PLEASE BRING YOUR MAY 6 AGENDA

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

Academic Senate Executive Committee
Tuesday, May 13, 1997
UU 220, 3:00-5:00pm

I. Minutes: none.

II. Communication(s) and Announcement(s): none.

III. Reports:
A. Academic Senate Chair:
B. President’s Office:
C. Provost’s Office:
D. Statewide Senators:
E. CFA Campus President:
F. Staff Council representative:
G. ASI representatives:
H. IACC representative:
I. Athletics Governing Board representative:
J. Other:

IV. Consent Agenda:

V. Business Item(s):
3:15 to 3:35 time certain:
A. Resolution on Faculty Professional Conduct: Harris, chair of the Faculty Affairs Committee (pp. 17-18 of your May 6 agenda).
B. Resolution on Evaluation of Academic Deans: Harris, chair of the Faculty Affairs Committee (p. 19 of your May 6 agenda) (see also pp. 2-6 in this agenda).
C. Resolution on Faculty Input for Writing Job Description for Academic Administrators: Harris, chair of the Faculty Affairs Committee (p. 20 of your May 6 agenda).

3:35 to 5:00 time certain:
D. Academic Senate committee appointments and committee chair appointments: (pp. 7-13).
E. Approval of 1997-1998 caucus chairs (please bring the names of next year’s caucus chairs to this meeting).
F. University-wide committee appointments: (pp. 14-18).

VI. Discussion Item(s):

VII. Adjournment:
I remain unconvinced that this type of evaluation form used without evidence that it fairly represents college opinion is of utility in the evaluation of senior administrators. A far more effective contribution would be the considered opinion of an elected representative committee of faculty comparable to those that serve on college RPT committees. Nonetheless, if this is the input faculty desire in the evaluation of deans or their equivalent administrators, we will continue to implement those wishes.
WHEREAS, The dean/equivalent administrator has primary responsibility for leadership of the college/equivalent academic unit in the allocation and utilization of financial resources, quality of academic programs, admission and dismissal of students, appointment, retention, tenure and promotion action, long-range direction of the college/equivalent academic unit, development of external financial resources and the representation of the college/equivalent academic unit both internal to the university and to external constituents; and

WHEREAS, The faculty of a college/equivalent academic unit are directly affected by the dean/equivalent administrator's performance in meeting these responsibilities; and

WHEREAS, The dean/equivalent administrator's evaluation by the faculty is utilized for the purpose of providing evaluative information to the dean/equivalent administrator and the Vice President for Academic Affairs; and

WHEREAS, Each probationary and tenured faculty member, regardless of time base, including those persons in the Faculty Early Retirement Program (FERP), has a professional responsibility to complete the evaluation form in order to provide useful and timely input to the Vice President for Academic Affairs; and

WHEREAS, The Vice President for Academic Affairs evaluates the deans/equivalent administrators every three years; therefore, be it

RESOLVED: That the attached evaluation form be adopted for use by the faculty in evaluating the dean/equivalent administrator of each college/equivalent academic unit annually; and, be it further
RESOLVED: That the Library may develop an evaluation form appropriate for its use subject to the approval of the Academic Senate and the Vice President for Academic Affairs; and, be it further

RESOLVED: That the Academic Senate recommend that said evaluation results be carefully considered by the Vice President for Academic Affairs in her/his evaluative consideration of each dean/equivalent administrator; and, be it further

RESOLVED: That the Vice President for Academic Affairs report to each college/equivalent academic unit's faculty the number and percentage of faculty in that college/equivalent academic unit that responded to the dean/equivalent administrator's evaluation and that a summary of the evaluation results be placed in the dean/equivalent administrator's personnel file.

Proposed by the Academic Senate Personnel Policies Committee
Revised November 9, 1993
ANNUAL EVALUATION OF COLLEGE DEANS and EQUIVALENT ADMINISTRATORS

Faculty completion of this evaluation form is of utmost importance if it is to be given serious consideration by the Vice President for Academic Affairs in his evaluation of the dean/equivalent administrator. Good performance should be recognized and inadequate performance should be identified.

DEAN/EQUIVALENT ADMINISTRATOR: ____________________________

Please rate your dean/equivalent administrator's performance this academic year, using the scales provided for each item.

