

# SECTION 8

## Academic Affairs

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California State University Channel Islands

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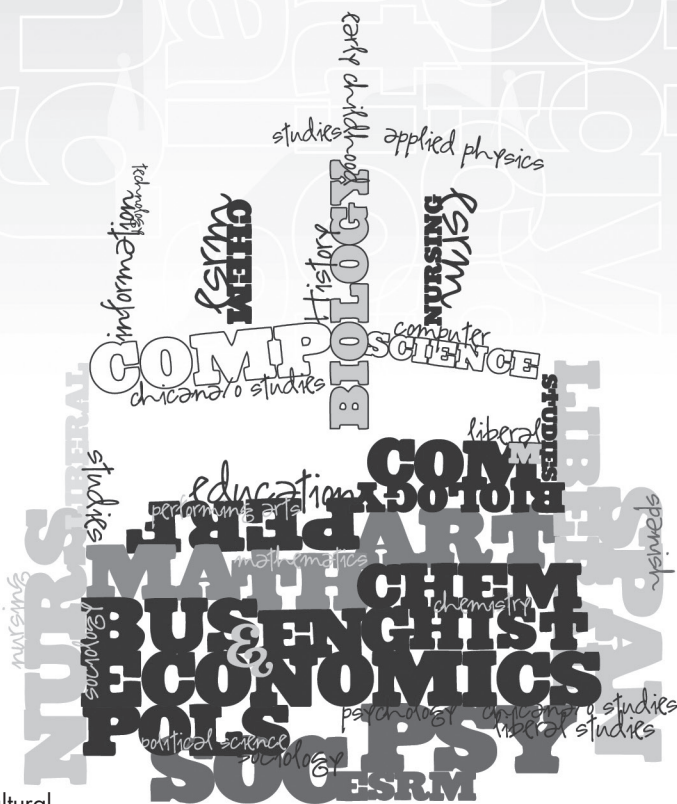
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# DIVISION OF ACADEMIC AFFAIRS

## Provost & Vice President for Academic Affairs

Bell Tower West, Room 2188  
(805) 437-8441

The Provost & Vice President for Academic Affairs is charged with the overall administration of all academic units in the context of the University as a whole. The Provost provides direction regarding accreditation, faculty selection, evaluation, and performance; is responsible for analysis of the division's academic programs, policies, and procedures; and directs studies on major operational concerns. The Provost consults with the Academic Senate and University committees in order to maintain institutional focus on the campus mission and to enhance student learning. Among the academic offices reporting to the Provost are the Dean of the Faculty, the Dean of the University Library, the Dean of Extended University, Faculty Affairs, Research & Sponsored Programs, Institutional Assessment, Academic Resources, Academic Programs and Planning, and Institutional Research.

