

# FACULTY SENATE

C A L S T A T E ,  
S A N B E R N A R D I N O

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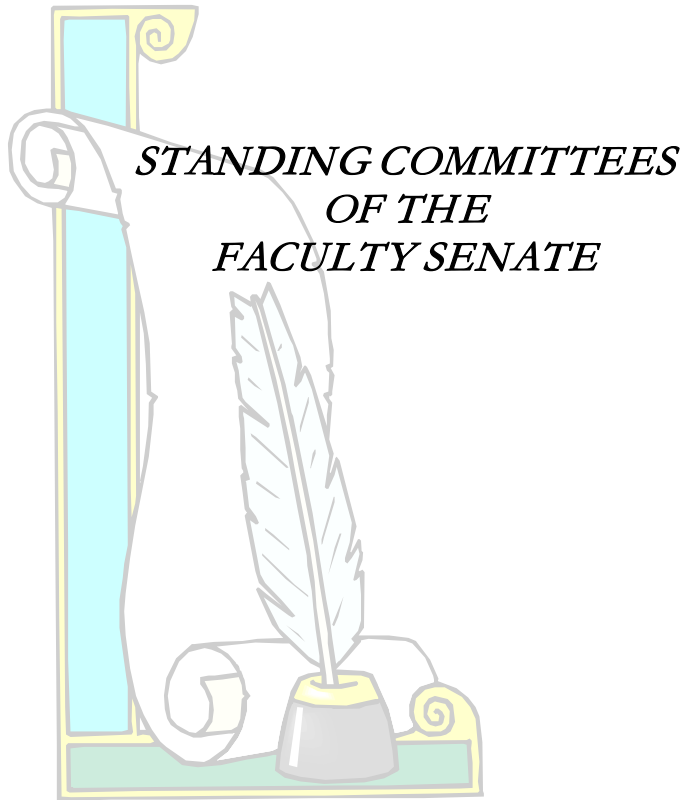
## COMMITTEE REPORTS



September 2013

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***STANDING COMMITTEES  
OF THE  
FACULTY SENATE***

## STANDING COMMITTEES OF THE FACULTY SENATE

### CURRICULUM COMMITTEE

During the past academic year, the University Curriculum Committee lost our administrative outstanding coordinator Dwan Ford to retirement. Dwan had advised the committee with enormous skill and professionalism for years as the representative of Academic Curriculum. Fortunately Dwan mentored Kim Nicholl in the position and Kim's extraordinary skills made the transition extremely easy. The committee would like to thank both Dwan and Kim for their guidance and diligence.

Trying to consolidate information, Kim helped us reduce our formal meetings to four this last year: October 10, December 5, January 25, and May 16. The committee also met informally, in an electronic fashion, to handle a few last minute curriculum items that were somewhat time sensitive. We also changed some procedures to allow simple changes, such as deleted courses and prerequisite changes to be handled as they come in. We will continue with the idea through the next academic year.

This year the committee was composed of the following members:

#### UNIVERSITY CURRICULUM COMMITTEE 2012-13

##### Faculty Committee

Tom Provenzano, Arts & Letters/Library	2012-2014
Walter Stewart, Business & Public Administration	2011-2013
Deborah Parsons, Social & Behavioral Sciences/Student Affairs	2011-2013
Douglas Smith, Natural Sciences/Coaches	2012-2014
Judith Sylva, Education	2012-2013
— Mark Groen, Education (sabbatical substitute for Dr. Sylva Win/Spr 2013)	

The committee was also composed of the following ex-officio members

J. Zorn, Associate Provost, Academic Affairs

J. Thompson, Dean of Graduate Studies

K. Nicholl, Administrative Representative

This year, the committee conducted routine business regarding curriculum changes. There were only a few contentious issues, which were all dealt with through a very collegial system. The committee is grateful to the efforts of faculty to form and maintain a highly rigorous and creative curriculum.

## STANDING COMMITTEES OF THE FACULTY SENATE

### EDUCATIONAL POLICY AND RESOURCES COMMITTEE

During the 2012-13 academic year, the EPRC conducted the following business:

#### Ancillary Units

The committee reviewed these centers and institutes: Health Disparities Research, Indigenous Peoples, Counseling Center, Hate and Extremism, Middle East Studies, and Developmental Disabilities. It terminated Community University Partnerships (at the latter's request). It also participated in a chancellor's office audit of centers and institutes.

#### Academic Programs

The committee recommended extensive revisions to the Academic Program Review policy, which were passed by the faculty senate and signed by the president. It also recommended the Academic Master Plan and the Schedule for Academic Program Reviews for approval.

#### Budget

The committee met with the dean of the college of extended learning and with the provost to troubleshoot the three-month delay in colleges' distributing their summer session allocations to departments. It secured the agreement of the dean of the college of extended learning to obtain actual salary costs as of summer II census and to estimate benefits based on past data (so as to facilitate earlier distribution in fall 2013 of incentive funds for summer 2013). It recommended a resolution of commendation for transparent budget practices on our campus, which was passed by the faculty senate. It worked with the budget assistant for academic affairs, who is developing a template to expand and enhance the transparency of budget allocations from colleges to departments. The chair met with the university chairs council and heard continuing concerns about allocations of summer session and CERF funds.

#### Other

The committee recommended revisions to the Student Academic Grievance Procedures, which were passed by the faculty senate and signed by the president. It also recommended a policy governing the relationship between the main campus and the Palm Desert Campus (which the committee will continue to revise next year). The committee approved language on learning plan agreements for internships that is intended for inclusion in a broader internship policy that involves risk management and workload issues as well (which are outside the committee's purview). The committee discussed the selective cancellation of summer session classes.

Minutes can be obtained from the Senate office.

## STANDING COMMITTEES OF THE FACULTY SENATE

### FACULTY AFFAIRS COMMITTEE

#### Committee Membership:

**Mick Verdi (chair), Mary Fong (A&L), Juan Gutierrez (COE), Terry Rizzo (CNS), David Baker (CBPA), Jan Kottke (CSBS), Michael Clarke (Administration)**

#### **The FAC dealt with:**

##### **FAM 300 RPT Instructional Faculty**

- The FAC proposed to change the category of Professional Growth to Research Scholarly or Creative Contribution noting that Professional Growth can occur in all areas of the RPT process (This was passed during the AY 11-12 Senate Year)
- The FAC wrote language that would change the rating system of Superior, Competent and Inadequate to Above Expectations, Meets Expectations, Below Expectations and Well Below Expectations.
- The FAC wrote language that outlined the expected outcomes for the Second Year Retention Review, The Fourth Year Retention Review, Early and Regular Tenure, Promotion to Associate Professor as well as Promotion to Full Professor.
- The FAC began the process of detailing how department guidelines would be approved by the Senate and this language was added to FAM 300
- An initial attempt to have a first read of these items was met with opposition from a small vocal faction of the Senate and FAM 300 was sent back to committee.
- The FAC committee used this feedback and held a third Faculty Open Forum on FAM 300 and made the appropriate changes to the document
- A second first reading was held and the measure passed by a vote of 20-9
- A second reading was scheduled and FAM 300 was debated and additional friendly and amendments from the floor were added to the document's first read. At the end of the meeting a motion was made to table the final vote until May 28 so that a clean copy of the FAM with the changes could be made available to the Senate.
- The Senate passed the measure by a vote of on May 28, 2013 and will be sent to the Provost and President for signature.

