum and Educational Policies Council (CEPC).

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MEMBERSHIP

1. Provost and Vice President for Academic Affairs (or designee)
2. Dean, University College and Extension Services (or designee)
3. Director/Assistant vice president, International Programs Education & Global Engagement
4. Senior director, Center for International Education
5. Associate director, Career Development Center (CDC)
6. Director, Center for Community Engagement (CCE) or designee
7. Director, Faculty Center for Professional Development
8. CSULB representative to the CSU Academic Council on International Programs (ACIP)
9. One (1) representative from Housing and Residential Life appointed by the Vice President for Student Services
10. One (1) representative from Student Life and Development appointed by the Vice President for Student Services
11. 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 and Academic Technology Services recommended by the Academic Senate Nominating Committee, in consultation with the Steering Group of the International Education Committee (IEC)
12. Up to six (6) additional faculty members for at-large positions, may-as-be recommended by the Academic Senate Nominating Committee, in consultation with the Steering Group of the IEC
13. One (1) staff member, appointed by the Staff Council
14. Two (2) students, selected by the Associated Students, Inc.
15. 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

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

The Committee shall annually elect a Chair, Vice Chair, recorder, and Secretary/member at large. The Steering Group shall be composed of the Chair, Vice Chair, Secretary, individuals holding the above named roles, along with those in the ex officio positions of AVP, International Education & Global Engagement and the Senior Director, of Center for International Programs, and one (1) at-large member who shall be elected by the Committee as a whole.

General Education Governing Committee (GEGC)

Although the authority to review and approve courses for inclusion in the general education curriculum and to develop general education policy belongs ultimately to the Curriculum and Educational Policies Council, the primary responsibility for the general education program belongs to the General Education Governing Committee. The major aspect of this responsibility is approval and periodic review of individual courses, as well as periodic review of the entire program. [13.2.1.]

The GEGC shall

1, review courses for inclusion on the General Education Master Course List and notify departments of all decisions and actions;[13.2.1., 13.2.2., 13.2.3., 13.2.4, & 13.2.5.]

2, develop criteria for review of courses that are consistent with the intent of general education at CSULB and the standards for skills and content delineated in Policy Statement xx-xx, General Education, Executive Order 595, and Title 5;[13.2.1.]

3, review the guidelines for assessment of courses, which may include embedded assessment;[13.4.1 first bullet]

4, review the guidelines for program-level assessment;[13.4.1. second bullet]

5, 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, interacting with the Assessment Director in this regard;[13.4.1. third bullet]

6, review the general education program periodically to determine the degree to which actual practice matches the stated intent of the policy;[13.4.1. fourth bullet]

7, make recommendations to the CEP Council regarding policy issues or to the appropriate administrator regarding implementation issues, when necessary;[13.4.2.] and

8, disseminate information on the content and conduct of courses under this policy by publishing an annual compendium of ideas furthering the goals of general education at CSULB drawn from those presented to the committee.[item A.3 in current charge]

9, {Proposed Amendment, K. Freeseemann} ~~review student requests for exception to the General Education policy. It may delegate this duty to a subcommittee.[item 1 in current charge to AAC; 13.3.]~~

Membership of the GEGC shall consist of

two faculty members from each college except Liberal Arts,

four faculty members from Liberal Arts,

two librarians from Library and Academic Technology Services

{Proposed Amendment, W. Johnson} ~~two~~ one lecturer,

the Provost and Senior Vice President for Academic Affairs or designee, {Proposed Amendment, K. Freeseemann} (ex-officio, non-voting)

the General Education Coordinator, {Proposed Amendment, K. Freeseemann} (ex-officio, non-voting)

the Director of the Academic Advising Center or designee (~~non-voting~~) {Proposed Amendment, K. Freeseemann} (ex-officio, non-voting), and

{Proposed Amendment, K. Freeseemann} ~~the one student member selected by~~ President of the Associate Students, Inc., or designee (ex-officio, non-voting), and

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

{Proposed Amendment, K. Freeseemann} ~~All elected f~~ [F]aculty members shall serve staggered, three-year terms to insure continuity. Members may serve consecutive terms.