## Program Areas and Schools

### Applied Physics

Bell Tower West, Room 2199  
(805) 437-8815

### Art

Napa Hall, Room 1154  
(805) 437-8570

### Biology

Aliso Hall, Room 103  
(805) 437-2779

### Chemistry

Aliso Hall, Room 103  
(805) 437-2779

### Chicana/o Studies

Sage Hall, Room 2047  
(805) 437-3139

### Communication

Bell Tower West, Room 1165  
(805) 437-3253

### Computer Science

Bell Tower West, Room 2199  
(805) 437-8815

### English: Literature and Writing

Bell Tower West, Room 1199  
(805) 437-3272

### Environmental Science and Resource Management

Bell Tower West, Room 1165  
(805) 437-3253

### History

Sage Hall, Room 2047  
(805) 437-3139

### Mathematics

Bell Tower West, Room 2199  
(805) 437-8815

### Nursing

Solano Hall, Room 1162  
(805) 437-3307

### Performing Arts

Napa Hall, Room 1154  
(805) 437-8570

### Political Science

Sage Hall, Room 2047  
(805) 437-3139

### Psychology

Sage Hall, Room 2139  
(805) 437-8835

### Sociology

Sage Hall, Room 2047  
(805) 437-3139

### Spanish

Bell Tower West, Room 1165  
(805) 437-3253

### Martin V. Smith School of Business & Economics

Sage Hall, Room 2029  
(805) 437-8545

### School of Education

#### Liberal Studies

#### Early Childhood Studies

#### Teaching Credentials

Bell Tower East, Room 2816  
(805) 437-8594

## Academic Programs & Planning

Sage Hall, Room 2053  
(805) 437-8540

Academic Programs & Planning has responsibility for developing and updating the campus academic master plan and facilitating proposals for new degrees and programs. The office coordinates academic planning with enrollment management, assessment, and physical space planning, and coordinates relations with the Chancellor's Office on academic plans and program reviews.

With respect to academic programs, the office assists Academic Senate committees in their work on course and program development and modification. It directs the CSU Pre-doctoral Program and the Chancellor's Doctoral Incentive program on campus.

The office supports the Program Assessment and Review committee in its work on program assessment, self-studies, and external review of the University's majors.

## Advising Center

Bell Tower, Room 1595  
(805) 437-8571

[www.csuci.edu/academics/advising](http://www.csuci.edu/academics/advising)

At CI, the role of advising is shared with faculty advisors and professional advisors. Academic advising is a continuous process that supports students throughout their academic journey at the University. Students are ultimately responsible for their education planning and meeting all graduation requirements.

Students need to be familiar with the University catalog policies and major and degree policies. To ensure academic success and to remain on course, students are encouraged to maintain regular contact with academic advisors.

Academic advisors in the Advising Center provide guidance with general education and graduation requirements, monitoring of the student's degree progress, undeclared major advising, clarification of academic probation policies, and other institutional policies and procedures. In addition to taking advantage of the center's professional academic advisors, students can develop a mentoring relationship with a faculty advisor upon declaration of a major. Faculty advisors assist students with clarification of major requirements and assist students with internship and career opportunities.

Students may call or stop by the Advising Center check-in counter to schedule an appointment with one of our professional academic advisors. Major faculty advisors are available on a walk-in basis or by appointment. For faculty advisor availability and office locations, please check the Advising Center lobby display case. Advisors are busiest during registration periods and the first few weeks of the semester. Students are encouraged to schedule advising sessions during non-peak times. The Advising Center hours are: Monday – Thursday, 8:30 a.m. – 6 p.m.; Friday, 8 a.m. – 5 p.m.

## Centers and Institutes

### Center for Community Engagement

Lindero Hall, Room 3214

(805) 437-8851

<http://www.csuci.edu/servicelearning/>

The Center for Community Engagement is charged with fostering a learning community that facilitates civic engagement in our local and global communities, and that addresses societal challenges through long-term sustainable partnerships.

The office serves as a resource and support for faculty, community partners and students engaged in service learning. The office supports the University's mission by promoting civic engagement and service-learning initiatives in the local and global communities for mutual, positive benefit.

#### *The four strategic directions include:*

- Institutionalizing the Center mission throughout the educational experience;
- Facilitating University/Community dialogue about societal challenges;
- Creating an optimal Center organizational structure for all stakeholders; and
- Designing and implementing Center communication campaigns.

### Center for Integrative Studies

<http://www.csuci.edu/cis>

The mission of the Center for Integrative Studies is to serve as an organized source of information and support for integrative and interdisciplinary approaches to the creation, discovery, transmission and application of knowledge.

#### *The goals of the Center for Integrative Studies are to:*

- Create the infrastructure for integrative and interdisciplinary teaching and learning;

- Design and implement programs and curricula that promote integrative and interdisciplinary understanding for students in all fields of study;
- Assist faculty in developing the integrative and interdisciplinary dimensions of their teaching, scholarship, and service activities;
- Facilitate and develop academic and scholarly exchanges and partnerships for students and faculty; and
- Coordinate activities that enhance campus awareness of interdisciplinary and integrative studies and their importance to the life of the campus and local community.

