

**CALIFORNIA STATE UNIVERSITY, STANISLAUS
STRUCTURE FOR INTERDISCIPLINARY PROGRAMS**

General Education

- Susan Marshall, General Education Director
- Position Description dated 10/10/07 – *Attachment A*
- Responsible for traditional, Summit Program, and First-Year Experience
- Assigned time, 12 units per year, and clerical support funding provided by the Provost
- The Vice Provost provides clerical staffing for the GE Director
- College deans and department chairs are responsible for course development, scheduling courses, faculty assignments, and monitoring enrollments in their disciplines. GE courses are taught by designated faculty, FTES are allocated to the college of faculty member teaching course, and funding is provided by the faculty's college dean.

Honors Program

- Jim Tuedio, Director
- Draft Position Description, dated 5/6/06 – *Attachment B*
- Reports to Dean, College of Humanities and Social Sciences
- Assigned time, 9 WTU's per year funding provided by college dean of the director
- Honors courses taught by designated faculty; FTES to college of faculty member teaching course
- Charter to be developed as part of Academic Program Review

Special Major – Baccalaureate

- For the special major baccalaureate program, general advising is provided by the Advising Resource Center and designed to assist the student in clarifying possible areas of interest. The student is then sent to the academic department of the major discipline.
- Each college dean is responsible for supporting the special major baccalaureate program.
- The student will be assigned to the college that houses the department of the lead faculty member.
- A Program of Study form is submitted to the college dean for review/approval. The form must include a statement that explains the purpose of the special major is to provide for exceptional cases and for individual students only. It is an opportunity for a specially-designed course of study leading to a degree when legitimate academic and professional aims are not adequately accommodated by standard degree programs.
- For purposes of academic audit and accreditation standards, the form must contain at least the following elements: student information, title of special major, degree (BA/BS), a description of a coherent program of study, an identification of the academic theme, student learning outcomes, and an explanation of the inadequacy of present majors to meet student's academic and/or professional goals. Signature approval is required by the Faculty Special Major Committee (comprised of 3 professors from at least 2 disciplines; one faculty member serves as the major advisor/committee chair). The Program of Study forms are archived in the dean's office.

Multidisciplinary Courses – Undergraduate

- FTES are accrued to the college of faculty members teaching multidisciplinary studies courses, and funding for courses is provided by college dean or the library dean.
- During the transitional year of 2006/07 and 2007/08, the College of Humanities and Social Sciences has responsibility for scheduling, funding, faculty assignment, evaluation of multidisciplinary courses.
- Beginning in 2008/09, responsibility for MDIS courses reside in the designated college as listed below:

| <u>MDIS Courses</u> | <u>College/Unit</u> | <u>Taught By</u> | <u>Funded By</u> |
|--|---------------------|------------------|------------------|
| 1000 First-Year Experience | CHSS | Student Affairs | Student Affairs |
| 1040 Seminar in First-Year Experience | CHSS | Student Affairs | Student Affairs |
| 2500 Leadership Development | CHSS | Student Affairs | Student Affairs |
| 2950 Selected Topics | All Colleges | | |
| 3005 Research and Information Literacy | CHSS | Library | Library |
| 3010 Seminar in Community Learning | CHSS | Student Affairs | Student Affairs |
| 3400 Latin-American Cultures | CHSS | CHHS | CHHS |
| 4910 Cooperative Education | All Colleges | | |
| 4930 Peer Advising | CHSS | Student Affairs | Student Affairs |
| 4935 Peer Advising Internship | CHSS | Student Affairs | Student Affairs |
| 4950 Selected Topics | All Colleges | | |
| 4980 Individual Study | All Colleges | | |

Master of Arts/Master of Science Interdisciplinary Studies Program

- Dennis Sayers, Director
- Position Description, dated 3/20/06 – *Attachment C*
- Administrative Support by Graduate School; Academic Accountability by Vice Provost
- Assigned time, 6 units per year, funding by the Provost via part-time allocations to the College in which Director resides

| <u>Graduate MDIS Courses</u> | <u>College/Unit</u> |
|--|--------------------------------------|
| 5900 Introduction to Graduate Field Research Methods | COE and other colleges as identified |
| 5940 Selected Topics | All colleges |
| 5960 Graduate Projects | All colleges |
| 5980 Individual Study | All colleges |
| 5990 Graduate Thesis | All colleges |
| 7005 Continuing Thesis/Projects | All colleges |

Remediation

- Overall responsibility for Leadership is the responsibility of the Associate Vice President for Enrollment Management, ensuring that all students fully remediate within 12 months.
- English courses are scheduled by the Dean of the College of Humanities and Social Sciences.
- Mathematics courses are scheduled by the Dean of the College of Natural Sciences.