##### **FAM 303 RPT Coaches**

- Lead by the work of Michael Clarke and Terry Rizzo the FAC negotiated with Athletic Director Kevin Hatcher a revision of FAM 303.
- The changes aligned FAM 303 closer to FAM 300 by including observations of the coaches as well as student evaluations of coaches for the first time
- These changes were approved by the FAC and sent to the Senate for a vote.
- The First Reading of FAM 303 is scheduled for May 28<sup>th</sup>.

## **GRIF Policy**

- The FAC reviewed the GRIF Policy that was written by the Academic Affairs Council and approved it unanimously without changes.
- The FAC sent the policy back to the Senate for a vote.
- The First Reading of the GRIF Policy is set for May 28<sup>th</sup>.

## **Unfinished Business**

- **FAM 261 Review of VP of Academic Affairs**
- The policy was sent to the FAC for review and changes; however since the review of Provost Bodman was underway the committee was asked to table their work until the completion of the review in Spring 13.
- The FAC will have to continue their work on this in Fall 13
- **FAM 605 Difference in Pay**
- The FAC was asked to review this policy since it was last reviewed over ten years ago.
- However, due to the extensive time and effort spent on FAM 300 this policy was not reviewed and will have to be done in Fall 13
- **FAM 610 Leave of Absence**
- The FAC was asked to review this policy since it was last reviewed over ten years ago.
- However, due to the extensive time and effort spent on FAM 300 this policy was not reviewed and will have to be done in Fall 13

It is clear that the Faculty Affairs Committee was hard working and very productive during the AY 12-13 academic year.

**STANDING COMMITTEES OF THE FACULTY SENATE**

GENERAL EDUCATION COMMITTEE

Report was not submitted.



## STANDING COMMITTEES OF THE FACULTY SENATE

### LIBRARY COMMITTEE

The 2012-2013 Library Committee members included Dr. Cesar Caballero, dean of Library, Mohammad S. Bazaz from the College of Business and Public Administration, Dr. Margaret Perry from the College of Arts and Letter, and Dr. Yu Jung Kim from the College of Natural Sciences.

The committee met on March 5, 2013 in Room PL5005M in the Pfau Library. Dr. Cesar Caballero, the Dean of the Library, was the main speaker at the meeting. He asked who would be willing to serve as chair of the committee this year and Dr. Bazaz volunteers himself to chair the committee. Dr. Caballero discussed some of the library's recent accomplishments and current projects and goals. Some key accomplishments for 2012 and 2013 included: redesigning and updating the library website, reconfiguring and refurbishing of part of the first floor space, creating a partnership between the Water Resource Institute (WRI), CSUSB library, and UCR library to manage the Water Resource Collections and Archives, implementing an information literacy curriculum, and establishing study lounges and a library café to attract students.

Dean Caballero next presented the library material budget. The current budget is \$873,388.64. The budget has been roughly the same for the past three to four years. This budget covers books, journals, digital databases, videos, DVDs and anything else that are considered informational/knowledge content for all subject areas. Dean Caballero informs committee that the majority of the budget goes to electronic resources, around \$657,000, and about \$205,000 goes to books. Each college has an allocated budget of \$24,000 for collection development within the library for their specific area. Dean Caballero added that as the budget for the University increases hopefully so will the budget for the library then the gaps can be filled. Dr. Perry asks if there is a way to look at how much money is spent on journals per college. Dean Caballero notes that he will request this information from the Electronic Resources Librarian. Dr. Bazaz questions which colleges receive which type of databases and if there are more universal databases that can be used. Dean Caballero says he will have someone look into this as well. Dr. Bazaz also asks if students are able to access the journals from any location or just from within the library. Dr. Perry reports that as long as a student, faculty or staff has a coyote ID number he/she is able to access the journals from any computer from any location.

Following are additional issues that are discussed in the committee meeting:

#### **I. Library Refurbishing and Expansion Project**

Dean Caballero reports on the status of this project. He informs the committee that President Morales wants to move forward with this expansion. Dean Caballero adds that President Morales as well as Capital Planning will meet with Chancellor's Office and the Board of Trustees to request funding for this project.

#### **II. New Services and Collections**

- a. Library Multi-Media Center- Dean Caballero reports that our multi media center is up and running and it houses DVDs, videos, online streaming, MAC computers with creativity software and iPads for lending that are pre-loaded with textbooks. On top of all this, the multi media center has the capabilities to play BluRays with surround sound.

- b. Laptop Lending Program- Dean Caballero reports that the library currently has 40 laptops that are available for students to check out for a four hour period with the possibility of renewing the lap tops for another four hour period. He informs the committee that this program began this quarter and so far it has been great and that the library has a proposal out for an additional 20 laptops due to the demand by the students.
- c. Voices of the Desert Crossroads Collection- Dean Caballero reports that the collection launched last week and it was very successful. He adds that currently the collection only houses a few items but it will eventually grow to thousands. Dr. Perry adds the importance of the collection to students on this campus because it shows them that great things can come from our area. She asks Dean Caballero if the library has reached out to the community to help expand the collection, Dr. Caballero reports that they have and they will continue to do so.
- d. Mobile App- Dean Caballero reports that the library has a downloadable application for smart phones that allows the user to search the library catalogue from their phone. The app also allows the user to check library hours and text a librarian for assistance. Dr. Perry adds that the app was developed by students on campus.

### **III. Collection Development Conspectus Project**

Dean Caballero explains the conspectus project that all of the librarians just completed. The project was in part to prepare for the upcoming WASC reaccreditation. He explains the purpose of the project was to identify where there are gaps in the library's collections.

*AD HOC AND SPECIAL COMMITTEES  
OF THE  
FACULTY SENATE*



## **AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

### AWARD COMMITTEE

#### Outstanding Professor and Golden Apple Award Selection Committee Year-end Report

On behalf of the Outstanding Professor and Golden Apple Award Selection Committee, this report summarizes our committee's activities during the 2012-13 academic year and describes those planned for completion during the fall quarter of 2013.

The committee has three major tasks: (1) select the recipient of the 2012-2013 Outstanding Professor Award, (2) select the recipient of the 2012-13 Golden Apple Award, and (3) select the recipient of the Lecturer Award. The committee has successfully completed the first, choosing the Outstanding Professor.

