



24-25 Subcommittees Information & Interest Forms

Thank you for your interest in serving on a subcommittee of the Academic Senate!

The Academic Senate has seven Standing Committees, many of which also have subcommittees. The two Standing Committees that have the most subcommittees are the Committee on Instruction and Curriculum (CIC) and the Faculty Affairs Committee (FAC). Below you will find (1) descriptions of each subcommittee, (2) the contact information for the standing committee chair and (3) a link to a form to indicate your interest in serving on a particular subcommittee. You can submit your interest to serve on a subcommittee at any time during the academic year. Most subcommittees are formed early in the fall semester for the rest of the academic year, but vacancies come up throughout the year. It's never too late or too early to submit your interest in serving on a subcommittee.

Please note that most subcommittees do not have pre-established meeting times. Meeting times and meeting frequency are usually determined by subcommittee members at their first meeting of the academic year.

Six (6) Subcommittees of CIC (Please click on a subcommittee name to submit your interest; for additional subcommittee information, please contact CIC Chair Amy June Rowley at amyjune.rowley@csueastbay.edu or see [CIC's P&Ps](#).)

- **[Subcommittee on General Education, Overlays, and Code \(GEOC\)](#)**
 - Responsibilities: The CIC General Education, Overlays, and Code Subcommittee (GEOC) reviews issues pertaining to the General Education program, policies, procedures, and curriculum including, but not limited to, the approval of courses to meet these campus-wide breadth requirements. These issues may be referred to the Subcommittee from CIC. Meeting time is 2-4 PM on the second and fourth Wednesdays of the month.
 - Membership: 2 CLASS, 2 CBE, 2 CSCI, 2 CEAS, Library, Associate Dean of Academic Affairs, Director of Academic Advising, General Education Director; and a faculty member of CIC, if no other member of the subcommittee is a member of CIC. In nominating members of this subcommittee, CIC should consider the desirability of including a breadth of expertise in areas within General Education, Overlays, and Code. CIC will put out an open invitation to faculty to self-nominate for GEOC. The Chair of this subcommittee (usually the GE Director) may convene the meetings.
- **[Subcommittee on Affordable Learning Solutions \(ALS\)](#)**

- Responsibilities: The CIC Affordable Learning Solutions (ALS) Subcommittee reviews issues pertaining to the financial cost to students of required academic materials including, but not limited to, textbooks and course reader packs. They are also concerned with the availability of public domain sources of information for educational purposes.
- Membership: One faculty representative of each College and the Library, a faculty member of CIC, if no other member of the subcommittee is a member of CIC, and one student representative from ASI. In addition, one representative each from Accessibility Services, the Bookstore, and Online Campus, but these members do not count for quorum. The subcommittee should vote on a Chair prior to the start of a new academic year. The new chair will convene the meetings.
- **Subcommittee on Global Education (SGE)**
 - The CIC Subcommittee on Global Education's (SGE) duties will include, but not be limited to, the following: promoting a collaborative effort toward contributing to the vitality of global communities; recommending policies and policy revisions related to International Education to CIC; collaborating with academic units, student affairs and the Office of International Programs to encourage and facilitate interdisciplinary curricular and programmatic internationalization throughout CSUEB; providing guidance, recommendations, and advocacy for International Education and international students; supporting faculty efforts related to International Education; contributing advice and recommendations on International Educational partnerships; supporting efforts that enhance funding for International Education-related initiatives and research; submitting an annual report of the committee's activities to the chair of the CIC.
 - Membership: One (1) representative from the American Language Program, one (1) tenured, tenure-track, or lecturer faculty members from College of Letters, Arts, and Social Sciences, one (1) tenured, tenure-track, or lecturer faculty members from College of Business and Economics, one (1) tenured, tenure-track, or lecturer faculty members from College of Education and Allied Studies, one (1) tenured, tenure-track, or lecturer faculty members from College of Science, one (1) tenured, tenure-track, or lecturer librarians faculty member, one (1) CIC member if no other member of the subcommittee is a member of CIC, one (1) representative from the ACIP (Academic Council on International Programs) faculty, one (1) student, Associate Vice President, University Extension, or Provost's designee, Senior International Officer, Executive Director, International Programs, or designee, Director, Center for International Education, or designee (non-voting), Director, International Admissions, or designee (non-voting), Executive Director, Academic Advising and Career Education, or designee (non-voting). The subcommittee should vote on a Chair prior to the start of a new academic year. The new chair will convene the meetings.
- **Subcommittee on Graduate Programs (GPS)**

