**Performance appraisals topic of Oct. 1 workshop**

Human Resources will conduct a workshop on Writing an Effective Performance Appraisal from 9 to 11 am Wednesday, Oct. 1, in UU 220.

The workshop will offer guidelines for providing performance feedback in an objective and specific manner. The interactive format will also give participants a chance to write an actual appraisal based on a videotaped presentation.

The deadline to sign up for the course is Friday, Sept. 26. To enrol, contact Joan Lund at ext. 6566 or via e-mail at jlund.

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**Position vacancies**

Vacancy information and applications for the following positions are available from the appropriate Human Resources office.

- **Monetary:** E-mail at jlund.
- **Position:** Academic Records. Evaluator Trainee: #87044: Temporary Emergency Clerical Pool, Human Resources. Short-term appts. (up to 90 days) in any dept. on an as-needed basis.

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**Physic prof awarded $275,000 NSF grant**

Physics professor Richard Frankel has been awarded a $275,000 grant from the National Science Foundation (NSF) to further explore the controversial theory that ancient life existed on Mars.

Frankel, an expert in iron oxides and iron sulfides in bacteria, will lead one of several studies of the meteorite found in Antarctica that contained evidence suggesting life could have existed on Mars 2.3 to 3.6 billion years ago.

Frankel's grant is one of seven awarded to universities, employees and now emeritus staff and faculty members who are taking part in the project, to establish criteria for exploring the controversy.

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**Fall Conference Week.**

**Saturday, September 20**

- **Football:** Western New Mexico. **Stadium:** 6 pm. **Musical:** French Canadian folk quartet Ad Vidi Que Paria. **Theater:** 8 pm.

**Sunday, September 21**

- **Women's Soccer:** Frampton State. **Stadium:** 7 pm.

**Thursday, September 25**

- **Women's Soccer**: Fullerton. **Stadium:** 7 pm.

**Friday, September 26**

- **Football:** UCB. **Stadium:** 6 pm.
- **Women's Soccer:** UCI. **Stadium:** 7 pm.

**Friday, October 3**

- **Women's Soccer:** UCB. **Stadium:** 7 pm.

**Sunday, October 5**

- **Musical:** Ray Charles. **Cohan Center:** 8 pm. **Sold Out**

**Exhibition Galleries**

- **Architecture Gallery:** "Form Follows Software: A Revolution in Architectural Process," Sept. 20-10. **University Art Gallery:** Thai prints, Sept. 21-Nov. 3

**New?**

Yes, you're looking at a new format for the Cal Poly Rep. Here's one of many changes we plan to make during the fall.
Solicitation of vacation, sick leave for Gibbons

Employees are being asked to donate sick leave or vacation credits on behalf of William "Butch" Gibbons a maintenance mechanic in Facility Services, who must take several months off work to recover from surgery. Donations of either sick leave or vacation credits will help him remain in his part-time status during his absence. Any one interested in donating leave credit should call solicitation coordinator Anila Biggs, Facility Services, at ext. 2321 for the Catastrophic Leave Donation form.

Visitor booth has new phone, fax numbers

The Grand Avenue Visitor Information Booth has a new campus phone number, 674-7680, and fax number, 674-7681. Anyone who has difficulties placing a call should call Public Safety Services at ext. 6-6645 or Telephone Administration and Repair Services, ext. 6-2404.

Telephonic training to continue in September

Staff and faculty members who have not attended a telephonic training session for the new telephone and voice mail system can attend one in September. Eight sessions will be offered each during Fall Conference week, Monday through Friday, Sept. 15-19. Two different sessions will be offered each day from 8 to 10 am; 10:30 am to 12:30 pm; 1:30 to 3:30 pm; and 3:45 to 5:45.

To reserve either as an individual spot or as a group reservation, call ext. 6-6342 between 8 am and 5 pm weekdays. (The telephone number listed in the Aug. 29 Cal Poly Report was incorrect. We apologize for the error.)