**Outstanding Professor Award:** Following the call to the university community for nominations, after eliminating those ineligible and those who declined the nomination, the committee comprehensively reviewed 12 nominee's files to make its recommendation. President Morales approved the committee's recommendation and named Dr. Juan Delgado as the 2012-13 Outstanding Professor. Below the selection procedure is outlined and the recommendation letter sent to President Morales is attached.

**Golden Apple and Lecturer Award:** The call for nominations for the Golden Apple Award and the Lecturer Award have both gone to the campus community. Once the nominations are closed, the committee will begin the selection of those awardees. We plan to complete the selection tasks and submit our recommendations for the awards to President Morales by the end of October, 2013.

Todd Jennings, Co-Chair, 2012-13 Outstanding Professor Selection Committee and 2013-2014 Golden Apple Award Selection Committee

#### *Selection Committee*

Todd Jennings (Co-Chair), College of Education

Amanda Wilcox-Herzog (Co-Chair), College of Social and Behavioral Sciences

Margaret Doane, College of Arts & Letters

Janet Kottke, College of Social and Behavioral Sciences

Eric Newman, College of Business and Public Administration

Debra Stine, College of Education

Stuart Sumida, College of Natural Sciences

#### Outstanding Professor Award (OPA) Selection Process Overview:

The general structure of the process initially narrowed the list of nominees using their teaching as the sole criteria (this is based upon the historic mission of the CSUSB as placing a premium on excellence in instructional activities). The top 50% of nominees based upon the committee's evaluation of nominees' teaching then went on to the second phase of the process that considers professional growth and service. The final phase (3) involved the committee meeting in person to make the final selection.

#### Timeline:

Phase 1: Establishing the top 50% "short list" based upon teaching. Deadline: Tuesday, January 22nd PM, 12 noon

Phase 2: Evaluation of "short list" nominees' professional growth and service. Deadline: Tuesday, January 29th, 12 noon.

Phase 3: Committee meeting to select recipient. October 2nd, 2 PM

#### Instructions for OPA selection:

##### Phase 1

During this first phase (Phase 1), committee members individually evaluated each nominee's teaching using the information given in the nominee's Faculty Activities Report(s), SETEs/SOTEs, classroom visitation reports, and their updated curriculum vita. Based upon the nominees' teaching performance,

each committee member ranked/grouped the nominees into three categories (top, middle, and bottom) and assigned each nominee a score (top=3, middle=2, & bottom=1). Obviously, the majority of the nominees were very good teachers, so the three categories (top, middle, & bottom) were somewhat fine distinctions. Committee members were given a spreadsheet with all nominees' names listed to record their scores/rankings of the nominees' teaching. Upon completion of their spreadsheets, the committee chair accumulated the scores and calculated a mean score for each nominee. The mean scores were used to rank the nominees. The nominees in the top 50% of the distribution moved on to the second round which included separate consideration of professional activities and service. The nominees in the bottom half after Phase 1 were eliminated from further consideration. This process shortened the list to six nominees. Committee members were also asked to retain their notes used in their evaluations for the final discussion.

Phase 2 (Deadline: Tuesday, January 29th, 12 noon)

Following the determination of the top 50% of nominees in teaching, the committee chair sent out spreadsheets that listed the remaining nominees. These spreadsheets were used to record committee members' scores of the nominees' professional growth and their service contributions (each area was evaluated separately). The committee members relied upon information given in the nominee's Faculty Activities Report(s) and updated curriculum vita. Based upon the nominees' performance in professional growth and service, each committee member again ranked the nominees using the three categories (top, middle, and bottom) and assigned each nominee a score (top=3, middle= 2, & bottom=1) for each area. Upon completion of the evaluations/spreadsheets, the committee chair again collected the scores and calculated a mean score for each nominee in each area. The mean scores were then be used to rank the nominees going into the final "live" meeting of the committee.

Phase 3: October 2nd, 2 PM

The committee met in person to select the award recipient using the data and notes from Phases 1 and 2. Once consensus was reached, the committee chair drafted the letter describing the accomplishments of the recipient and submitted it to President Morales.

## **AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

### **COPYRIGHT / FAIR USE COMMITTEE (UNIVERSITY)**

The Copyright and Fair Use Committee did not meet formally during the 2012-2013 AY. In Fall 2012, version 5 of FAM 575 – Intellectual Property Policy was forwarded to the Senate for consideration. The Faculty Senate approved the revisions to the policy on March 12, 2013. The policy has also been approved by Academic Affairs Council.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

DISTRIBUTED LEARNING COMMITTEE

See [ODL Report](#) on Reports Page.

## AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE

(Special Committee)

### EVALUATION COMMITTEE (University)

The University Evaluation Committee (UEC) reviewed and made recommendations on fifteen cases during the 2012-2013 Academic Year. Thirteen cases were reviewed during the spring 2013 quarter and the remaining two in the winter 2013 quarter.

Twelve of the fifteen cases reviewed were faculty WPAF's that were not unanimous for tenure and/or promotion, or early tenure and/or early promotion. In addition, two of the WPAF's reviewed were for librarians and one for SSP, AR. In these latter three cases the committee served as the higher level peer review committee.

The breakdown of files reviewed from the various colleges and other entities was as follows:

	<b>CAL</b>	<b>CBPA</b>	<b>CEDUC</b>	<b>CNSCI</b>	<b>CSBS</b>	<b>Library</b>	<b>SSP, AR</b>
<b>Files Reviewed</b>	3	3	0	3	3	2	1

The UEC reviewed 11, 10, and 12 cases in the academic years 2011/12, 2010/11, and 2009/10, respectively. Thus, the load this year is somewhat heavier than the last three years.

The distribution above indicates that most colleges are doing an excellent job preparing faculty for promotion and tenure, particularly those faculty members going up "on time".

As the committee noted in its last three annual reports to the Faculty Senate, the faculty files, in some cases, lacked in reporting clearly, individual contribution to collaborative activities.

Again, like the last year, there were some cases in which the department evaluation committee and/or the department chair's report did not provide the necessary in-depth evaluation of the faculty member's professional growth activities.

This year, for the first time, some of the SOTEs needed for reviews were only available online.

It took a lot of effort, involving a number of days, to access the required SOTEs. Further, due to the poor quality of scanned materials, the written comments on the online SOTEs often could not be read by the members of the Committee. Clearly, improvements are needed in the process through which SOTE information is made available to those reviewing files for the RPT process.

The UEC, during the academic year 2012/13, consisted of six members instead of the usual seven because there was no representative from SSP, AR.

A list of all committee members is provided below. Each member of the committee worked very hard and did his/her best to provide a thorough and fair evaluation of each file. It truly was a pleasure and an honor to be a part of the committee.