Successful Remediation Committee

- Advises Associate Vice President for Enrollment Management and deans.
- Members include AVPEM, Dean of Admissions and Records, the chairs and coordinators from English and Mathematics, Dean of the College of Humanities and Social Science, Dean of the College of Natural Sciences, Senior Director of Retention and Advising, Dean of Students, and two staff members from Advising office. The committee is concerned with coordinating advising, enrollment, retention, and reporting issues. Functions include monthly meetings, subcommittee meetings when necessary (generally informal, e.g., ESL issues), and annual reporting of remediation history and summary that reflects student progress (rates of remediation, etc.) and plans for the future.

Early Assessment Program

- Karen Breshears, Coordinator
- Reports to Enrollment Services, Associate Vice President for Enrollment Management

Centers and Institutes

Centers and Institutes provide a means for interdisciplinary collaboration, among other important academic and service goals. Designated colleges are responsible for director appointment, goals, budget, and evaluation.

College of the Arts

- None

College of Business Administration

- Management Development Center, Director TBD

College of Education

- Center for Direct Instruction, Cathy Watkins, Director (in collaboration with CHHS)
- Center for Portuguese Studies, Elmano Costa, Director (in collaboration with CHSS)

College of Human and Health Sciences

- Behavioral Intervention Services, Jane Howard, Director
- Center for Direct Instruction, Cathy Watkins, Director (in collaboration with COE)
- Child Development Center, Jennifer Esterly, Director

College of Humanities and Social Sciences

- Center for Economic Education, Kelvin Jasek-Rysdahl, Elaine Peterson, Co-Directors
- Institute for Archaeological Research, Ellen Bell, Director
- Institute for Cultural Resources, Thomas Durbin, Director
- Center for Portuguese Studies, Elmano Costa, Director (in collaboration with COE)

College of Natural Sciences

- None

University-Wide Centers and Institutes/Provost

- Center for Public Policy Studies, John Garcia, Kelvin Jasek-Rysdahl, Co-Directors

Laboratory

- Music, Modern Languages, Geographic Information Systems Laboratory supervised by the Dean, College of Humanities and Social Sciences

DMD:rl 8/11/08

20/AS/07/UEPC
Faculty Director of General Education

The Faculty Director of General Education oversees university-level educational initiatives and programs related to the traditional General Education program, the Summit program, and the general education component of First Year Experience in consultation with relevant faculty committees and the Vice Provost. The Faculty Director serves as an advocate for students, faculty, and the health of the General Education program.

Leadership, Coordination, and Policy

The Faculty Director is responsible for leadership and day-to-day coordination and implementation of the General Education program policies and processes.

1. Provides students, faculty, departments, and colleges with information about the General Education program.
2. Acts as a resource for colleges, departments, and faculty interested in developing courses for general education.
3. Coordinates and analyzes general education course offerings and scheduling, including tracking course offerings in Stockton, and makes recommendations to the college deans and appropriate department chairs/program coordinators.
4. Provides support for the articulation of general education courses with community colleges.
5. Promotes wide knowledge and understanding of general education learning goals (e.g., incorporation into course syllabi, incorporation into new student orientation and new faculty orientation).
6. Consults with the General Education Subcommittee to maintain and update the university's General Education website to ensure currency of information.
7. Meets periodically with the Vice Provost to facilitate improvement of the General Education program and to monitor program implementation activities.
8. Works with faculty governance committees and the Vice Provost to ensure policy development for general education remains consistent with CSU System and Title 5 regulations.
9. Facilitates the efforts of the General Education Subcommittee for policy recommendations (development and revision) to the University Educational Policies Committee.
10. Attends General Education Subcommittee meetings and Assessment of Student Learning Subcommittee meetings as an *ex officio* (non-voting) member.

Assessment of General Education

In consultation with the University Educational Policies Committee, the General Education Subcommittee, the Assessment of Student Learning Subcommittee, and the Faculty Coordinator for Student Learning, the Faculty Director is responsible for coordinating assessment of the General Education program and student learning outcomes for general education, as prescribed by the University Educational Policies Committee.

