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

Executive Committee  
Academic Senate Agenda  
Tuesday, September 18, 1990  
UU 220, 3:00-5:00 p.m.

I. Minutes: Approval of the May 8, May 15, and June 5, 1990 Executive Committee Minutes (pp. 3-11).

II. Communication(s) and Announcement(s):  
Academic Senate assigned time allocations (p. 12).

III. Reports:  
A. Chair’s Report  
B. President’s Office  
C. Vice President for Academic Affairs’ Office  
D. Statewide Senators

IV. Consent Agenda:

V. Business Item(s):  
A. Approval of the Academic Senate Calendar for 1990-1991 (p. 13).  
B. Resolution on Guidelines for Student Evaluation of Faculty-Personnel Policies Committee (pp. 14-16).  
C. Resolution on Proficiency Exam for Computer Literacy (F.1)-General Education and Breadth Committee (p. 17).  
D. Senate/committee vacancies:  
   Academic senators:  
   SAED one vacancy  
   SENG one vacancy (one-year replacement for Harris)  
   SLA one vacancy  
   SPS/ED (Fall & Winter replacement for Freberg)  
   part-time representative

   Academic Senate committees:  
   SAGR UPLC (one-year replacement for Rice)  
   SAED General Education and Breadth Committee  
   Instruction Committee  
   SBUS Constitution and Bylaws Committee  
   Status of Women Committee (one-year replacement for Armstrong)  
   University Professional Leave Committee
SENG  Elections Committee
   General Education & Breadth (one-year replacement for Harris)
   Fairness Board
   Instruction Committee
   Library Committee
   Status of Women Committee
   Student Affairs Committee

SPS/ED  Curriculum Committee (one-year replacement for Freberg)
        Elections Committee
        Instruction Committee (one-year replacement for Acord)
        Personnel Policies Committee
        Research Committee

SSM  Status of Women Committee

PCS  Student Affairs Committee

Distinguished Teaching Awards Committee:
(three vacancies; must be former recipient; present membership: Don Grant, Arch, and Phil Ruggles, GraphCom)
nominations received from:
   Harvey Greenwald  Math
   Stu Larsen        C/E Engr
   Susan McBride    Educ
   Pat Pendse       Bio Sci
   Calvin Wilvert   Soc Sci (out Spr '91)

university-wide committees:
   Disabled Students Advisory Committee - two vacancies
   ASI Student Senate - one vacancy
   University Union Executive Committee - one vacancy

VI.  Discussion Item(s):

VII. Adjournment:
MEMORANDUM

Date: September 12, 1990

To: Robert Koob
Vice President for Academic Affairs

From: James L. Murphy, Chair
Academic Senate

Subject: Assigned Time Allocations

In response to your memo of September 6, 1990, the 1.40 FTE assigned time allocation to the Academic Senate has been divided as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>FTE</th>
<th>WTU's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>.60</td>
<td>27</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>.20</td>
<td>9</td>
</tr>
<tr>
<td>Secretary</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td>Budget Chair</td>
<td>.20</td>
<td>9</td>
</tr>
<tr>
<td>Curriculum Chair</td>
<td>.20</td>
<td>9</td>
</tr>
<tr>
<td>Fairness Bd Chair</td>
<td>.067</td>
<td>3</td>
</tr>
<tr>
<td>GE&amp;B Chair</td>
<td>.133</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1.400</strong></td>
<td><strong>63</strong></td>
</tr>
</tbody>
</table>

You will note a significant increase in the time for the Vice Chair. Safwat Moustafa, as the newly-elected Vice Chair, will be taking on a significantly more involved role in the Senate. I expect he will be taking on a number of tasks previously handled by the Chair. This will include committee work and attendance at any of a multitude of meetings. I believe that such a distribution is healthy for the vitality of this body. Our incoming Secretary, Lynne Gamble, is a member of PCS and therefore not eligible for faculty released time. A portion of the time previously identified for the Secretary has been identified for the Vice Chair.

Completed assigned time forms will be submitted to your office as soon as the chairs for the various committees named above are elected.
Academic Senate Calendar for 1990-1991

All Senate and Executive Committee meetings are held in UU 220 from 3:00 to 5:00pm unless otherwise noted.

