CSUSM Academic Senate Flow of Business

The purpose of the AS shall be to perform functions assigned to it by law, by the BOT of the CSU, and by the President of the University. The AS shall formulate, evaluate, and recommend to the President of the University policies and procedures pertaining to the development, maintenance, and improvement of the University program, and shall serve as a forum for expressing the opinions of faculty members on matters affecting the operations of the University. The AS will act as the representative body of the Faculty in order to discharge these duties. (AA, Policy 027-91 Constitution and Bylaws of the University Faculty and the Academic Senate). *[Diagram last updated 08.15.2024]*

STEP 1 ORIGINATION

Campus Community (including Senators and Standing Committees)

Chancellor's Office

Academic Senate of the CSU (ASCSU)

STEP 2 REFERRAL

On behalf of EC, Senate Officers review incoming items and set EC/Senate agendas.

Senate Chair refers actionable items to appropriate standing committees and informs EC.

Standing Committee gathers additional information, consults stakeholders, and considers various responses to item.

Does Committee act on referral?

YES

NO

STEP 3 COMMITTEE ACTS

Standing Committee drafts new/revised policy, drafts resolution, or recommends other EC or Senate action.

Committee Chair reports/presents item to EC for feedback; when finished, item is brought to EC as a seconded motion. EC votes to determine placement on Senate agenda.

Committee Chair responds to EC and originator (via Senate Chair).

STEP 4 SENATE ACTS

FIRST READING: Committee presents item at Senate meeting for discussion, Q & A, and feedback from Senators.

Committee receives and considers feedback; may decide to revise item in response.

SECOND READING: Item is presented as a final motion for debate, formal amendment, and final vote.

POSTPONED

PASSED

DEFEATED

STEP 5 SENATE OFFICE REVIEW

Senate Office reviews and formats item (policy, guideline, process, resolution, etc.); sends memo to appropriate parties.

Does Item need revisions?

YES

NO

Senate Office sends to appropriate parties for revisions.

STEP 6 FINAL REVIEW

Senate Office sends item for final signature.

Date signed = date approved on item. Senate Office forwards to Policy Analyst for upload to Policy Stat.

STEP 7 POLICY STAT

Policy Analyst reviews and formats item for Policy Stat

Does Item need revisions?

YES

NO

Updates on Policy Stat. Policy is live on Policy Stat.