Chair, Reg Gooden  
Vice Chair, Barbara Weber  
Secretary, Sam Lutrin

I. Minutes

II. Announcements
   Election for secretary will occur while Senate proceeds.

III. Reports
   President  
   CSU Academic Senate (Hale, Kersten, Olsen)

IV. Committee Reports
   Budget (Lamouria)  
   Constitution & Bylaws (Rogalla)  
   Curriculum (Sparling)  
   Distinguished Teacher Award (Ruehr)  
   Election  
   Faculty Library  
   Fairness Board (Hanson)

Gen Education & Breadth (Scriven)  
Instruction (Ryan)  
Long Range Planning (French)  
Personnel Policies (Andrews)  
Research (Gamble)  
Student Affairs (Forgeng)

V. Business Items
   A. Resolution on Proposal for Policy Statement Specifying Differences Between Bachelor of Arts and Bachelor of Science Degrees at Cal Poly - 2nd Reading (Sparling; Curriculum) Please bring materials distributed with February 12 Agenda
   B. Resolution on Substitute Pay - 2nd Reading (Lamouria; Budget) Please bring materials distributed with January 15 Agenda
   C. Resolution Distinguished Teaching Award 1st Reading (Ruehr; DTA) ATTACHMENT
   D. Resolution on Meritorious Performance and Professional Promise Awards 1st Reading (Andrews; Personnel Policies) ATTACHMENT
   E. Resolution Endorsing the Registration & Scheduling Committee's Proposed Add/Drop Policy 1st Reading (Forgeng; SAC) ATTACHMENT
   F. Resolution on Bylaws 1st Reading (Rogalla; C&B) ATTACHMENT
WHEREAS, Teaching is the primary mission of the California State University; and

WHEREAS, The newly established Meritorious Performance and Professional Promise award of $2,500 makes the current $100 prize for winning the Distinguished Teaching Award look insignificant; and

WHEREAS, The mechanics of the Meritorious Performance and Professional Promise selection is such that it is allocated to the Schools, whereas the Distinguished Teaching Award considers the faculty at large and, hence, the two cannot be combined so as to reserve three MP & PP awards for the winners of the DTA; therefore be it

RESOLVED: That the Academic Senate urge the President to use the vast resources of his Office in order to supplement the present DTA so as to elevate its material stature to a level equal with that of other recognitions of merit.
ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION ON MERITORIOUS PERFORMANCE
AND PROFESSIONAL PROMISE AWARDS

WHEREAS, The MOU specifies that the faculty and administration have to agree to a mutually acceptable process for awarding Meritorious Performance and Professional Promise Awards; therefore, be it

RESOLVED: That the Academic Senate of California Polytechnic State University adopt the following procedure:
I. PREAMBLE

This policy is designed to implement Articles 31.11 through 31.19 of the Memorandum of Understanding for Unit Three (faculty), agreed to in December, 1984.

II. ELIGIBILITY

All persons covered by the Memorandum of Understanding for Unit Three are eligible to apply for or be nominated for Meritorious Performance and Professional Promise Awards.

No awards shall be made except under criteria mutually developed and approved by the Campus President, and the body of the Academic Senate, CPSU.

No MPPP Award shall be granted without a positive recommendation from the particular school or appropriate administrative unit MPPP Committee.

III. CRITERIA

Meritorious Performance and Professional Promise Awards shall be given: 1) retrospectively, to recognize excellence in one or more of the following areas—teaching, professional activity, service and/or 2) prospectively, to promote excellence in one or more of the same areas.

IV. APPLICATIONS/NOMINATIONs

Applications and nominations for MPPP Awards must document a candidate's excellent performance in teaching, professional activity, and/or service. Or,

Applications and nominations for MPPP Awards must document proposed projects which would enhance a faculty member's performance in teaching, professional activity, and/or service. (Examples of some appropriate uses are: travel, research support, technical/clerical support, released time, etc.) Or,

Applications and nominations for MPPP Awards may combine the above.

V. SELECTION PROCESS

All members of Unit Three may submit applications or nominations to appropriate department heads or equivalent by December 1.
If departments choose to recommend or rank their own candidates, they must do so no later than January 15, and must forward the applications/nominations for the candidates they recommend to the school/appropriate unit MPPP committee.