### Center for International Affairs

Sage Hall, Room 2119

(805) 437-3107

<http://www.csuci.edu/cia>

The mission of the Center for International Affairs is to internationalize the CI educational experience.

The Center for International Affairs supports efforts to internationalize the curriculum, affords students the opportunity to study abroad, supports international faculty collaboration, and fosters links with higher education institutions around the world.

#### *The objectives of the Center are to:*

- Design and implement policies and programs that promote cross-cultural and global understanding in all fields of study;
- Assist faculty in developing the international dimension of their teaching, scholarship, and service activities;
- Facilitate and develop academic and scholarly international exchanges and partnerships for students and faculty;
- Diversify the student body to include outstanding students who represent a broad range of geographic, linguistic, and cultural backgrounds; and
- Coordinate all activities that enhance campus global awareness and augment the international life of the campus and local community.

### Center for Multicultural Engagement

<http://www.csuci.edu/cme>

The mission of the Center for Multicultural Engagement (CME) is to create and sustain a campus climate in and out of the classroom that values and promotes all forms of diversity. It challenges students, staff, and faculty to commit to diversity as a source of renewal and vitality that empowers them to change the culture and the world through civic action.

The Center for Multicultural Engagement promotes working to end all forms of oppression and toward a just society so that all people can exist with equality and respect.

#### *The objectives of the Center for Multicultural Engagement are to:*

- Promote and support efforts to incorporate multicultural perspectives across the curriculum;
- Act as a resource for multicultural scholarship and pedagogy for faculty, students and staff/administrators;
- Articulate the nature of multiculturalism;
- Document its importance for CI;
- Maintain a communication network for the exchange of scholarly and pedagogical information on multicultural study among faculty and administrators in undergraduate and graduate education;

- Enhance research and teaching in multicultural studies by promoting the development of multicultural theory, methodology, and curricular design;
- Provide facilities and support for multicultural courses;
- Encourage students and faculty to engage in multicultural study including those that focus on how diverse communities build sustaining cultures that model alternatives to prejudice and how individuals create and maintain authority and integrity in atmospheres of discrimination;
- Become a broad-based professional home for reflective multiculturalists; and
- Support, promote, and maintain the Multicultural, Women's and Gender Student Center (MWGSC) and thereby support students' efforts to promote justice on our campus, in society at large, and in their personal lives.

### California Institute for Social Business

The California Institute for Social Business (CISB) was developed in collaboration with Professor Muhammad Yunus, Nobel Peace Prize Laureate, and interdisciplinary faculty members at CI. The CISB is the first program of its kind in the U.S. and will be part of a global initiative to bring academia into social transformation efforts in innovative ways. The CISB addresses the need for students to participate in global experiences and learn new methods of alleviating serious social ills that impact our region and the world. Building on the four pillars of the University, CISB exposes students to opportunities for learning about and addressing local and far-reaching social problems through the application, study and development of Professor Yunus' notions of Social Business. Under the auspices of the CISB, courses in a new minor and new certificate in Social Business (pending final approval) will be offered starting in Fall 2011. The CISB aims to work with partners in the local, national, and global community and is working to build those partnerships.

### Institute for Global Economic Research (IGER)

IGER is the first of its kind within this region and will be uniquely positioned to complement existing economic forecast programs by focusing on the global and national economies, with a particular emphasis on Pacific-Rim countries. The goal of the Institute will be to more closely link the local region to the global economy and to develop future workforce leadership through providing international perspectives to students and the community using experiential education methods.

IGER will link industry to the classroom through experiential learning and practical education. Undergraduate and graduate courses will be offered that cover current events and economic forecasting and they will be patterned after existing economic research departments at major corporations. Economic reports will be produced including U.S. economic and financial forecasts and country reports for some of the Pacific-Rim nations.