Near the end of the Spring Semester, the GEGC shall elect for the following year a chair, vice-chair, and secretary from among its voting members. In addition to presiding over the committee meetings, the chair shall write an annual report detailing the actions of the committee to the chair of the CEP Council, due at the end of the Spring Semester. The vice-chair shall serve as chair in the absence of the elected chair. The secretary shall keep minutes of the meetings.

By the beginning of the fall semester each year, the Academic Appeals Committee will elect a chair, vice-chair, and secretary from among its voting members. At the end of each semester, in addition to presiding over the committee meetings, the chair of the Academic Appeals Committee will submit a written report to the chair of the Curriculum and Educational Policies Council, on the number of cases dealt with, by general category, and issues that suggest a need for policy change. The vice-chair shall serve as chair in the absence of the elected chair. The secretary shall keep minutes of the meetings.

MEMBERSHIP

Associate Vice President for Academic Affairs (or designee)

*Director of the Academic Advising Center (or designee)

*Associate 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 Library and Academic Technology Services

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

{Proposed Amendment, K. Freeseemann} One (1) member of the General Education Governing Committee, selected by the committee, who should also be a member of the Academic Appeals Committee if possible; if an individual with dual membership is not available, the committee member becomes a non-voting member of the Academic Appeals Committee, and

One (1) student member, selected by the Associated Students, Inc., 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 ~~re~~excuse her/himself from voting on that particular case.

ACADEMIC APPEALS COMMITTEE (AAC)

The Academic Appeals Committee acts on student petitions for exceptions to university policies, such as but not limited to these noted below:

1. ~~Exceptions to general education policy~~ {Proposed Amendment, K. Freeseemann}
Exceptions to the general education policy
- ~~2. Academic renewal~~
32. Exceptions to repeat-delete
43. Disqualification and reinstatement
54. Change of grade or make-up of "I" grades beyond the allotted time period
65. Appeals of denials by Enrollment Services of requests to add and/or drop courses or change sections after the deadline (see item 1 below)
76. Other types of petitions as referred by the Associate Vice President for Graduate and Undergraduate Programs or the Associate Vice President for Enrollment Services

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. Exceptions to general education policy (Referred to General Education Governing Committee)
2. Requests to add and/or drop courses or change sections after the deadline (Referred to Enrollment Services)
23. Appeal of assigned grade (Referred to appropriate grade appeals committee)
34. Waiver or appeal of Graduation Writing Assessment Requirement (GWAR) (Referred to GWAR Committee)
45. Substitutions/waivers of major requirements (Referred to major advisor)
56. Request to earn graduate credit toward a master's degree as a second semester senior (Referred to graduate advisor of major department)
67. Refund of fees after published deadline (Referred to FAIR Committee)
78. Exceptions to graduation filing deadlines (Referred to Enrollment Services)
89. Exceptions to university admissions deadlines (Referred to Enrollment Services)
910. Student grievances

PROCEDURES

The Academic Appeals Committee should refer to appropriate campus, system, and Title 5 policies and regulations. The provisions of the California Code of Regulations under Title 5 cannot be subject to petition for exception. The 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 a quorum of voting 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.



CALIFORNIA STATE UNIVERSITY, LONG BEACH

MEMORANDUM

RECEIVED

MAY 01 2007

Academic Senate

To: Praveen K. Soni, Chair, Academic Senate

From: David G. Huckaby, Chair, Curriculum and Educational Policies Council

Date: 30 April 2007

Re: Policy on study week

A handwritten signature in cursive script, appearing to read "David G. Huckaby", written over the "From:" line.

After much deliberation, the CEP Council voted during its meeting on 25 April 2007 to recommend this policy, without comment, to the senate for its deliberation. It was initiated by the senate of Associated Students, Inc.

POLICY STATEMENT xx-xxTHE ONE-WEEK STUDY PERIOD

The one-week study period before Final Examinations shall consist of five full days, exclusive of Saturday, Sunday, and Holidays, to fall during the last week of instruction. All classes shall meet as a regular instructional day, but no academic work worth more than 15% of a final course grade may be scheduled or made due by the faculty during this period. The College Dean must approve any exception to this policy.