MEMORANDUM

DATE: September 20, 2024

TO: Ellen Neufeldt, President
Carl Kemnitz, Provost

CC: Matthew Escobar, Senate Chair; Tricia Lantzy, Senate Vice Chair; Rika Yoshii, Senate Secretary; Pia Bombardier, Office of the Provost; Maria Shterew, Office of the Provost; Qi Sun, FAC Co-Chair; Andre Kundgen, FAC Co-Chair; Michelle Hunt, AVP Faculty Affairs; Faculty Affairs Staff; College Deans

FROM: Sara Constantinescu, Senate Analyst

SUBJECT: Senate Endorsement – Optional PRC and Dean Templates (FAC)

The CSUSM Academic Senate endorsed the document for optional PRC and Dean Templates on March 6, 2024. The Rationale statement of the second reading item is attached for your convenience.

Thank you,

SC

Routing Request:

☐ 1. Academic Senate Policy/Resolution Requiring Administration Approval
These policies/resolutions affect campus beyond the Academic Senate and follow existing protocols for Administrative Review and Approval.

☒ 2. Academic Senate Policy/Resolution Requiring Administrative Approval Time Sensitive
These policies/resolutions are linked to implementation deadlines and require expedited review so they may be implemented in a timely manner.

☒ 3. Internal Academic Senate document not requiring Administrative Approval
These internal policies/procedures/processes/guidelines do not require Administrative Approval. Please return this form to the Senate Office after initialing the Acknowledgment below.

The Office of the Provost Acknowledges receipt of the above referenced internal document adopted by the Academic Senate.

Carl Kemnitz

Carl Kemnitz, Provost Date