#### *Student Learning Outcomes (SLO) - Students will be able to:*

- Explain how business economists practice within corporate environments
- Describe how economic forecasts are developed
- Explain the interaction of sectors of the global economy
- Describe the organization of economic information and its use within industry

### Henry L. "Hank" Lacayo Institute for Workforce and Community Studies

The Hank Lacayo Institute serves as a resource to the campus community, particularly for those students interested in the study of community and workforce issues. Through interdisciplinary learning and research, the institute seeks solutions to community and workforce problems, focusing primarily on the Central Coast region of California and its relationship with the global economy. With the service learning opportunities, the institute serves as a resource to government and public agencies as well as community based organizations, allowing for collaboration with businesses and non-profit organizations.

The Institute integrates service learning opportunities with students' interdisciplinary and applied research, skills to serve the community, and non-profit sector. The Institute:

- Serves as clearinghouse for information;
- Offers consultation and training;
- Conducts public policy, collaborative and applied research studies; and
- Convenes the public on issues of interest to communities.

### Credential Office

Bell Tower East, Room 2805

(805) 437-8953

<http://education.csuci.edu/credentials/index.htm>

The Credential office is responsible for facilitating admission to all credential programs. Our staff serves as a campus resource to provide advice, assistance, and current information to students, members of the faculty, and other interested parties on matters regarding the State and the campus credential requirements. Credential staff members serve as a liaison between the campus and the California Commission on Teacher Credentialing, by recommending the issuance of teaching credentials. Advising services are available with the goal of supporting individuals interested or engaged in the teaching profession. Information meetings are conducted to provide admissions assistance and an overview of the teaching field. Resource materials, including admissions and credential materials, test bulletins, and test preparation referrals are provided.

### Extended University

Sage Hall, Room 2109

(805) 437-2748

<http://www.csuci.edu/exed>

Extended University responds to important needs in the community for continuing access to higher education, and provides overall support of the University's commitment to lifelong learning. It offers special session degree programs, credit and non-credit courses, and certificate programs. Extended University serves professionals throughout their career life cycles with job skills training, career upgrades, professional certifications, and accelerated courses of study. Additionally, the office custom designs courses for various groups and businesses in Ventura County and utilizes a mix of evening and weekend schedules, distance-learning technologies, and classroom locations throughout Ventura County. Finally, it assists individuals of all ages seeking to enhance their lives through personal and cultural enrichment. For those who have not been admitted to the University, students can enroll in regularly scheduled degree-credit courses through Open University.

## OSHER

### (Osher Lifelong Learning Institute)

The Osher Lifelong Learning Institute (OLLI) was created in 2004 to offer University-quality courses to mature adults over 50 years of age seeking intellectual stimulation and enhancement. Courses do not carry college credit, and thus do not entail tests or grading. Twelve to fourteen courses are offered during each of the six-week fall, winter, and spring semesters. Courses meet on weekday mornings and afternoons on the CI campus, and on occasion in Ventura, Simi Valley, Ojai, Thousand Oaks, Oxnard, Carpinteria and Santa Barbara on weekdays, evenings, and Saturdays. For a nominal fee, seniors may become a member of the Institute for a single semester, or for the entire year. Membership entitles seniors to unlimited course enrollment, attendance at the speaker series, participation in travel programs, and on campus library privileges. Members participate in suggesting courses.

Courses are taught by CI faculty, retired college and university faculty, and persons with special expertise. Each semester a balanced and varied program of courses is offered in the arts, music, social and natural sciences, English and literature, and history.

The fall session begins the third week of August. The winter session begins in early January, and the spring session begins in mid March. Registration opens in June, October and December for the fall, winter and spring sessions, respectively. To enroll, call (805) 437-2748, email [osher.institute@csuci.edu](mailto:osher.institute@csuci.edu), or see the current course descriptions at [www.csuci.edu/exed/osher.htm](http://www.csuci.edu/exed/osher.htm).