Maas to teach course in instructor effectiveness

Don Maas of the University Center for Teacher Education will once again be teaching the course Maintaining Instructor Effectiveness: Techniques and Strategies for More Effective Teaching. The seminar, open to faculty and graduate students, will be offered from 8 to 11 am Wednesdays during fall quarter in Room 226 in the Math and Home Economics Building. The first class will meet Sept. 24.

The course will emphasize the practical applications of research to college teaching. Topics to be covered include:

- How employees make instruction effective.
- Ways to motivate students.
- How to be sure students are learning before the final.
- How to get students to remember material taught.

Enrollment is limited. The seminar is offered for free, but participants should bring to the first meeting cash or a check payable to Ed Corral for $8.26 to buy the class's accompanying booklet.

To sign up for the course, call Janice Engle at ext. 6-2587. Those interested in taking the course but unable to attend fall quarter are also asked to call Engle.

For information on the course, sponsored by the UCET and the Faculty Development Office of Extended University Programs and Services, Calmaas at ext. 6-2587.

Yes, that was a pay raise

State employees recently received a "general salary" increase, retroactive to July 1. The amount varied from 2.11 to 3.04 percent, depending on bargaining classifications, according to the report.

Bloom, 84

Emmett Bloom, emeritus professor in animal science, died at a San Luis Obispo hospital on Aug. 13. Bloom taught at Cal Poly from 1946 until 1974. He also served as an associate dean in the College of Agriculture and ran the university's feed mill for years.

Moy, 64

Carl Moy, dairy science professor emeritus, died at his home Aug. 21. Moy began teaching at Cal Poly in 1968 and retired in 1984. During his 16-year tenure as a faculty member, he also managed the campus dairy plant.

... NSF grant supports, and surface measurements.

Frankent's new project are from Iowa State University, Arizona State University, and the University of Minnesota.

OpenMail, OpenTime training set for faculty

Hands-on, no-reservations-required training sessions for Extended University Programs' OpenMail and OpenTime systems, OpenMail and OpenTime, will be offered to faculty members during Fall Conference week and throughout fall quarter.

OpenMail training sessions during Fall Conference week:

- Tuesday, Sept. 16 .......... 1:10-2:30 pm
- & 2:40-4:00 pm
- Wednesday, Sept. 17 ....... 1:10-2:30 pm & 2:40-4:00 pm
- Friday, Sept. 9 .......... 9:10-10:30 am OpenTime training is offered from 10:40 am to noon Friday, Sept. 19.

All classes will be in the Chase Hall Training Lab, Room 104. Anyone with OpenMail and OpenTime accounts should bring their password. Training accounts will be provided for those who need them.

Additional sessions of OpenMail and OpenTime trainings are planned for both PC and Mac users.

Disagreement exist on mismanagement claims

... classes, the university agrees that pro

gram developers did not secure appro

priate approval for these models

through normal curriculum review can

nels, according to the auditor's report.

The auditor also states that Cal Poly was "unable to correctly assign credit for completed work when students left the program." At least one student who dropped out of the EMBA had difficulty applying credit for course work he had done at Cal Poly to another university's programs and courses, according to the report.

If the university "believes it kept adequate records and disputes this conclusion, according to the report.

The auditor's report does not call for action by the state or university.

University's state-supported programs.

Cal Poly contends the higher fee was necessary to cover costs associated with a new, innovative program, the report says.

The auditor is saying that EMBA instructors were overpaid, the auditor states that their salaries were not tied to their academic ranks and the enrollment in their courses, two factors used to set pay lev

els for Extended Education instructors. It was also noted that many units of teaching credit each faculty member earned in the team-taught modules, the auditor says.

Cal Poly asserts that the existing Ex

anted Education salary "policy does not call for disbursement of appropriate compensation ... for programs with unique instructional methods such as team teaching," according to the report.

Cal Poly acknowledges it erroneously deposited $110,200 in EMBA program revenues in a university trust account instead of the Continuing Education Revenue Fund as required. The money was transferred to the appropriate account when the error was discovered.