1. Assesses the quality of the General Education program.
2. Facilitates and supports assessment efforts of the General Education Subcommittee, as prescribed by the University Educational Policies Committee.

3. Acts as a resource for the General Education Subcommittee's activities and works collaboratively with the chair in the assessment of the General Education program, as prescribed by the University Educational Policies Committee.
4. Works with the Vice Provost to ensure the design, implementation, analysis, documentation, and funding of general education assessment.

Communication and Reporting

The Faculty Director is responsible for communicating broadly the goals and accomplishments of the General Education program.

1. Prepares appropriate reports related to general education in concert with the General Education Subcommittee, including those for accreditation.
2. Collaborates with University offices and programs to ensure that accurate information about the General Education program is communicated to new and continuing students.
3. In consultation with the General Education Subcommittee, prepares and updates the general education and graduation requirements information for university publications, including catalog copy and website in accordance with University procedures.

Resources

The Faculty Director is responsible for:

1. Overseeing allocations in support of general education.
2. Submitting budgetary requests in accordance with the Academic Affairs budgetary process.
3. Advocating for fiscal support for the General Education program and other initiatives of the General Education Subcommittee, as prescribed by the University Educational Policies Committee.

Qualifications

1. Tenured faculty member.
2. History of commitment to general education, e.g., the teaching of general education courses and past participation in the General Education Subcommittee.
3. Evidence of leadership and administrative abilities.
4. Ability to work cooperatively to achieve position responsibilities.
5. Outstanding written communication skills.
6. Understanding of the role of assessment for enhancing student learning.

Compensation and term of employment

1. Assigned time: 15 units per annum for initial three-year appointment. Amount of assigned time subject to review for subsequent years.
2. Summer employment based on actual work days and regular salary.
3. Three-year appointment subject to budget and annual performance review by the Vice Provost in consultation with the University Educational Policies Committee.
4. The University Educational Policies Committee maintains the right to review the necessity of the position after each three-year period.

Selection process

1. Position announcement posted.

2. Committee on Committees will screen candidates and forward the short list to the University Educational Policies Committee and General Education Subcommittee.
3. University Educational Policies Committee and General Education Subcommittee will interview applicants from the short list and forward its recommendation to the Vice Provost.
4. Vice Provost, University Educational Policies Committee Chair, and General Education Subcommittee Chair interviews the finalists.
5. Vice Provost makes final selection after consultation with the University Educational Policies Committee Chair and the General Education Subcommittee Chair.

Draft: 9/5/06 (scd)

Revised: 12/9/06 (ccs)

Revised: 12/14/06 (G.E. Sub)

Revised: 4/05/07 (UEPC:rlc)

Revised and Approved by UEPC: 5/03/07 (UEPC:rlc)

Revised and Approved by SEC: 9/2/07

Approved by AS: 10/23/07

California State University, Stanislaus**Position Description for
Faculty Director of Honors Program**

The Director of the Honors Program reports to the Dean of the College of Humanities and Social Sciences. The Honors Program promotes an engaging, multidisciplinary learning environment designed to foster vitality, discipline, critical perspective, and intellectual curiosity in the students who participate in. The Director coordinates resources and activities in support of these priorities and manages the academic curriculum and support of research activities for the benefit of students in the program.

Funding for 12 units of assigned time per year is provided by the College Dean.

This is a ten-month appointment. Some additional summer responsibilities associated with recruiting students into the program can be expected, with appropriate compensation as resources permit.

Qualifications

The Director is expected to possess the following qualifications:

1. full-time tenured or tenure-track faculty member at CSU Stanislaus
2. commitment to producing a stimulating academic program for outstanding students, and the energy to maintain and enhance the program over time
3. demonstrated excellence in undergraduate teaching
4. commitment to the ideals and goals of Honors programs
5. experience teaching Honors courses
6. experience directing and/or participating in a program for highly motivated students
7. ability to establish rapport with students from a variety of educational and cultural backgrounds, and exhibiting different levels of maturity
8. understanding the role of assessment and mentorship for the enhancement of teaching and learning
9. evidence of administrative leadership abilities for achieving the assigned responsibilities of the position
10. effective interpersonal skills and ability to work cooperatively with a broad range of faculty and academic administrators, and with operational staff and administrators in key support areas (e.g., Financial Aid, Academic Advising, and Enrollment Services)
11. outstanding oral and written communication skills
12. capacity to promote adequate internal support for the program and efforts to develop external funding for student scholarships and program enhancements reflecting the goals and priorities of the Honors Program