#### Committee Member

Zahid Hasan (Chair)  
Thomas McGovern  
Eric Nilsson  
Gary D. Patterson  
Deborah E. Stine  
Xiwen Zhang  
VACANT

#### Constituency Represented

College of Natural Sciences  
College of Arts and Letters  
College of Social and Behavioral Sciences  
College of Business and Public Administration  
College of Education  
Library  
SSP, AR



**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

FACULTY PROFESSIONAL DEVELOPMENT COORDINATING COMMITTEE

Report was not submitted.

## **AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

### GRADUATE COUNCIL

Beginning January 14, 2013, the Graduate Council met every two weeks until the end of May 2013. At our first meeting, we selected Jacqueline Rhodes to serve as Committee Chair and Amanda Wilcox-Herzog to serve as Secretary.

#### **Committee members in attendance:**

Jacqueline Rhodes  
Amanda Wilcox-Herzog  
Lynne Diaz-Rico  
Arturo Fernandez-Gibert  
Vipin Gupta  
Juan Gutierrez  
Rick Lillie  
Josephine Mendoza  
Sang Nam  
Tim Pytell  
Chuck Stanton  
Jeff Thompson  
Jodie Ullman

Assistant Dean of Graduate Studies Francisca Beer was a regular guest.

#### **Absent:**

Amy Leh

#### **Discussion/action items:**

- Proposed a policy change: Graduate admissions should accept transcripts that have been previously officially received and maintained by the University. This policy was changed, upon our recommendation.
- Developed an extensive survey for University graduate coordinators to determine areas of concern. Survey will be distributed at the beginning of the 2013-14 school year.
- Proposed allowing graduate students to enroll in 698 (Continuous Enrollment) courses through CEL. We discussed this item, wrote the proposal and justification, and sent it to the Faculty Senate as a two-reading item. It was defeated 14-10. Will be revisited next year.
- Solicited information from Milton Clark regarding disbursement of SSI fees paid by graduate students.
- Proposed changing the acceptable documentation for waiver of the Graduate Entrance Writing Requirement to include senior project, thesis, or research project from CSUSB, in order to equalize the existing policy (which accepts these as documentation from other

universities when applying to CSUSB). Solicited further input from University graduate coordinators. This issue will be revisited next year.

- Discussed changing grade discount/repeat course policy for post baccalaureate students to mirror policy for undergraduate students. Voted unanimously to maintain current policy.
- Contacted ASI to get a graduate student representative. ASI did not furnish a representative. Will be attempted again next year.
- Discussed allowing graduate students to enroll in 999 (Comprehensive Exam) through CEL. Will be revisited next year.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

HONORARY DEGREE COMMITTEE – 2012-2013

Report was not submitted.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

HONORS COMMITTEE

Committee did not meet.

## **AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)

### **INSTITUTIONAL REVIEW BOARD**

(Research Involving Human Subjects)

#### **Membership of the Board**

During the Academic Year 2009-2010, Senate members include Dr. Sharon Ward, Chair, Dr. Judith Sylva, Dr. Ted Coleman, Dr. Jeff Thompson, Dr. Cherstin Lyon, Dr. Bob Phalen, Dr. Caroline Vickers, Dr. Teresa Dodd-Butera, and Dr. Debra Stine. Dr. John Clapper, Department of Psychology, and Dr. Rosemary McCaslin, Department of Social Work represents the two departmental subcommittees. Additional board members include Mr. John Coleman of Riverside and Mrs. Nancy Johnson from the San Bernardino County Office of Education who represent the nonscientific and community board members. The student position is filled by Alyssa Ramos from Psychology. Dr. Javier Torner is our technical consultant and our prisoner representative slot is open.

The individual responsible for processes all IRB paperwork, maintaining the IRB website, providing local training and keeping the committee running smoothly is Mr. Michael Gillespie, IRB Secretary. Mr. Gillespie has nationally IRB training, National Board Certificates, and 13 years of experience as the CSUSB IRB Secretary.

#### **Meeting Frequency**

The committee met every other week (Fridays, 1:30 PM) during the three quarters of the academic year yet the IRB receives, reviews, and responds on human subjects research protocols during the summer months as well.

As required by federal regulations, minutes of all meetings are retained and are available from the Board Secretary.

#### **Activities – IRB Protocol Reviews**

The IRB chair reviews all administrative proposals and the chair and one additional board member reviews expedited proposals. The full board reviews all full board proposals submitted from the university. The delegated subcommittees in Psychology and Social Work review administrative and expedited protocols submitted by faculty and students of their respective departments.

Reviews of the proposals consist of a minimum of one reading and commentary feedback to the primary investigator. Many proposals involve initial consultation, review, and re-review when changes are required.

Reviews by Type, AY 2011-2013

<b>Reviewed By</b>	<b>Administrative</b>	<b>Expedited</b>	<b>Full Board</b>	<b>Renewals</b>	<b>Other (Revisions)</b>	<b>Totals</b>
<b>Psychology</b>	48	10	0	14	19	<b>91</b>
<b>Social Work</b>	10	23	0	2	4	<b>39</b>
<b>Full Board</b>	40	31	21	13	79	<b>184</b>
<b>Totals</b>	<b>98</b>	<b>64</b>	<b>21</b>	<b>29</b>	<b>102</b>	<b>314</b>

#### **Adverse Events/Rejected Proposals**

We are pleased to report no adverse events or rejections occurred during this past academic year.

#### **Activities – Education and Consultation**

All board members provide consultation to researchers who request pre-submission assistance and often provide

consultation after initial reviews. A record of hours spent in consultation is not kept.

### **Continuing Education of the IRB**

Each meeting of the Full Board includes federally required continuing education. The IRB secretary, Mr. Gillespie, provides journals, updates, and readings on a wide range of ethical issues in research.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)

INSTRUCTIONAL QUALITY COMMITTEE

Report was not submitted.



**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**  
(Special Committee)  
(Faculty Representatives)

STUDENT GRADE APPEAL PANEL

For the 2012-13 Academic Year, the Student Grade Appeal Panel met as needed for pending student academic grievances.

There were a total of six (6) University-Level student academic grievances, four (4) of which were denied a request for a hearing, and two (2) cases of resolution/discontinuance by the instructor/student.

Note: One (1) of the denied grievances has been placed in abeyance due to an EO 1074 complaint, currently filed in the Chancellor's Office as an appeal to a CSUSB investigation. Should a ruling be made in support of the student, the Student Grade Appeal Panel will be requested to reconvene to consider the EO 1074 findings in the grade appeal.

**AD HOC AND SPECIAL COMMITTEES OF THE FACULTY SENATE**

(Special Committee)  
(Faculty Representatives)

TEACHING ACADEMY

Report was not submitted.