The auditor's report does not call for action by the state or university.
Wehner & Shelton named associate deans of COA
Mark Shelton of the Crop Science Department and Dave Wehner of the Environmental Horticultural Science Department have been appointed associate deans in the College of Agriculture.
Shelton, who came to Cal Poly in 1982, will be responsible for the research and graduate studies area, as well as college farm operations. He served as interim department head in Crop Science last year.
Wehner will oversee undergraduate student affairs and college administration issues. He joined Cal Poly in 1994 as head of the Environmental Horticultural Sciences Department. Shelton and Wehner's offices are in the dean's office in the Agricultural Sciences Building.

Service Awards Lunch set for Feb. 12
Cal Poly, Foundation and ASI employees with service anniversaries in 1997 will be honored at the sixth annual Service Awards Luncheon from 11:30 a.m. to 1 p.m. on Thursday, Feb. 12, 1998, in Chumash Dining Room.
Watch for more information, including locations for purchasing tickets, in future issues of Cal Poly Report.

Kennedy Library plans celebration
La Fiesta de los Libros — the Festival of Books — was held at Kennedy Library, is set for 6 to 9 p.m Saturday, Sept. 27, to bid "adios" to the card catalog and to honor the library's special donors.
President Baker and Dean of Library Services Hiram Davis will give the opening remarks.
The celebration, a fund-raiser to support the library's special collections, will include music by SLO Mambo and "flama" dances under the stars in the library's atrium. A silent auction for the library's vintage card catalog file cabinets and a book sale will be held. Festivities will culminate with the dedication of a new donor wall made from the frontispieces of drawers taken from the retired card catalog cabinets and named the "Top Drawer Associates." The Top Drawer Associates will permanently honor the library's top donors while preserving a piece of the library's past.

Solicitation of vacation, sick leave for Gibbons
Employees are being asked to donate sick leave or vacation credits on behalf of William "Butch" Gibbons a maintenance mechanic in Facility Services, who must take several months off work to recover from surgery.
Donations of either sick leave or vacation credits will help him remain in his pay status during his absence. Any one interested in donating leave credit should call solicitation coordinator Anita Biggs, Facility Services, at ext. 2321 for the Catastrophic Leave Donation form.
Eligible state employees may donate up to 16 hours total of sick leave and vacation credit per fiscal year in increments of one hour or more.

Visitor booth has new phone, fax numbers
The Grand Avenue Visitor Information Booth has a new campus phone number, 67-7480, and fax number, 67-7481.
Anyone who has difficulties placing a call should call Public Safety Services at ext. 6-6654 or Telephone Administration-Repair & Service, ext. 6-2649.

Telephone training to continue in September
Staff and facility members who have not attended a training session for the new telephone and voice mail system can attend one in September.
Eight sessions will be offered every day during Fall Conference week, Monday through Friday, Sept. 15-19. Two more concurrent sessions will be offered from 8 a.m. to 10 a.m.; 10:30 a.m. to 12:30 p.m.; 1:30 to 3:30 p.m.; and 3:45 to 5:45.
To reserve either an individual spot or make a group reservation, call ext. 6-3632 between 8 a.m. and 5 p.m. weekdays. (The telephone number listed in the Aug. 29 Cal Poly Report was incorrect. We apologize for the error.)

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Don Maas of the University Center for Teacher Education will once again be teaching the course Maintaining Instructor Effectiveness: Techniques and Strategies for More Effective Teaching. The seminar open to faculty and staff members, will be offered from 8 to 11 a.m. Wednesdays during fall quarter in Room 226 in the Math and Home Economics Building. The first class will meet Sept. 24.
The course will emphasize the practical applications of research to college teaching. Topics to be covered include:
- How students make instruction effective.
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- How to be sure students are learning before the final.
- How to get students to remember material taught.

Enrollment is limited. The seminar is offered for free, but participants should bring to the first meeting cash or a check payable to El Corral for $8.26 to buy the class's accompanying booklet.
To sign up for the course, call Janice Engle at ext. 8-3150. Those interested in taking the course but unable to attend fall quarter are also asked to call Engle.
For information on the course, sponsored by the UCTE and the Faculty Development Office of Extended University Programs and Services, Maas cal at ext. 6-2587.