Responsibilities

1. Encourage and stimulate support for the Honors Program across all relevant segments of the campus.
2. Engage in recruiting activities and disseminating information to encourage active participation in the Honors Program by new and continuing students.
3. Recommend and administer policies on admission and retention of students in the Honors Program.
4. Supervise the recruiting and mentoring of Honors Program faculty, and provide consultations in support of ongoing enhancements of the curricular offerings.
5. Coordinate development of the Honors schedule of classes, including negotiations with pertinent department chairs and faculty involved in the curriculum.
6. Develop assessment practices for the Honors Program, with an understanding of WASC re-accreditation standards and their emphasis on assessment of student learning.
7. Ensure coordination of Honors Program goals and objectives in support of the overall strategic plan of CSU Stanislaus.
8. Work closely with appropriate committees to develop and implement Honors courses, policies and procedures.
9. Take an active role in promoting student achievement within the program for the benefit of the larger campus community.
10. Provide mentorship to students possessing a broad spectrum of academic interests and abilities, and monitor the practices and results of research activity conducted by these students as they progress through the program.
11. Coordinate co-curricular and community-building activities for students in the program, and manage the resources of the Innovative Center in support of the enhancement of student learning and community.
12. Manage the budgetary resources and supporting elements of the Honors Program to promote effective delivery of the Honors curriculum and provide appropriate support for additional activities deemed relevant to the success of the program.

5/6/06



CALIFORNIA STATE UNIVERSITY, STANISLAUS

GRADUATE SCHOOL

Director of the MA/MS Interdisciplinary Studies Program

Responsibilities

Provide overall leadership for directing the MA/MS Interdisciplinary Studies (IS) program at CSU Stanislaus.

Specific responsibilities include the following:

- a. Chair (or support the chair and work of) the IS Committee.
- b. If Chair, may be selected by the IS Committee to serve as a member of the Graduate Council representing the IS program.
- c. Advise students and mentor students in proposal development elements.
- d. Work with enrollment management staff to recruit students and market the program.
- e. Provide leadership in working with faculty and college deans for program development – e.g., concentrations, curricular templates, and other structures to support interdisciplinary studies.
- f. Prepare recruitment and program materials.
- g. Evaluate applications for admission and determine program eligibility.
- h. Establish meetings, set agenda, prepare minutes, notify students and faculty of decisions, and take other related actions.
- i. Conduct orientation sessions for students and faculty.
- j. Establish and maintain database on individual programs, analyze data, and prepare annual report.
- k. Work with faculty advisers to ensure compliance with changes in student programs.
- l. Notify students of impending course expiration.
- m. Assess completion of degree requirements for graduation clearance.
- n. Conduct 7-year academic program review in collaboration with the IS Committee including annual assessment of program quality and student learning.
- o. Implement academic policies of the Graduate Council and IS Committee.
- p. Work with college deans to ensure delivery of the IS courses.
- q. Develop annual goals and work plan for advancing the academic quality and operation of the program.
- r. Other duties as assigned.

Qualifications

1. Full-time tenured or tenure-track faculty member of CSU Stanislaus.
2. Preference to faculty with commitment to and experience in interdisciplinary studies, such as membership on the IS Committee, serving on IS student committees, or other appropriate experience with graduate programs at CSU Stanislaus or previous universities.
3. Evidence of excellent organizational and administrative abilities for achieving the assigned responsibilities of the position.
4. Strong interpersonal skills and the ability to work cooperatively with faculty and administration.
5. Creativity and leadership skills for leading program development and enhancement.
6. Commitment to program marketing and recruitment.
7. Strong advising skills.
8. Initiative and ability to work independently and achieve goals.

Assigned Time

6 units per academic year

Staff Support and Operational Expenses

Clerical support will be provided by staff in the Graduate School, and operational expenses for the MA/MS Interdisciplinary Studies program will be covered by the Graduate School budget.

Presence in Graduate Office

The director is expected to maintain weekly office hours in the Graduate School. An office is available for these meetings. Staff will make appointments for students and faculty who wish to meet with the director.

Contractual Obligations

The director is selected by and reports to the Vice Provost. The director is appointed for a three-year term, contingent upon annual performance evaluations, and may be appointed for subsequent three-year terms.