Scale: Outstanding=A, Good=B, Fair=C, Poor=D, Not Applicable=E, Not Observable=F

1. Engages in effective strategic planning
   A B C D E F
2. Promotes improvements in goals, objectives, policies and procedures
   A B C D E F
3. Supports and recognizes professional development and accomplishments of faculty
   A B C D E F
4. Recognizes and rewards faculty service
   A B C D E F
5. Recognizes and rewards excellence in teaching
   A B C D E F
6. Recognizes and rewards effective student advising
   A B C D E F
7. Effectively advocates college/equivalent academic unit's positions and concerns to the university administration
   A B C D E F
8. Encourages and supports affirmative action and cultural diversity in recruiting and retention of high quality faculty, staff, and students
   A B C D E F
9. Demonstrates sensitivity to student needs in a multi-cultural educational environment
   A B C D E F
10. Fosters effective communications with alumni and community
    A B C D E F
11. Administers established policy fairly
    A B C D E F
12. Adequately explains decisions which reverse or modify established college/department policy
    A B C D E F
13. Makes reasoned decisions in a timely manner
    A B C D E F
14. Plans and allocates budget resources openly and fairly
    A B C D E F
15. Provides faculty with periodic (at least annually) reports of the allocations and uses of funds
    A B C D E F
16. Actively seeks supplemental financial support for new and existing programs
    A B C D E F
17. Manages personnel relations effectively
    A B C D E F
18. Handles conflicts and differences diplomatically and effectively
    A B C D E F
19. Communicates effectively
    A B C D E F
20. Solicits input and consults with faculty when appropriate
    A B C D E F
21. Is willing to consider alternative points of view
    A B C D E F
22. Provides opportunities to make her/himself available to the faculty
    A B C D E F
23. How do you rate the dean/equivalent administrator overall
    A B C D E F
Please provide written comment in response to the following:

24a. Please describe any actions by your dean/equivalent administrator that you have been especially pleased with during the year:

24b. Please describe any actions by your dean/equivalent administrator that you have been especially displeased with during the year:

25. What suggestions do you have for how your dean/equivalent administrator could improve her/his functioning:
COLLEGE OF AGRICULTURE

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

### Budget and Long-Range Planning

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Order of Preference</th>
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</thead>
<tbody>
<tr>
<td>Wyatt Brown</td>
<td>Crop Science</td>
<td>1 of 2</td>
</tr>
<tr>
<td>* John Harris</td>
<td>Natural Resources Mgmt</td>
<td>1 of 2</td>
</tr>
<tr>
<td>* Steve Kaminaka</td>
<td>Agricultural Eng</td>
<td>1 of 1</td>
</tr>
<tr>
<td>* James Vilkitis</td>
<td>Natural Resources Mgmt</td>
<td>no preference</td>
</tr>
<tr>
<td>* David Warfield</td>
<td>Crop Science</td>
<td>2 of 2</td>
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</table>

### Curriculum

No Vacancy

### Faculty Affairs

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>* John Harris</td>
<td>Natural Resources Mgmt</td>
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</tr>
<tr>
<td>* James Vilkitis</td>
<td>Natural Resources Mgmt</td>
<td>no preference</td>
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</table>

### Faculty Awards (must be a DTA recipient)

No Nominations Received

### Fairness Board

No Vacancy

### Grants Review

No Vacancy

### Instruction

No Vacancy

### Library

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Wyatt Brown</td>
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### Program Review & Improvement

No Vacancy

### Research and Professional Development

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<th>Name</th>
<th>Department</th>
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<tr>
<td>* Rais U. Akanda</td>
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<tr>
<td>Bill Plummer</td>
<td>Animal Science</td>
<td>1 of 1</td>
</tr>
<tr>
<td>* David Warfield</td>
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</tbody>
</table>

*indicates a willingness to serve as chair of the committee.
COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

Budget and Long-Range Planning
No Vacancy

Curriculum
No Vacancy

Faculty Affairs
Mark Berrio
Architectural Engineering

Faculty Awards (must be a DTA recipient)
No nominations received

Fairness Board
No Vacancy

Grants Review
No Vacancy

Instruction
No Nominations Received

Library
No Vacancy

Program Review & Improvement
No Nominations Received

Research and Professional Development
No Vacancy

* indicates a willingness to serve as chair of the committee.
COLLEGE OF BUSINESS