Students can help with landscaping
Students enrolled in the residential landscape design course offered by the Environmental Horticultural Science Department are available to help two or three employees with landscaping.
Minimal expenses for such things as equipment, fuel and labor will need them.
Anyone interested should call Duane Moar at ext. 6-6808 before Tuesday, Sept. 30.

OpenMail training sessions for the PC are set for Monday through Thursday, Sept. 29-Oct. 2. Anyone interested in receiving training should call solicitation coordinator Ed Corral at ext. 6-7000.

OpenTime training sessions for fall are scheduled for Tuesday, Sept. 16, 1:10-2:30 p.m.; and Sept. 24, 1:10-2:40 p.m.
For reservations, call the Help Desk at ext. 6-7000.

Bloom, 84
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Bloom taught at Cal Poly from 1946 until 1974. He also served as an associate dean in the College of Agriculture and ran the university's feed mill for years.

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Yes, that was a pay raise
State employees recently received a "general salary" increase, retroactive to July 1, the amount varied from 2.11 to 4.07.
In saying that EMBA instructors were overpaid, the auditor states that "the course is not adequately providing for appropriate education mechanic in Facility Services, who must take several months off work to recover from surgery.

Disagreement exist on mismanagement claims
The university agrees that a program developer did not secure appropriate approval for these modules through normal curriculum review channels, according to the auditor's report.
The auditor also states that Cal Poly was "unable to correctly assign credit for completed work when students left the program." At least one student who dropped out of the EMBA had difficulty applying credit for course work he had done at Cal Poly to another university's state-supported programs.

NSF grant supports Chicano/a studies
Frankel's new project are from Iowa State University, Arizona State University, and the University of Minnesota.

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Bits and pieces
(This summary of material published during summer quarter is intended to bring academic-year readers up to date.)

Appointments
The following appointments were announced: Dean Bruno, associate vice president for university advancement; Les Ferreira, interim associate vice president for academic programs; Safwat Moustafa, reappointed chair of Mechanical Engineering. Virginia Walter, interim head of Environmental Horticulture.

Retirements
Henry Gorman, Facility Services; Mary Howard, Campus Dining; Peter Phillips, Facilities Planning; Kerry Roberts, El Corral; Joseph Silva, Facility Services; Janis Woolper, College of Liberal Arts.

Awards and Honors
Leanne Berning, Dairy Science, was named the American Association of Schools of Colleges of Agriculture and Renewable Resources' 1997 outstanding educator; Brent Hallock, Soil Science, and Pricila Johnson, Food Science and Nutrition, received this year's cope Agriculture Awards for outstanding work; Joe Jett, College Agriculture, has been appointed by Gov. Pete Wilson to the State Board of Food and Agriculture; Theresa May, Advancement Services, won the national women's high-power standard rite title; Cristina Pena, Bioresource and Agricultural Engineering, Don Shenemski, Foundation, and Judy Swanson, Librarian, were named 1996-97 Outstanding Staff Employees; Norman Pillbus, Natural Resources Management, has been named to a 10-member panel appointed by the U.S. Department of Agriculture to evaluate outstanding soil protection policies. Bettie Rose and Agricultural Engineering, Don Shenemski, Foundation, and Judy Swanson, Librarian, were named 1996-97 Outstanding Staff Employees; Norman Pillbus, Natural Resources Management, has been named to a 10-member panel appointed by the U.S. Department of Agriculture to evaluate outstanding soil protection policies.

Deaths
Wooford Eugene "Gene" Bows, 87, retired professor and head of the Physics Department, died June 2; George Hoffman, 89, retired member of the Industrial and Manufacturing Engineering Department faculty, died July 11; Bernard Dusek, 70, retired Art and Design professor, died, July 29.

