Performance appraisals topic of Oct. 1 workshop

Human Resources will conduct a workshop on Writing an Effective Performance Appraisal from 9 to 11 am on Oct. 1, in LUP 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 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 at http://www.calpoly.edu; click on "General Information"; AAREO.
- STATE (Adm. 110, ext. 2236 or job line at ext. 1535; Official application form must be received by 4 pm on the closing date or be postmarked by the closing date. (No faxes.)
- CLARKE: Ext. September 29

45031: Photographic II, College of Architecture and Environmental Design (Unit 92); $40,564.50-$78,330.96, temp., half-time to $63,969 w/possible annual renewal.
- #7036: Clerical Asst. IV, Architecture Dept. (Unit 70); $19.74-$20.48, temp. depending upon qualifications and exp.
- #70646: Temporary Emergency, College of Architecture, 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 Unit 2, 4, 7, and 9 will be given first consideration.

Disagreement exists on mismanagement claims

Cal Poly mismanaged its Executive Masters of 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 Extension 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 reviews, track costs, exercise sufficient control over revenues, or adhere to approved student fee and faculty pay rates.

Although instructional material in the new EMBA model has evolved (Continued on page 3)
**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.

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**Service Awards Lunch set for Feb. 12**

Cal Poly, Foundation and ASI employees with service anniversaries in 1997 are invited to attend a Service Awards Luncheon from 11:30 a.m. to 1 p.m on Thursday, Feb. 12, 1998, in Chumash Auditorium.

Watch for more information, including locations for purchasing tickets, in future issues of Cal Poly Report.

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**Kennedy Library plans celebration**

La Fiesta de los Libros — the Festival of Books — will be held at Kennedy Library, 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 "firme" dancing 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.

Admission to the fiesta is $25 a person. Reservations must be received by Monday, Sept. 22. To reserve space or for more information, call ext. 6-2844.

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**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 Ania 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.

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**Student 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 interested in taking the course but unable to attend fall quarter are also asked to call and engage in landscaping.

Minimal expenses for such things as transportation travel will need to be reimbursed.

Anyone interested should call Duane Moesby, at ext. 6-6808 before Tuesday, Sept. 30.

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**OpenMail training set for faculty**

All training for PCs will be in the Chase Halls Lab. Training for Macs will be in the Mac Demo Lab, Room 205D in the Air Conditioning Building.

OpenMail training for the PCs are set from Monday through Thursday, Sept. 29-Oct. 2. Mac classes will be offered on Friday, Oct. 3. Both locations will have three sessions from 8:15-9:30 am; 10-11:30 am and 1-2:30 pm; and 2:15-4:30 pm.

OpenMail sessions for the PC are set for Monday through Thursday, Sept. 6-9, and training for Mac users will be held Friday, Oct. 9. Four sessions are offered for both PCs and Macs:

- Session 1: 8:15-10 am
- Session 2: 10-11:45 am
- Session 3: 11:45 am-12:30 pm
- Session 4: 12:30-2:15 pm

For reservations, call the Help Desk at ext. 6-7000.

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**Disagreement exist on mismanagement claims**

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 "continuing in September" and to honor the library's special issue. Watch for more information, including locations for purchasing tickets, in future issues of Cal Poly Report.

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**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 extended education instructors, 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 to make your module or class more effective.
- Ways to motivate students.
- How to be a good teacher.
- How to get your students to learn material taught.

Enrollment is limited. The seminar is offered for free, but participants should bring to the first class 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. 6-7840. Those interested in taking the course but unable to attend fall quarter are also asked to call and engage in landscaping.

For information on the course, sponsored by the UC and the Faculty Development office of Extended University Programs and Services, call Maas at ext. 6-2587.

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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 3.04 percent, depending on bargaining unit and union. In addition, eligible employees received a "service-based" step increase as well.

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**NSF grant supports, and surface measurements**

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.

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**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.

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**Moay, 64**

Carol 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.

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

ViPper booth has new phone, fax numbers

The Grand Avenue Visitor Information Booth has a new campus phone number, 6-7640, and fax number, 6-7841.

Anyone who has difficulties placing a call should call Public Safety Services at ext. 6-6654 or Telephone Administration-Repairs and Service, ext. 6-2844.

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.

Enrollment is limited. The seminar is offered for free, but participants should bring to the first class 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 Engele at ext. 5-4154. Those interested in taking the course but unable to attend fall quarter are also asked to call Janice.

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

You may attend seminars every other week during Fall Conference week, Monday through Friday, Sept. 15-19. Two concurrent sessions will be offered from 8 to 10 am; 10:30 am to 12:30 pm; 1:30 to 3:30 pm; and 3:35 to 5:45.

To reserve either an individual spot or make a group reservation, call ext. 6-6342 between 8 am and 5 pm weekdays.

You also may register in person at the open house in the Student Center, Room 205D in the Air Conditioning and Refrigeration Department.

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.

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

- Developing good habits of teaching.
- Ways to motivate students.
- How to be sure students are learning before the final.
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... Disagreement exist on mismanagement claims

classes, the university agrees that program developers 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 program.

Cal Poly officials said that while students had received no guarantees that EMBA credit could be transferred, they will carefully consider such issues in the future.

The auditor asserts that owing to incomplete tracking of personnel costs, there is “no assurance that the program was self-supporting” as is required of all Extended Education offerings. However, the university believes it kept adequate records and disputes this conclusion, according to the report.

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

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

Kennedy Library plans celebration

La Fiesta de los Libros — the Festival of Books — will be held in the Kennedy Library, is set for 6 to 9 pm 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 supplement the library's special collections, will include music by SLO Mambo and "fajitas" served 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.

The opening ceremony at 6 pm will feature music by SLO Mambo and "fajitas" served under the stars in the library's atrium.

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.

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Bits and pieces

Design professor, died, July 29.

President Baker allocated more than $570,000 from Campus Academic Fees to help finance 15 new and continuing projects that address Cal Poly Plan goals. New projects include: network servers for CAED students, $35,000; mechanical engineering robotics lab equipment and computer-aided analysis and design, both in CERMS, $75,000; developmental math and English program and computer lab upgrades, CSM, $75,000. Continuing projects: rendering, animation, and modeling lab. CAL and CAED, $58,250; new textbook classroom and computer reti­

Mondays, September 15, 22, October 13, in UU 220.
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STATE (Adm. 110, ext. 2236 or job line at 765-6108). Official application forms must be received by 4 pm on the closing date or be postmarked by the closing date. (No FAX).

Wednesday, Oct. 1, in UU 220.

The College of Architecture and Environmental Design celebrated its 50th anniversary. A change in the academic calendar moved the observance of Washington's birthday to Feb. 16.

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.

Carole Burnett — Tickets are on sale for Burnett's Nov. 5 appearance at the Central Coast Hall. See the Aug. 29 Cal Poly Report.

Physics prof awarded $275,000 NSF grant

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 to 3.6 billion years ago.

Although institutional material in the new EMBA module is derived from the (Continued on page 3)

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Fall Conference changes

The correct location for two of the acade­

New?

Yes, you're looking at a new format for the Cal Poly Report. One of a number of changes we plan to make during the fall.

(Continued on page 3)