Information on Oversight Committees and Groups

The responsibilities of all university requirements and standards committees are as follows:

All University-wide Academic Committees

All of the university-wide academic committees have basic oversight responsibility for the courses within their respective academic requirement. Tasks and responsibilities common to all committees are listed here. Tasks and responsibilities for specific committees are listed under each committee. All committees report to CARS. Further, all committees are expected to:

1. Confirm and/or revise existing or develop new common course goals and learning objectives.
2. Develop guiding principles for approving or removing courses.
3. Review all courses with authority to remove courses not meeting criteria.
4. Review courses when taught by new instructors.
5. Approve new courses and re-approve courses not taught within five-year period.
6. Oversee syllabi basics. For example, syllabi should have a statement that course meets the university-wide academic requirement, should include common goals and objectives specific to the requirement, and should align with other general provisions.
7. Prepare timely and periodic reviews (assessment) of goals, student learning objectives and guidelines.
8. Establish meeting schedules and inform CARS at the beginning of an academic year.

The Operating University Oversight Committees

I. Theme and Area Committees
   A. Theme I and Area B

   Membership: This committee is elected by the school. The NS&M Curriculum Committee serves both as the Theme I and Area B committee. The membership for AY 06-07 is:

   Maynard Moe, Chair, Biology
   Elizabeth Andal, Nursing
   Vladimir Gasparyan, Physics and Geology
   Andreas Gebauer, Chemistry
   Sophie Raczkowski, Mathematics
   Huaqing Wang, Computer Science

   Charge: To review course proposals and criteria and guidelines.

   Meetings: Meet when needed.
The committee meets when there are course proposals.

B. Theme II and Areas A and C

1. Theme II-

**Membership:** The original G.E. program authorization established oversight of the themes by designated disciplines. The Theme II Committee membership has always been representation by the Chair of the Discipline.

<table>
<thead>
<tr>
<th>Chairs of relevant Disciplines</th>
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<tbody>
<tr>
<td>Art:</td>
<td>Michael Heivly</td>
</tr>
<tr>
<td>English</td>
<td>Sophia Adjaye</td>
</tr>
<tr>
<td>Communications</td>
<td>Andy Alali</td>
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<tr>
<td>History</td>
<td>Miriam Vivian</td>
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<tr>
<td>Modern Lang.</td>
<td>Jose Reyna</td>
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<tr>
<td>Phil/RS</td>
<td>Jackie Kegley, Chair</td>
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<tr>
<td>Theater</td>
<td>Mandy Reese</td>
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**Charge:** To review course proposals for this area and also the criteria and guidelines.

**Meetings:**

The committee meets (1) When there is a course being proposed; (2) For criteria revision or catalog copy; and (3) Assessment discussions. The committee meets twice a quarter.

2. Area A-

**Membership:** Representation is by the Chairs of the relevant Disciplines.

<table>
<thead>
<tr>
<th>Disciplines</th>
<th>Chairs</th>
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<tbody>
<tr>
<td>Communications</td>
<td>Andy Alali</td>
</tr>
<tr>
<td>English</td>
<td>Sophia Adjaye</td>
</tr>
<tr>
<td>Phil/RS</td>
<td>Jackie Kegley, Chair</td>
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</tbody>
</table>

**Charge:** To review course proposals, criteria and guidelines.

**Meetings:**

The committee meets when (1) there are course proposals- at least once a quarter and (2) To review criteria and guidelines. Criteria revision is underway.

3. Area C-

**Membership:** Representation by the Chairs of the relevant Disciplines.

<table>
<thead>
<tr>
<th>Disciplines</th>
<th>Chairs</th>
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<tbody>
<tr>
<td>Performing Arts</td>
<td>Mike Heivly, Art</td>
</tr>
<tr>
<td></td>
<td>Doug Davis, Music</td>
</tr>
<tr>
<td></td>
<td>Mandy Reese, Theater</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>Jose Reyna, Languages</td>
</tr>
<tr>
<td>History</td>
<td>Miriam Vivian, History</td>
</tr>
<tr>
<td>Literature</td>
<td>Sophia Adjaye, English</td>
</tr>
<tr>
<td>Philosophy &amp;</td>
<td>Jackie Kegley, Philosophy &amp; Religious</td>
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<tr>
<td>Religious Studies</td>
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</tbody>
</table>
Meetings:

The committee meets (1) when there are course proposals at least each quarter and (2) To review criteria and guidelines. A new revision was made of goals and guidelines in January 07.

C. Theme III and Area D

1. Theme III

Membership: Representation is by the Chairs of each of the respective programs: Business & Public Administration; Criminal Justice; Political Science; Psychology; and Sociology/Anthropology. Robert Fong is serving as Chair for the academic year 2006-07.

Meetings:
This committee elects a chair annually and meets when needed to review courses or when need to revise course standards.

2. Area D

Membership: The membership of the committee is the chairs of the Social/Behavioral Sciences Departments. Thus current membership is Steve Bacon, Psychology Chair and Chair of Area D; and Laura Hecht, Anthropology/Sociology Chair.

Meetings:
The committee meets for course proposal review.

II. Computer and Information Literacy Committee

Membership: The membership of this committee was designated by the G.E. Task Force and authorized by the Academic Senate upon approval of the report and recommendations of that Task Force.