## Open University

Open University provides an opportunity for those people who are not currently admitted to CI to enroll in courses offered by the regular University.

- **Begin Working Towards a Degree:** Have you missed the deadline for admission? Do you want to improve your grade point average to better qualify for admittance?
- **Sample a Field or Possible Career:** Are you thinking of a career change? Do you want to examine a new field before enrolling in a degree program?
- **Professional and Personal Enrichment:** Do you want to update your professional training in specific fields? Interested in learning more about a particular subject for your own personal growth? CSU Channel Islands' Open University program allows enrollment in regular University credit classes on a "space available" basis, subject to the approval of the instructor and Academic Affairs. Check the CI Schedule of Classes for class meeting times and location. The registration process is easy. Admission to the University is not required, and the same fees apply to everyone.

Students may apply up to 24 units taken through Open University toward a baccalaureate degree. Grades received through this program will be factored into your grade point average at CI. Units earned through Open University may not be applied toward the 30 unit residency requirement.

### Limitations

We cannot guarantee a space nor assure that you will be permitted to enroll in any class. Instructors are not required to accept Open University students even if space is available.

### Open University is NOT Available to:

- Matriculated students (those admitted for the current semester)
- Non-matriculated international students with a score of less than 450 on the TOEFL examination or its equivalent; and
- International students on F-1 or J-1 visas without proper authorization.

### Four Easy Registration Steps (for Open University Only)

1. Check the CI Schedule of Classes for the days and times of the courses you need.
2. You must use an Open University registration form to enroll in courses through this program (available by calling (805) 437-2748).
3. Attend the first class meeting and get instructor and any other required signatures. Registration is done on a "space available basis." Note: some departments may have additional requirements for certain classes. Attend the first class to obtain the instructor's signature. Instructors are not permitted to sign forms before the first day of class when they can determine space availability. Forms will not be accepted by Extended University before the first day of class.
4. Return the completed form to Extended University by the end of the second week of classes

### Open University Registration Deadlines

**Regular Registration:** 1st two weeks of session

Late Registration Dates (late fee applies): 3rd week

Drop (with 65% refund, instructor signature required):

End of 2nd week

Late Withdrawal (no refund) - Instructor Signature

Required: end of 3rd week

To confirm the schedule and to receive an enrollment form, call (805) 437-2748 or e-mail [exed@csuci.edu](mailto:exed@csuci.edu).

## Faculty Affairs

Bell Tower West, Room 2176

West Wing, 2nd Floor

(805) 437-8485

Faculty Affairs provides for the human resources needs of the University's academic personnel. This includes implementation of policies and programs mandated by the Collective Bargaining Agreements for Unit 3 Faculty and Unit 11, Academic Student Employees. Faculty Affairs provides support for faculty recruitment, appointment, reappointment, evaluation, retention, tenure and promotion, and other related faculty personnel functions and faculty orientation. Faculty Affairs acts as custodian for official faculty personnel files.

## Academic Resources

Bell Tower West, Room 2169

(805) 437-8418

Academic Resources manages the budget and expenditure processes in Academic Affairs, guides financial operations and reporting for the division and assists faculty principal investigators with postaward grant administration.

## Institutional Research

Sage Hall, Room 2159  
(805) 437-8979  
<http://www.csuci.edu/about/ir>

Institutional Research (IR) is responsible for official University reporting to the CSU Chancellor's Office and other external entities. IR supports university decision-making by compiling, analyzing, and reporting findings from institutional data. IR supports the WASC accreditation process, as well as the University's efforts in assessment, accountability, and institutional effectiveness. IR also supports academic planning and enrollment management. Studies, reports, and findings are posted to the IR website.

## Research & Sponsored Programs

Lindero Hall, Room 1788  
(805) 437-8495

Research & Sponsored Programs (RSP) serves and supports CI faculty and staff engaged in sponsored projects that promote research, scholarly and creative activities. RSP is responsible for guiding the campus community with the proposal development, ensuring that proposals are in compliance with the sponsor, campus, CSU, state and federal government regulations, including the Institutional Review Board requirements for the Protection of Human Subjects in Research. On behalf of the institution, the RSP submits final proposals to funding agencies, and negotiates and facilitates the final execution of the contracts with the funding agencies.