- Responsibilities: The CIC Graduate Programs Subcommittee (GPS) reviews issues pertaining to CSUEB graduate programs, policies, procedures, requirements and curriculum. These issues may be referred to the Subcommittee from CIC or from the Graduate Advisory Council.
- Membership: 2 Graduate Advisors from each college, Office of the Registrar, Director of Graduate Studies, and a faculty member of CIC, if no other member of the subcommittee is a member of CIC. The subcommittee should vote on a Chair (usually the Director of Graduate Studies) prior to the start of a new academic year. The new chair will convene the meetings.
***NOTE: representatives from the colleges must be graduate coordinators**
- **Subcommittee on Service Learning (SLS)**
 - The CIC Service Learning Subcommittee reviews issues pertaining to the service learning across the curriculum and all aspects of community engagement as it pertains to University curriculum and instruction.
 - Membership: One faculty representative of each College and the Library, a Lecturer, a faculty member of CIC, if no other member of the subcommittee is a member of CIC, one student representative from ASI, and the Director of the Center for Community Engagement. The subcommittee should vote on a Chair (usually the Director of the Center for Community Engagement) prior to the start of a new academic year. The new chair will convene the meetings.
- **Subcommittee on Writing Skills (WS)**
 - The CIC Writing Subcommittee (WS) reviews issues pertaining to the University Writing Requirement and second composition, as well as associated policies, procedures, and curriculum including, but not limited to, the approval of courses to meet these campus-wide breadth requirements. These issues may be referred to the Subcommittee from CIC.
 - Membership: Director of Composition, Director of the Student Center for Academic Achievement, Director of Writing Across the Curriculum, 1 faculty with experience in teaching English to speakers of other languages multilingualism or related field, 1 CLASS outside ENGL, 1 CBE, 1 CSCI, 1 CEAS, faculty Director of General Education, a lecturer faculty if no other member of the subcommittee is a lecturer; and a faculty member of CIC, if no other member of the subcommittee is a member of CIC. The subcommittee should vote on a Chair prior to the start of a new academic year. The new chair will convene the meetings. Though members are subject to annual appointment by the Chair, in consultation with the whole Committee and subject to the approval of the Executive Committee, the expectation will be that each member will normally serve for 2 years. Meetings occur every other Monday alternating with CIC from 2-3:30 pm.

Four (4) Subcommittees of FAC (Please click on a subcommittee name to submit your interest; for additional subcommittee information, please contact FAC Chair Duke Austin at duke.austin@csueastbay.edu or see [FAC's P&Ps](#).)