***OTHER COMMITTEES  
AND  
REPRESENTATIVES***

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### ACADEMIC COUNCIL ON INTERNATIONAL PROGRAMS

The CSU Academic Council on International Programs (ACIP) is an advisory body to the Office of International Programs (OIP), located in the Office of the Chancellor at the CSU headquarters in Long Beach.

#### ACIP MEETINGS/ACTION ITEMS:

The ACIP held its two annual meetings on October 25-26, 2012 (CSU Chancellor's Office) and April 18-19, 2013 (Sonoma SU). An additional meeting was held on February 21-22 at the Chancellor's Office to interview potential Resident Directors and review IP student applications. The next ACIP meeting is scheduled for October 24-25, 2013 in Long Beach.

This year, ACIP reviewed programs in Italy, South Africa and Mexico and made additional recommendations for other locations. The possibility of opening a specific engineering track in Querétaro, Mexico was discussed as well as offering a pre-program course or training module for IP students heading to South Africa to enhance their knowledge of Africa, practical information and security issues. The Italy Program has been highly successful, particularly with regards to integrating architecture into the curriculum at San Luis Obispo and Pomona. ACIP will be reviewing programs in Spain,

Australia and Ghana in 2013-14.

Although the CSU suspended its operations in Mexico following the U.S. State Department's Travel Warning in 2010, CSU now has four students accepted to the Mexico program in Querétaro. A new Learn Spanish Program in Jaen, Spain will also open in Fall 2013. An Ad Hoc Committee was formed to explore the creation of new programs in Eastern Europe, South and Southeast Asia, Middle East/Arabic Speaking Countries and Latin America.

Other action items included exploring Faculty Exchange programs between CSU IP host institution partners and CSU campuses and possibly reinstating the CSU International Faculty Partnership Seminars (suspended in 2004).

#### IP STUDENT PARTICIPANTS:

This year, the CSU Chancellor's Office received 771 student applications for CSU International Programs, 706 of which were complete. 633 IP applications were accepted. 73 were denied. Among the applicants were 31 CSUSB students who applied for IP programs in the following countries: Sweden (5 students), Germany (2), France (7), Spain (5), United Kingdom (6), Korea (5) and Taiwan (1). All but one CSUSB student were accepted into their respective programs. All IP student applicants from CSUSB were interviewed on our campus on January 31, 2013 and invited to a Spring IP Participant Reception on April 12, 2013. In addition, two regional Pre-Departure Orientations for students planning to participate in International Programs were hosted by San Francisco State University and CSU Northridge in April and May 2013.

#### FACULTY AND STAFF APPOINTMENTS:

The CSU Chancellor's Office appointed the following International Programs Resident

Directors for AY 2014-15:

China: Dr. Mary Scott, San Francisco State University

France: Dr. Elizabeth McGee, San Jose State University

Italy: Dr. Fulvio Orsitto, CSU Chico

Spain: Dr. Jessica Maria Retis, CSU Northridge

Eva Diaz has also been appointed as the new Associate Director of International Programs in the Chancellor's Office, effective August 1.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

Alcohol, Tobacco, & Other Related Drugs Advisory Committee

Report was not submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### ASSOCIATED STUDENTS INC. BOARD OF DIRECTORS

#### **ASSOCIATED STUDENTS, INC (ASI) COMMITTEE REPORT, 2012-13**

Compiled by Dr. Tiffany F. Jones, Faculty Representative Board Member

The Associated Students, Inc (ASI) is the representative association for all students at CSUSB. The Board of Directors oversees the operations and programs of the ASI. The board consists of the ASI Executive, student representatives from each College, as well as graduate student and residence life representatives. There is one faculty representative, a president's representative, and a special representative on the Board. The Board meets every Tuesday throughout the academic year from noon to 2 p.m. Many students also sit on standing committees which meet according to need.

#### **Senate Appointed Members:**

Dr. Tiffany F. Jones, Assistant Professor, History Department (2011-13)

The attendance sheet for the Board meetings is attached.

#### **Summary of Activities:**

This year the ASI appointed various student representatives to the board, reviewed the ASI bylaws, ASI GPA policy, elections policy, reviewed the executive officers position descriptions, working rules, budget, financial policy and procedures and policy, ASI personnel policies, and procedures governing travel expense and conference attendance.

The ASI has also been very active in supporting and participating in various committees and issues/events including, but not limited to:

- Supported the California Governor's tax initiative in Proposition 30.
- Supported the costs of students to attend the Student Leader Reception on November 29, 2012
- Created a new International Student Representative on the ASI Board of Directors
- Created a new part-time Special Projects Coordinator Student Assistant position
- Participation in the Children's Fund Toy Drive for the winter drive and a donation of \$2,500 towards purchasing toys for the drive.
- Gave a donation of \$2,500 to support the University Police Department's Holiday Helper program
- Participated in and supported EcoFest
- Partook in lunch with the Chancellor
- Sponsored the President's Investiture on June 14<sup>th</sup>, 2013
- Approved the use of \$75,000 from its unrestricted net assets to partner with the university to provide free bus passes for CSUSB students for 2013/14 academic year.
- Approved the donation of \$10,00 to partner with the University Police in purchasing a shooting training simulator
- Approved the purchase of a vehicle for use by the ASI and a driver authorization policy

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### ATHLETICS ADVISORY

This committee has a number of faculty members (listed in the cc above). The current committee chair is Professor Aaron Moffett. The committee in the past has usually met one time per quarter.

The Director of Athletics generally interacted with the committee throughout the year, as do members of his staff, including Compliance Coordinator Morgan Walker and Director of Marketing Ricardo Hooper.

Ongoing business of the committee has generally consisted of updates on performances of the various teams, both athletically and academically, and on upcoming and possible fundraising activities. The various teams have continued to enjoy considerable success, both athletically and academically; in fact, various ways to publicize the successes to the campus community and beyond continue to be investigated and implemented.

The committee has also continued to monitor gender equity in sports programs on campus and the changing nature of Title IX, as well as possible expansion of sports programs and attendant costs (all of which have been called to the attention of the Senate at times).

It appears that in the recent past (academic years 2011-2012 and 2012-2013) the committee has not met. Perhaps one of the committee's goals would likely be to return to regular meetings.



**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

CALENDAR COMMITTEE

The committee did not meet this year.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### CAMPUS ACCESSIBILITY ADVISORY BOARD

The Campus Accessibility Advisory Board (CAAB) committee meets on a quarterly basis, typically on a Thursday from 2:00- 4:00 pm.