July 27  
August 24  
September 10  
September 18  
October 2  
October 9  
October 23  
October 30  
November 13

Summer Executive Committee (Friday, 1-3pm, FOB 24B)
Summer Executive Committee (Friday, 1-3pm, FOB 24B)
Fall Conference:
- 1:30pm Academic Senate Standing Committees (UU 207)
- 2:45pm Academic Senate General Session (UU 207)
Executive Committee
Senate
Executive Committee
Senate
Executive Committee
Senate
Executive Committee
Senate
Executive Committee
Senate
Executive Committee
Senate
Executive Committee
Senate
(NEW) Executive Committee

December 3 through January 6, 1991 - finals and quarter break

January 8
January 22
January 29
February 12
February 19
March 5

Executive Committee
Senate
Executive Committee
Senate
Executive Committee
Senate
Executive Committee
Senate

March 18 through March 31, 1991 - finals and quarter break

April 2
April 16
April 23
May 7
May 14
May 28
June 4

Executive Committee
Senate
Executive Committee
Senate
Executive Committee
Senate

June 10 through June 19, 1991 - finals and quarter break
WHEREAS, The present guidelines are out-of-date; and

WHEREAS, The Memorandum of Understanding (MOU) between The California State University and Unit 3 Faculty addresses the issue of student evaluation; therefore, be it

RESOLVED: That Administrative Bulletin 74-1 be deleted from the Campus Administrative Manual (CAM); and, be it further

RESOLVED: That the new guidelines, as attached, be included in CAM as Administrative Bulletin 90-__.

Proposed By:
Academic Senate Personnel Policies Committee
June 13, 1990
GUIDELINES FOR STUDENT EVALUATION OF FACULTY

1. Student evaluations will be conducted in accordance with the Memorandum of Understanding (MOU) between The California State University (CSU) and the Unit 3-Faculty.

2. The primary purpose of this student evaluation program is to assist in improving the quality and effectiveness of the instructional program at Cal Poly.

3. The results of this student evaluation program will be used for both the improvement of instruction and in partial substantiation of recommendations in appointment, retention, tenure and promotion decisions. They will also be considered during the post-tenure peer review process.

4. All faculty members who teach shall participate in this student evaluation program at the following minimum levels in each academic year:
   a. tenured professors: two classes (preferably two different courses)
   b. tenured Assistant and Associate Professors: four classes (at least two different courses)
   c. probationary tenure-track faculty and full-time lecturers: six classes (at least three different courses)
   d. part-time lecturers: every class taught or six classes (whichever is least)

Whenever possible, evaluation averages of faculty members should be compared with those of other faculty members of their own rank and tenure status. For example, the evaluations of a tenured professor in senior level courses in his/her specialty can be expected to be higher than those of an assistant professor evaluated in freshman level courses.

5. The student evaluation form and additional procedures used by any school/department shall be in accordance with these guidelines and shall be endorsed by the school/department faculty, department head/chair, and approved by the dean. Deans shall send a copy of approved forms and procedures, or revisions thereof, to the Vice President for Academic Affairs. Student opinion regarding the form and additional procedures of any department shall be considered prior to the dean's approval through consultation with the student council of the school.

6. The following procedures shall be used in the administration of student evaluations:
a. each department is responsible for providing its faculty with copies of these guidelines and any other procedures covering student evaluation of faculty in order to ensure that proper procedures are followed

b. 10-20 minutes of class time will be provided by the faculty member for the student evaluation process in each class in which s/he is being evaluated. During this time, the faculty member shall be absent from the classroom

c. only students officially enrolled in the class will be permitted to participate

7. Subsequent to the issuance of the grades for the quarter in which a faculty member has been evaluated using this process, the results (as defined in school/department procedures) of this program shall be made available to the faculty member, his/her department head/chair, and the custodian of the faculty member's personnel action file. The results shall be included in the faculty member's personnel action file.

8. If written comments from student evaluation forms are included in the personnel file, they may be either in summary form or by inclusion of all the written comments. If a summary is used, it must be approved by the faculty member being evaluated.
WHEREAS,

Some students already are computer literate and do not need to take a General Education and Breadth (GE&B) course to satisfy Area F.1 requirements; therefore, be it

RESOLVED:

That the Computer Science Department, in conjunction with the Schools of Agriculture and Architecture/Environmental Design, offer a quarterly exam during the fall, winter, and spring quarters to determine computer literacy to satisfy the GE&B Area F.1 requirement but without giving Cal Poly units. The exam is to be paid for by the student taking the exam. Students may take this exam only during their first two quarters at Cal Poly.

Proposed By:
General Education and Breadth Committee

Date: May 21, 1990