Cal Poly Plan
President Baker allocated more than $700,000 from Campus Academic Fees to help finance 15 new and continuing projects that address Cal Poly Plan goals. New projects include: network services for CAED students, $35,000; mechanical engineering robotics lab equipment and computer-aided analysis; and design radio, both in CDES, $75,000; developmental math and English program and computer lab upgrades, $75,000. Continuing projects: rendering, animation, and modeling lab. CA and CAED, $58,250; computer classroom and computer retardis, CAGR, $72,500; collaborations between university and service projects, CLA and Student Life and Activities, $9,500; supplemental instruction, Student Academic Services, $48,777; math workshops, Student Academic Services, $47,940; integrated teacher education program, CLA and UCTE, $15,000; in-depth undergraduate core curriculum and master's curriculum design, both CBUS, $66,500; World Wide Web for enhanced teaching and learning. CLA, $33,000; student electronic access to institutional information (Mustang Info), Enrollment Support Services, $20,000; multicultural agriculture program, CAGR, $15,000.

This & That
U.S. News and World Report has again rated Cal Poly the best public regional university in the Western states (see Aug. 29 Cal Poly Report for details). Chancellor Barry Mintz has resigned, effective Jan. 15, to become president and chief executive officer of the J. Paul Getty Trust. Students, employees, and now emeritus faculty and student emeritus members will continue to apply for city buses for free for another year, thanks to funding from the Foundation. Institutional Studies, the class scheduling office, and the strategic planning done by Vice Provost Linda Dalton have been reconfigured into a new Office of Institutional Planning and Analysis, headed by Dallas.

Performance appraisals topic of Oct. 1 workshop
Human Resources will conduct a workshop on Writing an Effective Performance Appraisal from 9 to 11 am Wednesday, Oct. 1, in UU 220.

The workshop will offer guidelines for providing performance feedback in an objective and specific manner. The interactive format will also give participants a chance to write an actual appraisal based on a videoed presentation.

The deadline to sign up for the course is Friday, Sept. 26. To enroll contact Joan Lund at ext. 6-6563 or via e-mail at jlund.

Position vacancies
Vacancy information and applications for the following positions are available from the appropriate Human Resources office. Vacancy information can also be accessed from the Cal Poly home page on the World Wide Web (http://www.calpoly.edu; click on "General Information"). AAREO

STATE (Adm. 110, ext. 2236 or job line at ext. 1535; Official application forms must be received by 4 pm on the closing date or be postmarked by the closing date. No fax.)

• CLA DATE: September 29

CORRECTION
#9936: Photographer II, College of Architecture and Environmental Design (Unit 9)*. [$24,000-$34,000, temp., half-time to 6289/91 $55,125/annual renewal].

#9703: Clerical Asst. IV, Architecture Department (Unit 7)*. [$23,929-$28,031, temp., dependent upon qualifications and exp.]

#8404: Evaluator Trainee/Evaluator I, Academic Records, Evaluator Trainee. [$22,324/mo., $237,7723/$340,000, dependent upon qualifications and exp.]

#8704: Temporary Emergency Pool, Human Resources. Short-term appts. (up to 90 days in any dept.) on an as-needed basis.

*NOTE: For positions marked with an asterisk, qualified on-campus applicants currently in Bargaining Units 2, 3, 7, and 9 will be given first consideration.

Disagreement exists on mismanagement claims
Cal Poly mismanaged its Executive Masters in Business Administration (EMBA) Program that was discontinued in June 1996 after two years of operation, according to a recent report from the California State Auditor.

While agreeing that program managers made some serious administrative errors, university officials dispute the auditor's conclusions that the program was mismanaged.

The EMBA was a means for men and women already established in business to earn graduate degrees by completing eight concentrated course modules, each covering academic material drawn from two or more classes in the state-supported Masters of Business Administration curriculum.

Designed and taught by College of Business faculty, the EMBA was administered through the Extended Education office.

Twenty-eight students entered the program in June 1994, 18 of them earned their degrees two years later.

The auditor states that in setting up the program, university employees failed to plan adequately, obtain formal academic review, track costs, exercise sufficient control over revenues, or adhere to approved student fee and faculty pay rates.

Although instructional material in the new EMBA module survived the auditor's report, (Continued on next page)

Fall Conference changes
The correct location for two of the academic orientation sessions between 10 am and noon Wednesday, Sept. 17, are: College of Architecture and Environmental Design, Cal Poly Theatre; Liberal Arts, Harris Hall of the Performing Arts Center's Cohan-Center. Tuesday's Information Technology Services division meeting has been moved to the Sandwick Plant.