This year the CAAB committee discussed the revision of the Grade Grievance Policy based on Executive Order 926, the revision of the campus Service Animal Policy, the installation of the new building signage and maps for persons with disabilities including how to safely evacuate and contact appropriate assistance in case of an emergency, the installation of bollards in select locations of the campus, adding additional ADA training to have available for the campus community, the role of the ADA Coordinator position, emergency planning, resolution issues with Auxiliary Sodexo, and also discussed various ADA related projects and ATI Coordination Initiatives on campus.

California State University, San Bernardino  
CAMPUS ACCESSIBILITY ADVISORY BOARD (CAAB)  
2012- 2013 Attendance List

#### **August 23, 2012**

Members Present: Lucas Cuny, Kevin Doyle, Bob Gardner, Ruben Gutierrez, Beth Jaworski, Cynthia Linton, Zachary McCormick, Donita Remington, Dennis Robertson, Tony Simpson, Don Soderbloom, Eva Sorrell, Michael Wahl

Members Absent: Hamid Azhand, Jimmie Brown, Amy Beran, Byanet Hermosillo, Ilseop Han, Randy Hanlin, Tina Howe, Connie Jones, Hideya Koshino, Leon McNaught, Lupita Navarrete, Kristie Ogilvie, Terry Schmitt, Dale West

Guests Present: Dayna Brown, Melissa Valle

#### **November 1, 2012**

Members Present: Amy Beran, Leigh Connell, Kevin Doyle, Bob Gardner, Randy Hanlin, Beth Jaworski, Cynthia Linton, Zachary McCormick, Donita Remington, Terry Schmitt, Tony Simpson, Don Soderbloom

Members Absent: Hamid Azhand, Jimmie Brown, Ruben Gutierrez, Byanet Hermosillo, Ilseop Han, Tina Howe, Connie Jones, Hideya Koshino, Leon McNaught, Lupita Navarrete, Kristie Ogilvie, Ron Profeta, Dennis Robertson, Eva Sorrell, Michael Wahl, Dale West

Guests Present: Dayna Brown, Lorraine Frost

## **February 14, 2013**

Members Present: Amy Beran, Rowena Casis- Woidyla, Kevin Doyle, Bob Gardner, Ilseop Han, Randy Hanlin, Beth Jaworski, Cynthia Linton, Zachary McCormick, Ron Profeta, Donita Remington, Cathy Ryan, Terry Schmitt, Tony Simpson, Don Soderbloom, Michael Wahl

Members Absent: Hamid Azhand, Jimmie Brown, Leigh Connell, Ruben Gutierrez, Byanet Hermosillo, Tina Howe, Connie Jones, Hideya Koshino, Karen Logue, Leon McNaught, Lupita Navarrete, Kristie Ogilvie, Dennis Robertson, Eva Sorrell

Guests Present: Dayna Brown, Al Salgado

## **May 16, 2013**

Members Present: Hamid Azhand, Amy Beran, Leigh Connell, Kevin Doyle, Bob Gardner, Beth Jaworski, Cynthia Linton, Karen Logue, Zachary McCormick, Donita Remington, Tony Simpson, Eva Sorrell, Michael Wahl

Members Absent: Jimmie Brown, Ruben Gutierrez, Ilseop Han, Randy Hanlin, Byanet Hermosillo, Tina Howe, Connie Jones, Hideya Koshino, Leon McNaught, Lupita Navarrete, Kristie Ogilvie, Ron Profeta, Dennis Robertson, Cathy Ryan, Terry Schmitt, Don Soderbloom

Guests Present: Dayna Brown, Kathy Marron, Allison Palmer

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

CAMPUS FEE ADVISORY

Report was not submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### CHILDREN'S CENTER ADVISORY COMMITTEE

Committee did not meet this year.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

DIVERSITY COMMITTEE (UNIVERSITY)

Report was not submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### ENERGY CONSERVATION COMMITTEE

We had no formal meeting schedule this year, but there have been some informal discussions with committee members on an "as-needed" basis.

Discussion items included the showing of the energy movie "Switch" by a student "green campus" group, and e-mail discussion about submitting a proposal to a 2013-14 system-wide initiative for Facilities-Instructional collaboration.

## **OTHER COMMITTEES AND REPRESENTATIVES**

### **FACILITIES PLANNING COMMITTEE**

In April 2013, CPDC announced its intention to restart the Facilities Planning Committee. This committee had not met in many years. The stated intention was to meet twice a year.

The committee met on May 16. Members in attendance were: Hamid Azhand (CPDC), Michael Wahl (CPDC), Franschell Williams (CPDC), Bob Gardner (Administration & Finance), Tony Simpson (Facilities Services), Alfredo Barcenas (Associated Students), Monica Alejandre (Advancement Div.), Steve Waldman (IRT), Kimberlyn Williams (Faculty Senate rep.), and Todd Jennings (Faculty Senate rep.).

Hamid Azhand discussed the need to update the Campus Master Plan, noting that the last major revision was in 1999 (for 20,000 FTE) and the last minor Master Plan revision was in 2004. Revision of the Campus Master Plan cannot begin, however, until the Academic Master Plan is complete, and the Academic Master Plan follows the Strategic Plan.

Hamid outlined the major capital outlay projects currently on the books at the Chancellors Office. In order of priority, these are:

- 1) Infrastructure improvements (mechanical systems replacements, etc.; 6-7 projects)
- 2) Utilities infrastructure projects. These projects would include expansion of utilities to correct vulnerabilities and to anticipate future growth. In response to a question about whether expanded utilities would disturb or destroy natural areas that are used by classes on campus, Hamid stated that they would try to minimize any such impacts. Bob Gardner said that he did not anticipate much development north of North Campus Circle, given recent shifts in priorities. He is more concerned about effects of future development of the property north of campus on various classes and programs, and he is working with the Chancellor's office to try to minimize negative impacts.
- 3) Theatre Arts building. (This was the #1 project last year, but infrastructure repair, replacement, and utility expansion have taken precedence.) In response to questions from faculty senate representatives, Hamid said that this building is designed to have one large lecture hall with 280-300 seats and two intermediate-size lecture rooms.
- 4) Library renovation and addition
- 5) University and Distance Learning Center (This is awaiting the Academic Master Plan before design begins.)

Hamid outlined projects that are candidates for non-state funding. These included part of the Theater Arts project (in the planning stage), student housing on adjacent property (feasibility study partly done), College of Extended Learning addition (feasibility study to start soon), Children's Center for Autism at PDC, Track and Soccer field (at the southeast corner of campus), an access bridge from the East Parking structure to the Arena, and a softball field (750-seat grandstand and field).

The ASI represented noted that students would like a Rec Center expansion. Questions were raised about whether students might be willing to pay for it (fee referendum) or whether donations could pay for it.

Hamid went over minor capital outlay projects and stated that campus-wide accessibility projects are approximately 80% complete, and the rest would be completed in 8-9 months.

The next anticipated meeting of this committee is in October.