- **Retention, Tenure, and Promotion Policy and Procedures (RTP)**
 - The Retention, Tenure and Promotion (RTP) Subcommittee of FAC will review and revise the current Retention, Tenure, and Promotion Policy and Procedures document(s) as necessary.
 - The membership of this subcommittee shall consist of five voting members, at least one of which must be a member of the Faculty Affairs Committee. The membership shall be chosen to be broadly representative of the University Faculty. The Director of Faculty Development and/or Presidential Appointee to FAC shall be *ex officio*, non-voting members of the Subcommittee.
- **(Awards) Outstanding Professor/Week of Scholarship Faculty Awards Selection Subcommittee**
 - The FAC Awards Subcommittee will review and recommend revision of current policies and procedures re: Outstanding Professor and Week of Scholarship awards using defined criteria to evaluate recommended materials from candidates.
 - The membership of this subcommittee shall consist of four faculty members (at least one of whom must be a member of the Faculty Affairs Committee and one of whom shall be the recipient of the prior year's Outstanding Professor Award, if s/he is still a regular member of the faculty) and one student. The membership shall be chosen to be broadly representative of the University faculty. The Director of Faculty Development and/or Presidential Appointee to FAC, shall be *ex officio* non-voting members of the Subcommittee.
- **Subcommittee on Evaluation of Teaching (SET)**
 - The Subcommittee on Evaluation of Teaching will review policies, procedures, and practices for the evaluations of teaching, including but not limited to the forms and methods employed. Any recommended modifications shall be sent to FAC for consideration.
 - The membership of this subcommittee shall consist of eight voting members, including one regular faculty member from each College, one student appointed by the ASI Board, and the Director of Faculty Development. The eighth seat may be filled by a lecturer or regular faculty member. At least one of the voting faculty members shall be a member of the Faculty Affairs Committee. The Presidential Appointee to FAC may serve as *ex officio*, non-voting member.
- **Subcommittee on Lecturers (Lecturers)**
 - Within the scope of specific charges from the Faculty Affairs Committee, the Subcommittee will review and may recommend changes to current policies and procedures relating to lecturers and may recommend new policies and procedures relating to lecturers.
 - The membership of this subcommittee shall consist of six voting members, including three regular members of the faculty and three lecturers whose current contracts are at least one year in duration. At least one of the voting faculty members shall be a member of the Faculty Affairs Committee. The Director of Faculty Development and/or Presidential Appointee to FAC shall serve as *ex officio*, non-voting members. The membership shall be chosen to be broadly representative of the University Faculty and lecturers.

Two (2) Subcommittees of CRSCA (Please click on the subcommittee name to submit your interest; for additional subcommittee information, please contact CRSCA Chair Michelle Gravier at michelle.gravier@csueastbay.edu or see [CRSCA's P&Ps.](#))

- **[Research Strategic Plan \(RSP\) subcommittee](#)**
 - The purpose of the RSP subcommittee of the CR is development, revision, assessment, and evaluation of and related to the Faculty Research Strategic Plan (FRSP) and Student Research Strategic Plan (SRSP).
 - The RSP shall consist of a minimum of five (5) members, to include: a minimum of two (2) elected faculty CR members and at least one faculty representative from each of the colleges of the university.
- **[Faculty Research, Scholarship, and Creative Activity Support Grant \(RSG\)](#)**
 - The purpose of the Faculty RSG subcommittee of the CRSCA is to support the CRSCA in developing CFPs and conducting reviews for the Faculty RSG program.
 - The RSG subcommittee shall consist of a minimum of five (5) members, to include: the CRSCA Chair, as an ex officio, non-voting member; and at least one faculty representative from each of the colleges of the university.

Two (2) Subcommittees of CAPR (Please click on a subcommittee name to submit your interest; for additional subcommittee information, please contact CAPR Chair Stephanie Alexander at stephanie.alexander@csueastbay.edu or see [CAPR's P&Ps.](#))

- **[Subcommittee on Institutional Learning Outcomes \(ILO\)](#)**
 - The ILO Subcommittee will coordinate the development and implementation of an assessment plan for the university's institutional learning outcomes, coordinate ILO assessment with other campus assessment activities, and advise CAPR regarding ILO assessment.
 - The membership of this subcommittee shall consist of 11 members: 1 CLASS, 1 CBE, 1 CEAS, 1 CSCI, 1 LIB, CAPR Chair, 1 APS representative, 1 GE representative, 3 representatives from co-curricular programs (such as Advising, Student Life & Leadership, Athletics etc.)
- **[General Education Assessment Subcommittee](#)**
 - The GE Assessment Subcommittee will oversee the collection, evaluation, and analyses of student work from designated GE courses and the dissemination of assessment data to academic programs via CAPR.
 - The membership (at least 8 members): Up to 5 faculty representatives from departments that offer courses in the GE areas scheduled for assessment that year along with 1 member from CAPR, 1 APS representative, 1 Educational Effectiveness Council General Education representative, and the Director of General Education (or designee).