Academic Affairs

Division of Academic Affairs .......................... 89
Provost & Vice President for
  Academic Affairs ..................................... 89
Program Areas and Schools ............................ 89
Academic Programs & Planning ....................... 89
Academic Resources ................................... 89
Advising Center ......................................... 89
  Learning Resource Center .......................... 90
  University Writing Center ......................... 90
Credential Office ...................................... 90
Extended University .................................. 90
  OSHER (Osher Lifelong Learning Institute) .... 90
  Open University ..................................... 91
Facility Affairs ........................................ 91
Institutional Research ................................ 91
John Spoor Broome Library ............................ 91
  Research & Sponsored Programs .................. 92

Centers and Institutes ................................ 92
  Center for Community Engagement ............... 92
  Center for Integrative Studies .................... 92
  Center for International Affairs .................. 92
  Center for Multicultural Engagement ............. 92
  California Institute for Social Business .......... 93
  Institute for Global Economic Research (IGER) .. 93
  Henry L. “Hank” Lacayo Institute  for Workforce & Community Studies .......... 93
  National Park Service ................................ 93
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 AVP for Arts & Sciences, the AVP for the MVS School of Business & Economics, the AVP for the School of Education, the AVP of the University Library, the AVP of Extended University, Faculty Affairs, Research & Sponsored Programs, Institutional Assessment, Academic Resources, Academic Programs and Planning, & Institutional Research.

Program Areas and Schools

Arts & Sciences
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
Business & Economics
Sage Hall, Room 2029  –  (805) 437-8545

School of Education
Liberal Studies (BA)
Early Childhood Studies (BA)

Teaching Credentials
• Multiple Subject
• Single Subject
• Special Education

Administrative Credentials
• Administrative Services Preliminary

Masters in Education (MA)
• Educational Leadership
• Special Education
• Curriculum and Instruction

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

Academic Programs & Planning
Bell Tower West, Room 2116  –  (805) 437-8418

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.

Academic Resources
Bell Tower West, Room 2116  –  (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 post-award grant administration.

Advising Center
Bell Tower, Room 1595  –  (805) 437-8571
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.

**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.

**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](http://www.csuci.edu/writingcenter).

**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 and administrative 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 noncredit 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 and Santa Barbara Counties. 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. Eighteen to twenty courses are offered during each of the eight-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, 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, for the fall session and in October for the winter and spring sessions. To enroll, call (805) 437-2748, or see the current course descriptions at [http://ext.csuci.edu/public-programs/oshers/index.htm](http://ext.csuci.edu/public-programs/oshers/index.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 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) or by visiting: http://ext.csuci.edu/communityed/open-university/index.htm.
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

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.

Institutional Research
Sage Hall, Room 2053 – (805) 437-8979
http://www.csuci.edu/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.

John Spoor Broome Library
(805) 437-8561
http://www.library.csuci.edu/
The John Spoor Broome Library supports the CI mission by building collections, offering research and reference services, and teaching information skills through active collaboration with students, faculty, and staff. Pritzker award winning architect, Lord Norman Foster, designed the Broome Library’s physical space by combining an existing, Mission Revival style building with a new, open, glass skin structure that serves as metaphor by combining the newest in technologies and space with traditional Library collections and services for our student-centered digital teaching Library.

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 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 featuring snacks and beverages at midnight.

The Library offers classes and services that help students develop lifelong 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.

The Library also houses the University Archives which features the Robert J. Lagomarsino Collection, the University Archives, Jack O’Connell papers, Camarillo State Hospital archives, Elmer “Gene” Lore, Sr. Collection, Irene and Jorge Garcia Chicano Studies Collection, Jean M. Harris Papers, and Bottle Village materials.

Research & Sponsored Programs
(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 execution of the final contracts with the funding agencies including corporations, local, state and federal agencies.

Centers and Institutes

Center for Community Engagement
(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 center serves as a resource and support for faculty, community partners and students engaged in civic engagement and service learning. The center 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 for International Affairs 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 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) in collaboration with Professor Muhammad Yunus was established as part of the CSU Channel Islands’ commitment to prepare students for the world they will inherit upon graduation. The CISB addresses the need for students to participate in local and 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 ills through the application, study and development of Professor Yunus’ notions of Social Business.

Under the auspices of the CISB, CI launched a Minor and Certificate program in Social Business in Fall 2011.

The CISB aims to work with partners in the local, national, and global community and is working to build those partnerships. Visit the website at [http://socialbusiness.csuci.edu](http://socialbusiness.csuci.edu).

**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 & 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 nonprofit 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.

**National Park Service**

- Mediterranean Coast Network
- Southern California Research Learning Center

*http://www.MEDNscience.org*

CI is home to two National Park Service centers. National Parks provide unique opportunities for scientific research in areas which are preserved and protected, and can be studied as reference points for comparisons with similar, altered environments. Our purpose on campus is to collaborate with CI faculty and students to initiate collaborative research and monitoring studies, educational programs, and service learning activities in National Parks.

The Mediterranean Coast Network is part of the National Park Service’s Inventory & Monitoring (I&M) Program. MEDN monitoring programs include vegetation, island foxes, reptiles and amphibians, deer mice, landbirds, seabirds, water quality, kelp forests, and rocky intertidal communities. The I&M Program collects, organizes, and makes available natural resource data and facilitates the transformation of data into information through analysis, synthesis, modeling, and presentation. The I&M Program seeks partnerships to attain common goals and objectives related to the inventory and monitoring of park resources as well as science communication. For additional information on the MEDN I&M Program, please contact Stacey Ostermann-Kelm at (805) 437-3577, stacey.ostermann-kelm@csuci.edu, or stacey.ostermann-kelm@nps.gov.

The Southern California Research Learning Center is a National Park Service center established to assist scientists and students in conducting research in national parks. The research results compiled by faculty and students then assist park managers in making science-based decisions. Research Learning Centers facilitate scientific information sharing, and provide opportunities for faculty and students to learn about national parks. They are places where science and education come together to preserve and protect areas of national significance. For additional information on the Southern California Research Learning Center, please see [www.mednscience.org](http://www.mednscience.org) or contact Susan Teel at (805) 437-3576, susan.teel@csuci.edu or susan_teel@nps.gov.