

approved
9/3/13 PC

CHARTER
CENTER FOR SOUTHERN CALIFORNIA STUDIES
OF THE
COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

In keeping with the guidelines and procedures outlined in Organization and Administration of Centers (AA 150-60 of April 28, 2000) and the directives of the College of Social and Behavioral Sciences (CSBS), the Center for Southern California Studies (CSCS) shall be named, organized, and administered as follows:

I. Name

The name of this organization shall be Center for Southern California Studies.

II. Purpose and Functions

The purpose of the Center for Southern California Studies, hereafter referred to as the "Center" is to: (1) support scholarly projects and professional services/activities of the faculty of the College of Social and Behavioral Sciences with the goal of documenting and promoting understanding of Southern California's culture, history, and ecology; (2) serve as an educational resource for students at California State University, Northridge, the news media, and the general public; and (3) utilize the expertise of CSUN faculty, staff, and students, as well as other qualified experts on the subject of Southern California.

The function of the Center is to provide interest and leadership in studies of Southern California and other activities appropriate to the purpose of the Center for Southern California Studies that cannot normally or easily be conducted by individual faculty members. The work of the Center may cover any area appropriate to the professional interests of the faculty of the College of Social and Behavioral Sciences. These activities may include research and publications, special courses, seminars, lectures, conferences, meetings, workshops, technical assistance and training as well as other such activities, appropriate to the purpose of the Center, concerning the investigation, analysis, and conservation of the Southern California region. This array of activities benefits the professional growth of faculty, students, and staff at California State University, Northridge (CSUN) and the larger community served by the university.

When appropriate, the work of the Center will bring together appropriate staff, students, and faculty from the College of Social and Behavioral Sciences, other CSUN colleges or institutions in the California State University (CSU) system, or from other universities, agencies, and organizations to work on contract and grant-funded research and/or academic projects of Southern California. The activities of the Center shall take place in coordination with other centers, the university, libraries, and other similar institutions.

The Center will also support training of students in the California Studies Interdisciplinary Minor Program. This support shall include classroom instruction, supervised field, library, archival, and laboratory research, and participation in appropriate professional conferences.

III. Membership

Membership is open to all interested faculty, staff, and students of the university and other persons who have demonstrated scholarly interest in the study of Southern California and/or have contributed to the development of theory, knowledge and practice in this area.

IV. Organization of the Center for Southern California Studies

A. Supervising University Unit

The Center for Southern California Studies shall operate under the College of Social and Behavioral Sciences.

B. Organizational Structure

The Center for Southern California Studies shall be managed by a Director and assisted by an Advisory Board. On occasion an ad hoc Community Advisory Board(s) also may be created to assist with specific projects.

1. Director

The Director shall be appointed annually by the Dean of the College of Social and Behavioral Sciences in consultation with the Advisory Board. The Director shall be directly responsible to the Dean. Additional administrative and management positions may be established as needed by the Director in consultation with the Advisory Board and with the approval of the Dean. If deemed appropriate, the Dean may function as Director.

2. Advisory Board

The Advisory Board (AB) shall be appointed by the Director on an annual basis in consultation with the Dean of the College of Social and Behavioral Sciences (CSBS). The advisory Board shall meet at least twice during the academic year, or at the request of the Director or the Dean of the college, as deemed appropriate, to provide counsel on matters of policy, development, and to assure that the Center's activities are consistent with its purposes and functions. Members of the AB shall include the Dean and representatives of the faculty/staff with skills and interests associated with the Center's current projects and to provide advice on community needs, interests, and problems. Additional members will include persons who study, practice, do research, or are otherwise involved in issues related to the purpose or function of the Center. The Director will appoint members of the CAB after consultation with the College Dean.

C. Administration

1. Administration: Director

Under the oversight of the Dean of the CSBS, the Director shall be responsible for the general operation and administration of the Center. Responsibility for the direct operation of a specific program may be delegated, as may other responsibilities of the Director as necessary.

The Director shall be responsible for allocating funds, staffing programs, administrative operations, and for arranging for space, equipment, and other resources and facilities required to support and promote the work of the Center. All decisions concerning staffing and expenditures made by the Director must have approval of the college Dean. The Director is also responsible for the preparation of the Center's annual report, as required by university policy.

2. Administration: Advisory Board (AB)

In general, the Advisory Board shall serve as a resource for the Center in reaching its goal of serving as an educational resource to the public. The AB shall review Center projects undertaken and recommend activities that utilize the expertise of CSUN faculty, staff, and students for the benefit of the community served by the university. The AB will be responsible for reviewing a draft of the annual report prior to its submission to the Dean of the CSBS; Provost's Council, and Provost. The Board shall also recommend general guidelines and activities that will benefit the Center and its mission.

3. Administration: Dean

The Dean of the CSBS will be responsible for reviewing and approving all Center activities and published material. This review and approval process shall ensure that activities and published material of the Center contributes to the fulfillment of the CSU and CSUN missions, are consistent with acceptable standards of scholarship, the charter of the Center and goals of the college, and otherwise conform to applicable laws, regulations, and policies of the university.

V. Finances

A. Source of Funds

The Center shall be a self-supporting operation funded by donations, grants, and contracts from public and private organizations, as well as by proceeds from workshops, colloquia, meetings, conferences, and other fund-raising activities. The Center will be supported from extra-mural sources or through normal university budget processes in the same manner as other centers and according to applicable university policy.

B. Operations

In consultation with the college Dean, the Director will be responsible for all financial operations of the Center and for maintaining its financial soundness. All surplus funds accruing from operations of the Center will be disbursed by the Dean. Such disbursements shall be consistent with the stated purposes and functions of the Center.

C. Management of Resources

Funds, equipment and other physical property purchased with funds of the Center will be managed according to the policies and practices of the university. Office space will be provided by the Dean or through extra-mural funds allocated through grants and contracts for this purpose. The use of resources shall be subject to review and must be approved by the Dean of the CSBS.

VI. Annual Report

A. Proposed Activities

Each year by a date established by the Dean of the college, the Director shall submit to the Dean of the college (a) an annual report that conforms to the established format; and (b) a business plan for the coming academic year. The Director will then meet with the Dean to review all proposed activities, publicity, plans, advisory board changes, and budget projections for proposed Center projects. The Dean will review additional activities proposed during the academic year, as necessary.

B. Submission of Annual Report


By September 15 of each year, the Director shall forward to the Provost or their designee a copy of the completed annual report. The Faculty/Staff Advisory Board and the Community Advisory Board will review the annual report prior to submission, as appropriate.


C. Contents of Annual Report

The annual report shall include a financial statement, an activities statement for the previous year and a summary business plan for the upcoming academic year.

VII. Period of Operation

The Center will be dissolved no later than June 30, 2018, unless this Charter is renewed prior to that date upon application to the Provost. Similarly, all projects and component organizations of the Center shall operate for fixed periods and shall be automatically dissolved at the end of the period unless renewed by the Director, in consultation with the Faculty/Staff Advisory Board and the Dean.

Submitted By:  Date: July 15, 2013

Approved By:  Date: JUL 17 2013

Date: _____

Date: _____