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

Budget and Long-Range Planning
No Vacancy

Curriculum
No Vacancy

Faculty Affairs
No Vacancy

Faculty Awards (must be a DTA recipient)
No Nominations Received

Fairness Board
* George Beardsley Economics 1 of 1

General Education and Breadth
No Nominations Received

Grants Review
No Vacancy

Instruction
No Vacancy

Library
No Nominations Received

Program Review & Improvement
No Vacancy

Research and Professional Development
No Nominations Received

*indicates a willingness to serve as chair of the committee.
<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Department</th>
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<tr>
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<td>Blair London</td>
<td>Materials Engineering</td>
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<tr>
<td></td>
<td>* H. Mallareddy</td>
<td>Civil and Environmental Engineering</td>
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<tr>
<td>Curriculum</td>
<td>Carl Hsieh</td>
<td>Civil and Environmental Engineering</td>
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<tr>
<td></td>
<td>* H. Mallareddy</td>
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<td>3 of 4</td>
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<tr>
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<td>Ali Shaban</td>
<td>Electrical Engineering</td>
<td>2 of 2</td>
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<td>Civil and Environmental Engineering</td>
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<tr>
<td></td>
<td>* H. Mallareddy</td>
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<td>Electrical Engineering</td>
<td>1 of 2</td>
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<tr>
<td>Grants Review</td>
<td>David Braun</td>
<td>Electrical Engineering</td>
<td>1 of 1</td>
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<td></td>
<td>* Art MacCarley</td>
<td>Electrical Engineering</td>
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<td></td>
<td>* H. Mallareddy</td>
<td>Civil and Environmental Engineering</td>
<td>4 of 4</td>
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</tbody>
</table>

*indicates a willingness to serve as chair of the committee.
COLLEGE OF LIBERAL ARTS

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

Budget and Long-Range Planning
No Vacancy

Curriculum
No Vacancy

Faculty Affairs
No Vacancy

Faculty Awards (must be a DTA recipient)
T. M. Barnes History 1 of 2
Linda Halisky English 1 of 1

Fairness Board
T. M. Barnes History 2 of 2
Kenneth J. Brown English 1 of 2
B. Cook Social Science 1 of 1
Debora B. Schwartz English 1 of 1

Grants Review
* Dan Krieger History 1 of 1

Instruction
No Vacancy

Library
No Vacancy

Program Review & Improvement
No Vacancy

Research and Professional Development
No Vacancy

*indicates a willingness to serve as chair of the committee.
COLLEGE OF SCIENCE AND MATHEMATICS

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

Budget and Long-Range Planning
No Vacancy

Curriculum
* Bob Smidt
  Statistics 2 of 4

Faculty Affairs
Dwayne Head
  Physical Education and Kinesiology 1 of 1
* Bob Smidt
  Statistics 4 of 4

Faculty Awards (must be a DTA recipient)
No Nominations Received

Fairness Board
Pat Acord
  Physical Education and Kinesiology 1 of 1
Michael T. Hanson
  Biological Sciences 1 of 2
* Bob Smidt
  Statistics 1 of 4
Bob Wolf
  Mathematics 1 of 1

Grants Review
No Vacancy

Instruction
Margaret (Peggy) Rice
  Chemistry and Biochemistry 1 of 2
* Bob Smidt
  Statistics 3 of 4

Library
Michael T. Hanson
  Biological Sciences 2 of 2
Margaret (Peggy) Rice
  Chemistry and Biochemistry 2 of 2

Program Review & Improvement
No Nominations Received

Research and Professional Development
No Vacancy

*indicates a willingness to serve as chair of the committee.
PROFESSIONAL CONSULTATIVE SERVICES

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

Budget and Long-Range Planning
Julia Waller  Financial Aid  1 of 1

Curriculum
Stacey Breitenbach  CENG Advising Center  1 of 2
Patricia Harris  Women’s Programs  2 of 2
Sam Lutrin  Student Life and Activities  1 of 1
Wendy Spradlin  CLA Advising Center  1 of 1

Faculty Affairs
No Vacancy

Faculty Awards (must be a DTA recipient)
No Nominations Received

Fairness Board
No Vacancy

Grants Review
No Nominations Received

Instruction
Stacey Breitenbach  CENG Advising Center  2 of 2
Patricia Harris  Women’s Programs  1 of 2
Wendy Spradlin  CLA Advising Center  2 of 2

