To the Faculty Legislature, Santa Barbara Division:

**CHARGE OF THE COMMITTEE**

To govern the College of Creative Studies in accordance with the provisions of Divisional Bylaw 40A [Am 25 Oct 01; 27 May 04], specifically:

1. To represent faculty in all aspects of the curriculum of the College.
2. To authorize the Dean, at the committee's discretion, to enforce all regulations concerning students, including the regulations governing transfer and academic disqualification.
3. To advise and assist the Dean in the administration of the College.
4. To appoint all committees of the Faculty not otherwise provided for.

**SUMMARY**

The Faculty Executive Committee (FEC) of the College of Creative Studies (CCS) met 10 times during the academic year 2012-13 and addressed many issues. Prominent among these were:

- A review of the College’s general education requirements.
- Undertaking the CCS Program Review Panel (PRP) review.
- Responding to the WASC Learning Outcomes and Assessments request.
- Responses to multiple external queries.

**ISSUES AND OUTCOMES**

**Academic Program Review of CCS**

The committee members, and especially the program coordinators, provided input to the Dean on a number of matters relating to the CCS PRP review. The CCS FEC met with the External Review Committee (ERC) at a luncheon meeting on Monday, March 11th and subsequently discussed and provided feedback on the ERC report.

**CCS late drop option**

The Program Coordinators of each CCS major discussed the CCS late drop option with the faculty in their respective Program Committees to determine if there are problems associated with this policy. The Committee recommended that this option remain status quo, however they advised that students planning to drop a class explain this in advance to their faculty advisor and seek their counsel.

**G.E. Course requirements**

The Committee discussed the interpretation of the G.E. course requirements within the College. The core question was how to balance flexibility between and within majors with a protocol that is fair to the students. A sub-committee was formed to provide a recommendation to the FEC as to how the eight majors will treat the G.E. requirements in the future. The committee’s recommendation was to not radically change the CCS G.E. requirements but to ensure consistency by drafting a single orientation sheet outlining the G.E. requirements for the College including language for exceptions to be made based on programmatic needs.

**2nd Bachelor's Degrees and Senior Standing**

The issue of whether CCS will continue to accept applications from 2nd degree seekers, or transfer applicants with senior curriculum status, was discussed. This was based upon a query from the Admissions Office who advised the Dean that both CoE and L&S are no longer accepting either. Students in this standing are rare in CCS, however the consensus of the group was to continue to accept such students as appropriate.

**Designation of a CCS Literature faculty member as “Literature Observer” on the CCS Faculty Executive Committee**
In the absence of a ladder faculty member to serve as Literature Program Coordinator the Committee decided it was desirable to have a Non-Senate Faculty member designated to attend the FEC meetings as a non-voting observer. The members of the FEC agreed that the designate must be an NSF-Continuing Lecturer.

**Role of CCS Faculty Advisor**
The Program Coordinators of each major reviewed a draft document for faculty advisors and provided their input. The final version was reviewed by the members of the FEC. The consensus of the CCS FEC was to adopt these guidelines and recommend that the Dean circulate it to all current and new CCS faculty.

**Revision of the CCS Student Led Colloquium Policy**
Sr. Staff Student Affairs Advisor Cholle Morales reviewed and updated the CCS policy for student led colloquia. The revisions to the document were to shorten the form, delete redundancies, and clearly outline approval lines. All of the members voted to accept the revised policy.

**Cross listed courses**
Discussion took place with regard to the cross listing of courses. This item was introduced by the Math Program Coordinator. After lengthy consultation with the CCS FEC it was determined that since the matter involves both CCS and L&S Math students, the issue needs to be brought to the attention of the L&S Math faculty and L&S FEC for their review and action.

**Circumstances of Reinstatement**
The members of the FEC determined that there needs to be a consistent process among the majors with regard to the reinstatement of a CCS student who has been placed on Academic Probation and is subject to disqualification. This procedure was discussed and a set of guidelines produced.

**Late/Retroactive add Petition in CCS**
Sr. Student Affairs Officer Cholle Person advised the FEC that there has been an inordinate amount of these forms submitted by CCS students. While this action does not create much workload for CCS, it impacts the Office of the Registrar and such actions should be approved only where fully warranted and approved by the advisor. This form has been revised to now include a signature line for approval by the faculty adviser. The new form is to be sent out to all of the CCS advising faculty.

**RESPONSE TO OUTSIDE REQUESTS**

**Department of Art PRP Data Notebook and ERC report**
The Committee reviewed the materials and were pleased to note that the cross affiliation between the Department and CCS was acknowledged in a positive light. There was also discussion regarding the relationship between the Art Dept. and Media Arts & Technology. The idea of using CCS to test out a trial undergrad course in Media Arts & Technology was posed.