## **OTHER COMMITTEES AND REPRESENTATIVES**

### INSTRUCTIONALLY RELATED PROGRAMS BOARD

The Instructionally Related Programs Board oversees the distribution and appropriate use of monies generated by student fees initiative (IRP) and state support of instructionally related activities (IRA). The committee is comprised of staff member from pertinent University offices (Helga Kray Co-Chair, Deletta Anderson, and Jenna Aguirre) faculty appointed by the Senate (Brian Heisterkamp, Dorothy Chen-Maynard, and Richard Samuelson), the ASI Vice President for Finance and students appointed by ASI.

The IRP Board met 6 times during the 2012-13 academic year to 1) review quarterly reports from all funded programs; 2) solicit new programs; 3) review requests for emergency/mid-year funding; and 4) distribute 2013/14 funding.

Copies of the 2012/13 budget, 2013/14 approved budget, and committee membership list are available from the Associate Vice President of Student Affairs.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

INTELLECTUAL LIFE AND VISITING SCHOLAR COMMITTEE

Intellectual Life was not funded this year and thus the committee did not meet.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

INTERNATIONAL STUDENT SERVICES ADVISORY COMMITTEE

Report was not submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

OUTCOMES ASSESSMENT COMMITTEE (UNIVERSITY)

Report was not submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

PALM DESERT CAMPUS PLANNING & OPERATIONS COUNCIL

Report was not submitted.

**OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

PHILANTHROPIC FOUNDATION BOARD OF DIRECTORS

Report was not submitted.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### RECREATION COMMITTEE

In 2012-13, the Recreation Committee advised the Recreational Sports Department on various issues related to the needs of the campus community. A continuing topic of discussion was expansion of the Student Recreation and Fitness Center (SRFC). The committee recommended that Recreational Sports begin surveying students and sharing plans for a potential expansion. The committee recommended the approval of using funding from equipment replacement reserves to replace four adaptive motion trainers and an upper body ergometer in the Student Recreation and Fitness Center in 2012-13. The committee provided feedback on the reservation priorities and fee structure for the Leadership Challenge Center.

The committee reviewed and recommended approval of the 2013-14 Recreational Sports budget. This included all aspects of the Recreational Sports program and included the services offered and the hours of operation. In the approval, the Recreation Committee recommended the addition of a full-time Competitive Sports Coordination. Finally, the committee provided input on new programming, as well as feedback on Recreational Sports' existing programs.

The Recreation Committee meets on Wednesdays, once each quarter. The committee consists of Herb Shon (Faculty Representative), Amandeep Kour (Chair, Student-At-Large Representative), Erin Leach (Student-At-Large Representative), (Vice-Chair; Student-At-Large Representative), Ed Mendoza (Staff Representative), and David Allison (Santos Manuel Student Union Student Representative).

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### SCHOLARSHIP COMMITTEE (UNIVERSITY)

The University Scholarship Committee met as a group three times (March 26, April 18, and May 23). The first meeting introduced the group to the committee's workload and a primer on the scholarship online system was given. We also broke into three groups to review the scholarships. Each subgroup met at least twice to hash out their choice for potential scholarship winners. The last two full group committee meetings were taken up with discussions and negotiations on who the scholarship winners would be. In all, dozens of scholarships were awarded.



## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### STUDENT AID COMMITTEE

Once again, the Financial Aid Office collaborated with University Advancement, Accounting, and Foundation as University Scholarship Taskforce Committee to continue seeking improvements to the scholarship timelines, processes and procedures including the tracking and monitoring of fiscal balances and expenditures of all campus-based scholarships.

2012-2013 accomplishments of the committee include:

- o Representatives from scholarship taskforce received a revised PAES award amount for 2013-2014 AY, received a revised PAES acceptance deadline, and revised maximum limit of new PAES recipients.
- o The number of scholarship applications decreased 1,125 in preparation for 2013-2014 which represents a reduction of 15.5% compared to 1,331 applications in 2012-2013. The difference between 2011-2012 and 2012-2013 figures is the result of two large scholarships being re-classified and no longer counted as scholarships.
- o Reviewed academic year scholarship funding expenditure reports by FAO to committee to insure the timeliness and determination of program fund awarding.
- o Continued use of scholarship spreadsheet as a centralized tool to record and monitor scholarship awards and disbursements. The spreadsheet provides accounting details for quick reference and for obtaining expenditure balances. The spreadsheet is a collaborative effort between the Financial Aid and Advancement Offices.

Minutes can be obtained from the Senate office.

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representative)

### STUDENT HEALTH ADVISORY COMMITTEE

This year concludes my sixth year representing the CSUSB faculty on the chancellor-mandated Student Health Advisory Council (SHAC). The Council consists primarily of students from different majors, including several from Health Science, who share an ongoing personal and professional interest in the health and well-being of CSUSB students, staff, and faculty. The students are bright and energetic, with continuing enthusiasm for various health-related projects.

The Council continues to meet monthly in the conference room at the CSUSB Student Health and Psychological Counseling Center (SHPCC), with advisors Dr. Patti Smith, Mr. Carlos Carrio, and Ms. Elaine Burkholder, along with other representatives from the SHPCC and other health-related departments. My attendance was again inconsistent this year due to conflicting schedule obligations.

Highlights of the SHAC activities for this year include:

- Established “Coyote Produce Stand” providing healthier options for students, faculty, staff.
- Formation of subcommittees to address college health-related issues as follows:
  - Nutrition
  - Mental Health (Suicide Prevention & Awareness)
  - RADD (Recording Artists, Actors, Athletes Against Drunk Driving)
  - Reproductive health
- Creation of a “Blackboard Forum”
  - To enhance communication among SHAC members
  - To voice concerns as needed
  - To establish an “open forum”
  - To establish a running blog

Officers were recognized for their service and given “Appreciation Certificates”

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### STUDENT RESEARCH COMPETITION – GRADUATE & UNDERGRADUATE

The Student Research Competition Committee members served as judges at the 2<sup>nd</sup> Annual Student Research Symposium combined with the 27<sup>th</sup> CSUSB Student Research Competition. There were 26 CSUSB students who competed this year. Six individuals and one team of three students were the top winners in their categories:

Audrey Hovannesian

Amandeep Kaur

Stacey Nerkowski

Michelle Stone

Jennifer Wacan

Kenneth Williams

The team includes:

Juan Franquez

Jennifer Hagala

Steven Lim

These students represented the campus at the CSU system-wide Research competition at Cal Poly Pomona this Spring. Audry Hovannesian was a 2<sup>nd</sup> place winner in the Education graduate category. Michelle Stone was a 2<sup>nd</sup> place Winner in the Behavioral & Social Sciences category. Note that although Michelle is an undergraduate, she was mistakenly placed in the graduate division – and won in that category!