Library
No Vacancy

Program Review & Improvement
No Vacancy

Research and Professional Development
No Vacancy

*indicates a willingness to serve as chair of the committee.
Membership to these committees will be decided by nomination from the Executive Committee.
List 1 of 2

Faculty Interest Questionnaires received for

UNIVERSITY-WIDE COMMITTEES
Vacancies for 1997-1999

<table>
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<tr>
<th>Committee</th>
<th>Faculty</th>
<th>Order of Preference</th>
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<tbody>
<tr>
<td>Academic Council for International Programs (ACIP)</td>
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<tr>
<td>Rais U. Akanda</td>
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<tr>
<td>Barbara Mori</td>
<td>CLA</td>
<td>1 of 2</td>
</tr>
<tr>
<td>Debora Schwartz</td>
<td>CLA</td>
<td>3 of 4</td>
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<tr>
<td>Advisory Committee on University Admissions</td>
<td></td>
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<tr>
<td>LeRoy Davis</td>
<td>CAGR</td>
<td>1 of 1</td>
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<tr>
<td>Joe Sabol</td>
<td>CAGR</td>
<td>1 of 1</td>
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<tr>
<td>Wendy Spradlin</td>
<td>PCS</td>
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<td>Affirmative Action Faculty Development Program Review Committee</td>
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<td>Kenneth J. Brown</td>
<td>CLA</td>
<td>1 of 2</td>
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<tr>
<td>H. Mallareddy</td>
<td>CENG</td>
<td>1 of 5</td>
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<tr>
<td>Maria Elena Ortiz</td>
<td>CSM</td>
<td>no preference</td>
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<tr>
<td>Carolyn Stefanco</td>
<td>CLA</td>
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<tr>
<td>ASI Facilities and Operations Committee</td>
<td></td>
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<td>Pat Harris</td>
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<td>Mark Kubinski</td>
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<tr>
<td>Campus Fee Advisory Committee</td>
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<td>Campus Dining Advisory Committee</td>
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### Campus Planning Committee

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<tr>
<td>David Dubbink</td>
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<tr>
<td>John Harris</td>
<td>CAGR</td>
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<tr>
<td>Pat Harris</td>
<td>PCS</td>
<td>2 of 3</td>
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<tr>
<td>Richard Kransdorf</td>
<td>CLA</td>
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<td>Bob Smidt</td>
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<tr>
<td>David Warfield</td>
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<tr>
<td>Howard Weisenthal</td>
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### Child Care Advisory Committee

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<tr>
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<tbody>
<tr>
<td>Michael T. Hanson</td>
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</tr>
<tr>
<td>Debora Schwartz</td>
<td>CLA</td>
<td>2 of 3</td>
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### Coordinating Committee on AIDS and HIV Infection

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<thead>
<tr>
<th>Name</th>
<th>CLA</th>
<th>Number</th>
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<tbody>
<tr>
<td>B. Cook</td>
<td>CLA</td>
<td>1 of 1</td>
</tr>
<tr>
<td>Pat Harris</td>
<td>PCS</td>
<td>already ex officio</td>
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<tr>
<td>Margaret (Peggy) Rice</td>
<td>CSM</td>
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### Disabled Students Advisory Committee (expertise or special interest in physical/learning disabilities)

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<thead>
<tr>
<th>Name</th>
<th>CSM</th>
<th>Number</th>
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<tr>
<td>Pat Acord</td>
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<tr>
<td>John Harris</td>
<td>CAGR</td>
<td>3 of 3</td>
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### El Corral Bookstore Advisory Committee

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<th>Number</th>
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<tbody>
<tr>
<td>Michael T. Hanson</td>
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### Extended Education Committee (renamed “Extended University Programs and Services Advisory Committee”)

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<tr>
<th>Name</th>
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<th>Number</th>
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<tr>
<td>Bill Hendricks</td>
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<tr>
<td>Ali Shaban</td>
<td>CENG</td>
<td>3 of 5</td>
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### Foundation Board of Directors (requires an application)

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<thead>
<tr>
<th>Name</th>
<th>CAGR</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Bill Kellogg</td>
<td>CAGR</td>
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### Global Affairs Council