Christy Gavin, Librarian, Chair
Curt Asher, Librarian
George Badine, Web CT
Melissa Danforth, Computer Science
David Germano, Biology, Representative, Theme 1
Judith Pratt, Communications, Representative, Theme 2
Laura Hecht, Sociology/Anthropology, Representative, Theme 3
Kaye Bragg, TLC
John Dirkse, Office of Undergraduate Studies

Charge: The committee is to oversee the university Computer and Information Literacy Requirement and will develop modules or courses to meet this requirement.

Meetings:
The Computer and Information Literacy Committee officially met on March 28, 2007. The committee is in the process of establishing a meeting schedule.
III. Gender, Race and Ethnicity Committee

Membership: Membership on this committee is by recommendation of the Executive Committee of the Academic Senate to the Provost and Vice President for Academic Affairs. The recommendation of CARS that this committee be elected was approved by the Executive Committee of the Senate on May 8 2007.

Revised recommended voting membership:

a. Four members elected from the School of Humanities & Social Sciences
   i. Two representing disciplines in the Humanities
   ii. Two representing disciplines in the Social Sciences
b. One member elected from each of the other Academic Schools: Natural Sciences & Mathematics; Business & Public Administration and Education.
c. Dean of Undergraduate Studies, Ex officio, voting.

GRE Committee Membership for 2007-08

Judith Pratt (Communications) – June 08
Monica Ayuso (English) - June 08
Carol Raupp (Psychology) - June 09
Patricia Henry (Social Work) - June 09
( Education ) –June 08
Elizabeth Andal (Nursing) –June 09
Lori Paris (Management/Accounting) –June 09
John Dirkse, Interim Associate Vice President for Academic programs and
Dean, Undergraduate Studies, ex officio

Charge: The committee oversees the GRE requirement and thus (1) Receives, reviews
and approves or disapproves course proposals; (2) undertakes a revision, when necessary,
of the goals, objectives and guidelines.

Meetings:
Meets when there are courses to be reviewed for fulfillment of the GRE requirement. At
present these are reviewed by the GRE Criteria (Feb. 2006). The committee this year
reviewed the GRE Criteria and has now submitted these for review by CARS and
approval by the Academic Senate. These criteria have not been approved.

IV. GWAR

Membership: Was established by authority of the previous Provost and Vice President for
Academic Affairs.

Kim Flachmann, Writing Program Coordinator, Chair
John Maynard, H&SS
Michael Flanagan, BPA
Eun-Ja Park, Educ
David Germano, Science & Mathematics
Paul Newberry, Critical Thinking representative
Sophia Adjaye, Chair, English Department

Charge: This committee has oversight over the Graduation Writing Assessment
Requirement. This includes to create, review, and revise a plan for meeting the GWAR
requirement; and to write the examinations used to meet GWAR.
Meetings:
Meets at least once a quarter; and meets more if additional business. This year, the committee has rewritten the GWAR brochure, reviewed a course for the GWAR requirement, asked for a meeting with the author of that request, rewritten the GWAR waiver policy, and written some new essay exam questions. The committee will meet two more times this year.

V. American Institutions: United State History Requirement

Membership: Membership is determined by the Department of History.

Oliver Rink (Chair)
Doug Dodd
John Maynard
Alicia Rodriguez

Committee Charge: To monitor the History 231 and 232 classes and assess whether they are meeting the university’s American Institutions goals and objectives.

VI. American Institutions: Government

Membership: Elected by the two departments.

Michael Ault (Political Science)
Kent Price (Political Science)
Tom Martinez (Public Administration)
Steve Daniels (Public Administration)

Charge: The committee charge is to monitor fulfillment of the U.S. Constitution and California State and Local Government portions of the American Institutions requirement and to oversee the waiver examination.

VII. RUSH-A

Membership: The committee and membership were established by the Academic Affairs Committee, upon recommendation of CARS.

The Rush-A Coordinator (Emerson Case), Chair
John Stark- BPA faculty Representative
Dirk Baron- Rep. for Faculty/ NSM
Christina Howell- Educ. Faculty Representative
Joanne Schmidt- H&SS Faculty Representative
Maria Escobedo- Represeenative for Staff/CAMP/Title V
Marina Avalos-Kegley- Rep for Staff/Student Affairs
Dean of Undergraduate Studies (John Dirkse)-Ex Officio
Director of Advising Center (Isabel Sumaya)-Ex Officio
Kendyl Magnuson, Ex-Olfficio-Enrollment Management

Charge: (1) To review and, if necessary, to revise the mission and goals of the program and each course therein; (2) Identify student outcomes associated with its courses and activities; (3) Identify guiding principles for including/removing courses in the program and oversee syllabi basics; (4) Review all courses initially, when taught by faculty for the first time or when being taught again after a two-year hiatus; and (5) Provide an annual
assessment report to CARS regarding requirements and an annual report to AAC that address issues of student access and the balance of instructors.

VIII. Pre-Baccalaureate Committee

Membership: This committee and its membership were established by CARS.

Joseph Fiedler, Mathematics Representative
Beck Larson, Mathematics Representative
Sam Behesta, Mathematics Alternate
Kim Flachman, English Representative
Marit MacArthur, English Representative
Pam Gomez, Director of the Advising Center
Isabel Sumaya, Incoming Director of Advising Center, Chair
John Dirkse, Interim Dean of Undergraduate Studies

Charge: This committee is responsible for oversight of all Pre-Baccalaureates curriculum, including review and oversight of student access to pre-baccalaureate courses.

Meetings:

A preliminary meeting took place on May 2nd.

IX. Language Proficiency Committee

Membership: Still to be determined.

Charge: This committee is responsible for oversight of the Foreign Language requirement including providing criteria and guidelines for any proposals for courses satisfying this requirement.