## **OTHER COMMITTEES AND REPRESENTATIVES**

(Faculty Representatives)

### SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS

Compiled by Mary Fong and Josephine Mendoza, Faculty Representative Board Members, with assistance from the SMSU Administrative Office.

The Student Union Board of Directors oversees the operations and programs of the non-profit Santos Manuel Student Union. The SMSU is an auxiliary enterprise of California State University, San Bernardino and is incorporated as a California Non-Profit Corporation. All Board members are also part of standing committees that advise the Board on matters concerning the SMSU. The Board meets every second Thursday of the month from 10 a.m. to noon. Nine Standing Committees of the Board meet once a quarter depending on need.

#### **Senate Appointed Members:**

Mary Fong, Professor, Communication Studies (2011-2013)

Josephine Mendoza, Professor, Department of Communication Studies (2012-2014)

#### **Summary of Board and Committee Accomplishments 2012-13**

1. Financial & Administrative
  - a. SMSU Board reviewed and approved annual budgets for the Student Union and Rec Center with a combined total of more than \$4.5 million in operating funds.
  - b. Updated the SMSU and Student Affairs Division Strategic Planning documents that outline future services to be provided to a changing student profile that includes more full-time traditional students.
  - c. Effectively monitored budget, with last year's operating budget balances ending within .05% of projections.
  - d. Annual Financial Audit successfully passed with no findings or notes.
  - e. Successfully passed an extensive CO/IRS Bond Issuance audit related to non-profit status and for-profit activity.
  - f. Chancellor's Office Compliance Audit passed; 4 minor observations were addressed and cleared.
  - g. Successfully passed an extensive IRS 2010 payroll audit.
  - h. Continued the process for IRS 8940 filing, re-determining our specific designated non-profit status, by filing change of status request in conjunction with our attorney.
  - i. Researched and responded to an IRS audit of CSU System-wide auxiliary bond construction issuance; the audit has been completed with no findings.
  - j. The SMSU Board of Directors reviewed and/or modified over 220 pages of policies and considered 58 separate action items in their monthly meetings- these statistics represent a new record for activity in an academic year.
2. Operations
  - a. Completed Phase I of a detailed feasibility study examining SMSU Building Expansion; the firm of Brailsford & Dunleavy assisted.
  - b. The SMSU booked rooms for program activities, meetings and study over 1,900 times this year, supporting the needs of the campus community.

- c. Visitors walked through the SMSU's doors more than 715,000 times during 2012-13.
  - d. Completed a construction feasibility exercise, studying space for SMSU Centers and the possible expansion of a The Blue Coyote Pub.
  - e. Completed an extensive study and process supporting establishment of a One-Stop Shop for scheduling and building reservations, relocation of the Ombuds Office and Prayer/Meditation Room.
  - f. Relocated and remodeled the Women's Resource Center, providing more appropriate space and resulting in a more successful year, according to user headcount data and numerous other criteria.
  - g. Gained University funding support of matching funds in the amount of \$48,000 to enhance audio/visual equipment in the SMSU Events Center.
  - h. Hung four acquired art pieces purchased from the Art Department Student Art Show. Selected four new pieces, to be installed over summer 2013.
  - i. Approved plans to establish a new Campus Interfaith Center in the SMSU for 2013-14.
3. Commercial Services
- a. Weekly meetings have taken place with UEC and Sodexo representatives; sales financial information has been shared on a regular and ongoing basis.
  - b. Improvements have again been made in terms of menu item revision, and sales have again increased.
  - c. The challenge of finding a way to revenue-share with the SMSU continues to be an unresolved problem for us.
4. Student Leadership & Involvement
- a. Each of the SMSU's 9 subcommittees met quarterly, providing valuable direction and input to the Board.
  - b. Sent staff and students to ACUI Sacramento Regional Conference, ACUI St. Louis International Conference, Berkeley Pride Conference, Riverside Women's Empowerment Conference, AOA Statewide Conference, ACUI Regional Games Tournament and other events. Held Fall All-Staff Training and a Fall Board Orientation in Palm Springs. Sent student staff to numerous other training and conference opportunities, including: Queer People of Color Conference, Women of Color Conference, 2012 Transgender Conference, Feminist Majority Foundation's Get Out Her Vote Summit and others.
5. Programs & Services
- a. SMSU Centers presented over 200 events, drawing more than 30,000 people in total attendance.
  - b. An expanded campus-wide event, CoyoteFest, was attended by more than 4,000 people in June.
  - c. Program Attendance Reports have been developed and updated since 2010-11 with data such as average attendance, cost-per-program and cost-per-student served.
  - d. Continued to formulate and implement strategies to increase student attendance at selected University events, with a focus on weekend and evening programming. Provided a report on these efforts to AVP, Student Affairs for inclusion in Divisional report.

- e. Presented the annual San Manuel Pow Wow and California Native American Conference activities, drawing thousands of community members to CSUSB and providing education on past and current issues facing our Native American communities.
  - f. The California Indian Conference brought over 2,000 young elementary and junior high school students to campus to experience cultural presentations and be introduced to CSUSB.
  - g. A new campus Arts & Music Festival was co-sponsored by the SMSU, with a Best of the Bands event and a Latin Jazz Festival concert.
6. Personnel
- a. Gained President’s Cabinet support for four position adjustments, reflecting a continuing restructuring of duties and additional tasks among SMSU Staff. These changes supported a plan containing net salary savings of over \$60,000 annually.
  - b. Successfully hired a new Graphic Designer and a new Marketing Coordinator.
  - c. Established an expanded educational Course Fee Advance Program for staff members.
  - d. Received approval for a new staff position focusing on assessment and research.

**Attendance Sheet for Santos Manuel Board of Directors/Committee Meetings**

<b>Committee</b>	<b>Name</b>	<b>Dates</b>	<b>Attendance</b>
<b>Commercial Services</b>	Josephine	11/5/12	Yes
	Josephine	2/19/13	No
	Josephine	5/16/13	No
<b>Strategic Planning</b>	Mary	10/30/12	Yes
	Mary	2/28/13	Yes
	Mary	5/23/13	Yes
<b>Board Orientation &amp; Retreat</b>	Mary	10/5-7/12	Yes
	Josephine	10/5-7/12	Yes

**Josephine and Mary's BOD Attendance**

<b>Dates</b>	<b>Josephine</b>	<b>Mary</b>
10/11/12	Yes	No
11/1/12	Yes	No
11/29/12	Yes	No
1/10/13	Yes	Yes
2/14/13	No	Yes
3/7/13	No	Yes
4/11/13	Yes	Yes
5/9/13	Yes	Yes
6/6/13	Yes	Yes

## **OTHER COMMITTEES AND REPRESENTATIVES**

UNIVERSITY ENTERPRISES CORPORATION BOARD OF DIRECTORS

Report was not submitted.