<table>
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<tr>
<th>Name</th>
<th>CENG</th>
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<tbody>
<tr>
<td>Carl Hsieh</td>
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<td>H. Mallareddy</td>
<td>CENG</td>
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<tr>
<td>Barbara Mori</td>
<td>CLA</td>
<td>2 of 2</td>
</tr>
<tr>
<td>David Warfield</td>
<td>CAGR</td>
<td>2 of 2</td>
</tr>
</tbody>
</table>
Information Resource Management Policy and Planning Committee (appointments will be made by both the Academic Senate Executive Committee and the college deans)

Institutional Animal Care and Use Committee (IACUC)

Instructionally Related Activities Advisory Committee (IRA)
H. Mallareddy CENG 5 of 5
Margaret (Peggy) Rice CENG 4 of 4
Ali Shaban CENG 5 of 5

Liberal Studies Committee (appointments will be made by both the Academic Senate Executive Committee and college deans)
Pat Acord CSM already serving
Wendy Spradlin PCS 1 of 3

Public Safety Advisory Committee (renamed “Campus Safety and Risk Management Committee”)
Gerald DeMers CSM 1 of 1
Bill Hendricks CAGR 1 of 2

Resource Use Committee
Dwayne Head CSM no preference
Richard Kranzdorf CLA 2 of 2

Student Affairs Council
Carolyn Jones PCS 1 of 2

Student Health Advisory Committee
Margaret (Peggy) Rice CSM 2 of 4

Substance Use and Abuse Advisory Committee
Michael T. Hanson CSM 1 of 4
Carolyn Jones PCS 2 of 2

May 7, 1997
Membership to these committees will be decided by nomination from the college dean after consultation with the Academic Senate college caucus.

List 2 of 2

**Faculty Interest Questionnaires received for**

**UNIVERSITY-WIDE COMMITTEES**

**Vacancies for 1997-1999**

<table>
<thead>
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<th>Committee</th>
<th>Faculty</th>
<th>Department</th>
<th>Order of Preference</th>
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<tr>
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<td>Habib Sheik</td>
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<td>Educational Equity Commission</td>
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<td>Julia Waller</td>
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<td>H. Mallareddy</td>
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<td>Graduate Studies Committee</td>
<td>Rais U. Akanda</td>
<td>CAGR</td>
<td>no preference</td>
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<td>Dwayne Head</td>
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<td>Debora Schwartz</td>
<td>CLA</td>
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<td>Information Competence Committee</td>
<td>Brian Kesner</td>
<td>CAED</td>
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**Information Resource Management Policy and Planning Committee** (appointments will be made by both the Academic Senate Executive Committee and the college deans.)

**Institutional Advisory Committee on Computing (IACC)**

John Cotton
Landscape Advisory Committee (must be BioSci, LandArch, or EnvirHort)
John Harris CAGR 1 of 3

Liberal Studies Committee (appointments will be made by both the Academic Senate Executive Committee and college deans)
Pat Acord CSM already serving
Wendy Spradlin PCS 1 of 3

Radiation Safety Committee
Maria Elena Ortiz CSM no preference
Margaret (Peggy) Rice CSM 1 of 4

Registration and Scheduling Committee
Stacey Breitenbach PCS 1 of 1
Dwayne Head CSM no preference
Ali Shaban CENG 4 of 5
Bob Smidt CSM 2 of 3
Archie Waterbury CSM 1 of 1

Status of Women Committee
Pat Harris PCS already ex officio
Blair London CENG 1 of 1
Debora Schwartz CLA 1 of 4
Wendy Spradlin PCS 2 of 3

Writing Skills Advisory Committee

May 7, 1997
### Curriculum, GEB, Catalog Timelines

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#### For 1998 Catalog
- Senate
- Curr Com
- Recommendations

#### For 1999 Catalog
- Depts revise
- Colleges review
- Curriculum (dates to be set by College)
- Due: JUNE 1

#### For 2000 Catalog
- Depts review
- Colleges review
- Curriculum
- Due: JUNE 1

**Develop interactive summary sheets to be available to campus**

#### GEB & Area Committees
- Established and begin to develop
- Consult w/faculty
- Complete Criteria
- Send Criteria to Depts
- Informal consultation for draft GEB proposals
- Depts begin to revise GEB courses

#### Existing GEB in Effect
- Transition GEB in Effect
- New GEB

**Summary sheets to all depts, deans, senators**

**Reduction of X courses, return to original definition of X courses.**

**Catalog published annually.**

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5/13/97 mwhiteford

CURRPROC.XLS