**Report of the Rebenching Budget Cmte.**
The CCS FEC members were very pleased with the report and the process for allocation of state funds to each of the UC campuses.

**APM 430- new section-Visiting Scholar Title**
**APM 700- revision-Leave of Absence**
The CCS FEC discussed these topics and had no further comments to provide.

**WASC Learning Outcomes and Assessments**
Two workshops were held, hosted by Prof. Kelly Bedard, to provide information about the Student Learning Outcomes/Assessments that will be incorporated into the campus response to WASC. Each of the Program Coordinators met with their respective committees to produce the learning outcomes and information on how they are assessed for their major. These were then submitted to Prof. Bedard for comment and subsequently all approved by the FEC.

**Student Initiated Democratic Education (SIDE) Proposal**
The members of the CCS FEC considered the Student-Initiated Democratic Education (SIDE) Program and offered their unanimous support for the goal of this proposal, which is to provide a mechanism by which students can design and teach seminars at UCSB. Students in CCS are already able to participate in a program very similar to SIDE and these student-led colloquia are a valuable part of the CCS program. The faculty had a number of significant concerns and valuable suggestions about the proposal and these were passed on to the Academic Senate.

**Proposed Policy on Scheduling Courses with the Academic Curriculum**
The members of the FEC discussed the proposed policy on scheduling courses within the academic curriculum. This Committee was generally supportive of the proposal but noted that it will need to be flexible to account for the diversity of instructional needs.

**Open Access Policy**
The members of the CCS FEC reviewed the Open Access policy and were supportive of it.

**Final Review of the Proposed Academic Personnel Manual (APM) changes: Section 015:**
The Committee members had no objection to the proposal to add language: “the freedom to address any matter of institutional policy or action when acting as a member of the faculty whether or not as a member of an agency of institutional governance”-to APM Sect. 4.

**APM 600 Series – proposed revised Section IV, Salary**
The CCS FEC reviewed and discussed this lengthy document. They agreed that portions of this series should be updated to be rendered clear and consistent. The members also wanted to know the outcome of the proposed eligibility for Lecturers in the SOE series to receive off-scale salaries, particularly in view of the fact that the salary scales within this title are not based on steps.

**Proposal to Adopt Earlier Application Opening Date**
The CCS FEC had no objection to the adoption of an earlier application opening date.

**APM 241-Revision- Faculty Administrators (positions less than 100%)**
The CCS FEC accepted the proposed revisions to APM 241 to conform to The Regents policy with regard to the appointment of MRU Directors.

**Center for NanoMedicine v.2**
The CCS FEC had no further comments to make on the proposal for a Center for Nanomedicine.

**ESCI Policy Options**
The CCS FEC voted that Option 1 (automatic release of ESCI data for cross-listed courses) be implemented.

**Educational Effectiveness Report WASC report (EER)**
The CCS FEC received and reviewed the EER reports. They had no additional comments to include, however the Committee acknowledged the amount of work put forth by the faculty and staff towards writing this report for the campus and were deeply appreciative of their commitment.

**ITEMS OF NOTE**
CCS Research Week. November 3-9. CCS celebrated this event with a display of research posters provided by the recipients of the 2012 Summer Undergraduate Research Fellowships, as well as other CCS students who had undertaken research projects.

Sara Sterphone, Student Affairs Officer, and Matt Fratus, Development Officer joined the CCS staff.

2013 FEC Commendation of Excellence: Two awards were made. There were no nominations this year for the CCS Student Service Award.

**COMMITTEE MEMBERS:**
Linda Adler-Kassner, At-Large Member, Professor, Writing Program
Maria Isabel Bueno Cachadina, Lecturer SOE, Mathematics, College of Creative Studies
Peter Cappello, Professor, Computer Science
Elizabeth Heckendorn Cook, At-Large Member (ended 12/31/12), Professor, Department of English
Sathya Guruswamy, Lecturer SOE, Physics, College of Creative Studies
Jeremy J. Haladyna, Senior Lecturer SOE, College of Creative Studies
Yunte Huang, At-Large Member (started 1/1/13)
Leroy E. Laverman, Senior Lecturer SOE, Chemistry and Biochemistry, College of Creative Studies (Winter and Spring 2012)
Harry Reese, Ex Officio, Associate Dean, College of Creative Studies; Professor, Art
Bruce H. Tiffney, Ex Officio, Dean, College of Creative Studies; Professor, Earth Science
Claudia M. Tyler, Non-Senate Academic Rep, Continuing Lecturer, College of Creative Studies

John G. Latto, Chair, Lecturer SOE, Ecology, Evolution and Marine Biology, College of Creative Studies