## John Spoor Broome Library

(805) 437-8561  
<http://www.library.csuci.edu/>

The John Spoor Broome Library is housed in an architecturally stunning building designed by the world famous British architect Lord Norman Foster. The Library merges the campus mission architecture with a modern glass structure, combining both styles into a student-centered digital teaching library. The Library's mission is to enhance CI's mission through active collaboration with students, faculty, and staff in developing collections, services, information and computer literacy skills.

The library gives students access to a robust collection of 235,000 bound and digital books, over 20,000 electronic journals and newspapers, numerous databases, a comprehensive digital image collection, DVD's/VHS's, CD's, best sellers, and children's books and K-8 curriculum materials. In addition, the Library houses a number of interesting archival and special collections that can be used for original research.

The **Robert J. Lagomarsino Collection** contains papers, photographs, furniture, and memorabilia relating to Lagomarsino's years of political service as a California Senate member from 1961-1974 and as a United States Congressman from 1974-1992. Other archival and special collections include the University Archives, Jack O'Connell, Camarillo State Hospital, Elmer "Gene" Lore, Sr. Collection, Irene and Jorge Garcia Chicano Studies Collection, Jean M. Harris Papers, and Bottle Village.

The Library provides students with opportunities to engage and create. The building is home to the University Writing Center, the Learning Resource Center, and the Information Technology

Help Desk. The building provides attractive and enticing spaces for inquiry and study for both individuals and small groups. There are 130 hardwired computers with additional laptop computers available for check out. The Library also circulates digital cameras, digital video cameras, flip video cameras, digital tape recorders, and projection units. Each year the Library sponsors a number of events including the Children's Reading Celebrations and Young Authors Fair, Artwalk, and the library's traditional 24 hour final exam schedule where snacks and beverages are served at midnight.

The Library offers classes and services that help students develop life-long information and computer skills. Librarians collaborate with faculty in all disciplines to provide information literacy sessions, resource specific instruction, reference service, and instruction on digital equipment. The entire Library staff works to insure that the John Spoor Broome Library is a helpful, comfortable, and welcoming place.

## University Writing Center

John Spoor Broome Library  
(805) 437-8409

At the University Writing Center, trained tutors are available to assist students with composing a first draft, organizing their ideas, and polishing their completed work. Students who would like to review the fundamentals of grammar, syntax, and word usage are invited to work with tutors on an individual basis or in small group sessions with the center's director. The center is also available to assist students with organizing their studies, taking notes, and using research materials.

The University Writing Center is open to talk with any student about writing - whether it's a term paper, lab report, or employment letter. Our Writing tutors are available to help with editing, organizing a paper, and improving writing skills. Tutors assist students with any step in the writing process, from brainstorming to creating a final draft. The Writing Center provides individual and group tutoring, writing workshops, and other services to meet the writing needs of undergraduate and graduate students. Appointments are at least 30 minutes, and can be as long as an hour. For more information, visit the Writing Center web site at <http://www.csuci.edu/writingcenter/>.

## Learning Resource Center

John Spoor Broome Library  
(805) 437-8409  
<http://www.csuci.edu/academics/advising/tutoring.htm>

The Learning Resource Center offers individual and group tutoring for many general education and undergraduate courses. Trained tutors guide and assist students to develop content area knowledge and skills. Tutoring is offered for subjects such as ASL, Biology, Chemistry, Physics and Spanish. Students should contact the Learning Resource administrative assistant to obtain information regarding discipline tutoring available each semester. Students can receive extensive assistance in courses dealing with basic mathematics, geometry, statistics, calculus, as well as higher mathematics. Drop-in assistance is available throughout the semester.