



**SAN FRANCISCO  
STATE UNIVERSITY**

**RECEIVED**  
JULY 18, 2011

BY: .....

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**ACADEMIC SENATE POLICY**

May 27, 2011

**TO:** Robert A. Corrigan, President  
San Francisco State University

**FROM:** Shawn Whalen, Chair  
Academic Senate

**RE:** Amendment to Liberal Studies Council Membership, Policy #S11-96

**SOURCE COMMITTEE:**

Academic Policies Committee

**SENATE ACTION:**

At its meeting on February 22, 2011 the Academic Senate approved the amendment to Liberal Studies Council Membership, **Policy #S11-96**.

We solicit your concurrence.  
Thank you.

**cc:** Sue V. Rosser, University Provost, Academic Affairs  
Patricia Bartscher, University Counsel  
Gail Evans, Dean, Undergraduate Studies  
Helen Goldsmith, Associate Dean, Undergraduate Studies  
Liberal Studies Council Members

**ec:** All Deans, Associate Deans, and Department Chairs

Attachment.

**PRESIDENTIAL ACTION:**

**APPROVED:**

**DATE:**

7/14/11



**Academic Senate Policy #S11 - 96**

**Amendment to Liberal Studies Council Membership  
(Academic Senate Policy #S01-96)**

**LIBERAL STUDIES COUNCIL**

**CONTEXT**

The Liberal Studies Council is a representative body responsible for planning, reviewing, implementing, and evaluating the policies, procedures, and programmatic design of the Liberal Studies degree program. The Liberal Studies faculty consists of faculty appointed to tenure lines in Liberal Studies and those faculty members who have demonstrated and are willing to continue a commitment to the program by serving as advisors, teachers, and in other important service roles.

**RESPONSIBILITIES OF THE LIBERAL STUDIES COUNCIL OPERATING UNDER THE AEGIS OF THE ACADEMIC SENATE**

1. To establish the policies and principles that govern the Liberal Studies Program.
2. To serve as the primary curricular review and recommendation body for Liberal Studies, including course and program proposals intended to meet program requirements.
3. To collaborate with the Dean of Undergraduate Studies, Liberal Studies Program Coordinator and the Chair of the Council in the formulation and implementation of plans for:
  - Advising
  - Articulation between Colleges, with the Department of Elementary Education and with Community Colleges
  - Other related areas
4. To serve as an advisory body to the Provost's Office and relevant College Deans on matters important to the smooth functioning of the Liberal studies Program.
5. To serve as a forum for the dissemination of information and the discussion of issues relative to the Liberal Studies Program; in particular to establish regular channels of communication with Liberal Studies faculty and advisors.
6. To evaluate the Liberal Studies Program.

**MEMBERSHIP**

**Voting Members**

2

**Colleges or Departments**

Each College except Business and  
Extended Learning



All

Liberal Studies tenured and tenure-track faculty members

1

Liberal Studies Program Advising Coordinator

### **Non-Voting Member**

1

Dean of Undergraduate Studies, or designee (ex-officio)

The plan for membership of the Liberal Studies Council is intended to assure that both the Colleges involved in the program and the four Liberal Studies Areas are represented. The selection method for college representatives will be determined by the relevant college for the area or department involved.

The term of each college representative is to be two years. Colleges should attempt to stagger their representatives' terms. Members may serve successive terms.

Given the complexities of the Liberal Studies Program, representatives to the Council are expected to devote considerable time and effort to making the program work well. In recognition of this workload, colleges and departments should recognize this assignment as a major part of a faculty member's non-teaching load and as important in personnel considerations.

### **SELECTION OF CHAIR**

The Chair of the Liberal Studies Council is to be elected by the membership of the Council in the spring of each year for service in the following academic year. Assigned time should be given to this position consistent with the arrangement for chairs of comparable committees on campus.

### **THE STEERING COMMITTEE**

The Steering Committee will consist of the Chair of the Liberal Studies Council, the Liberal Studies Program Director, and the Dean of Undergraduate Studies. The Steering Committee will schedule meetings, prepare agendas, seek the Council's responses to initiatives and inquiries and follow up on actions approved by the Council. If some provisional action is needed before the Liberal Studies Council can convene, the Steering Committee is empowered to act on the Council's behalf.



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## **ACTIONS OF THE COUNCIL**

Actions by the Council are to be normally directed to the Provost's representative, the Dean of Undergraduate Studies, for implementation as may be appropriate, or for review through normal approval channels and, when appropriate, for forwarding to the Academic Senate. A quorum consists of eight voting members present at a duly called meeting of the Council.

## **ROLE OF PROVOST'S OFFICE REPRESENTATIVE**

The Dean of Undergraduate Studies is the Provost's representative to the Council and shall function in the ways specified above. The Dean shall represent the needs and interests of the Liberal Studies Program to the Provost and Academic Deans. In addition, the Dean of Undergraduate Studies is expected to provide staff support for meetings of the Council.

## **STATUS OF THE COUNCIL**

The Liberal Studies Council is an All-University Committee. It reports annually to the Senate on its activities.

**\*\*\*Approved by the Academic Senate at its meeting on February 22, 2011\*\*\***