If a department chooses to take no action, the department head shall forward all applications/nominations to the school/appropriate unit MPPP committee no later than January 15.

Every school/appropriate administrative unit shall elect a committee of Unit Three members to review and recommend applications/nominations for MPPP Awards.

School committees will review nominations/applications, and by February 15 forward to the dean/appropriate administrator no more than the same number of applicants/nominees as MPPP Awards allocated to the school/appropriate administrative unit. Only positive recommendations shall be forwarded.

If the dean/appropriate administrator concurs with the recommendations, the awards shall be granted as recommended no later than March 1.

If the dean/appropriate administrator disagrees with the recommendations forwarded by the faculty, both the recommendations of the dean or appropriate administrator and those of the faculty shall be forwarded to the President by March 1.

By March 5, the President shall transmit both sets of recommendations for review by the University Professional Leave Committee, which shall forward its positive recommendations by March 20 to the President for his/her consideration in making a final determination by April 1.

If the President disagrees with the UPLC, he/she shall state his/her reasons therefor and shall return the denied application to the originating school committee with the request to forward a substitute recommendation to the dean/appropriate administrator as provided in the initial process. Each level of review shall be completed and forwarded to the next level within five working days. This process shall be repeated until all the awards are granted, or until the nominee/applicant pool is exhausted.

Recipients shall be notified in writing within five (5) days of concurrence. Awards shall be granted no later than June 30.
VI. SCHEDULE FOR 1984-85

For the academic year 1984-85, the following schedule shall be used:

Applications/nominations to be submitted: April 1*
Applications/nominations to school committee: April 15
Positive school recommendations to Dean: May 1
Concur or send nonconcurrence items to UPLC and President: May 8
UPLC positive recommendations to President: May 15

This section (Section VI) shall be deleted as of June 30, 1985.

*Executive committee recommends:
  Applications/nominations to be submitted: April 5
RESOLUTION ENDORSING THE REGISTRATION AND SCHEDULING COMMITTEE'S PROPOSED ADD/DROP POLICY

WHEREAS, The Registration and Scheduling Committee has proposed a change in the Add/Drop Policy that would give students enrolled in a class one week longer than the present policy to evaluate a course before deciding whether or not to drop; and

WHEREAS, This new policy still provides more time to add a class than to drop, thus ensuring maximum class availability for those students wishing to add a class; and

WHEREAS, This new policy would still allow the Instructor the final decision about adding a student; and

WHEREAS, A substantial majority of those students voting in a referendum on add/drop favored the proposed policy; and

WHEREAS, Institution of the proposed new policy earlier than Fall Quarter, 1985, would not allow for full discussion of the proposed policy and for smooth transition from the present policy; be it therefore

RESOLVED: That the Academic Senate endorses the Add/Drop Policy proposed by the Registration and Scheduling Committee on December 6, 1984; and be it further

RESOLVED: That this new policy be implemented beginning with the Fall, 1985, Quarter.
ADD/DROP POLICY

A student may drop a class without penalty provided that the student officially notifies the class instructor by the deadline shown in the Class Schedule.

A student may be permitted to add a class upon the approval of the class instructor with the provision that official approval is granted and reported by the deadline date shown in the Class Schedule.

Permission to add shall be the prerogative of the class instructor. The instructor's decision will be based on class size, prerequisites, work already covered in the class, and other factors. When the demand to add a class is greater than the available space, instructors are advised to establish priorities as follows: 1) disabled or handicapped, 2) graduating seniors, 3) processing errors verified by the Registrar, 4) all other students who registered by CAR, 5) late registrants, 6) concurrent enrollment through extension.

The first day of instruction of the quarter defines the first calendar day for purposes of identifying deadline dates. Deadline dates may be adjusted to allow for intervening weekend days and official holidays. The actual dates that the drop and add deadlines occur for the quarter shall be listed in the Class Schedule.

The 15th calendar day is the deadline for students to obtain instructor approval to add a class and to submit required forms.

The class day which precedes the deadline day for adding a class becomes the deadline day for students to drop a class.

The deadline for students to late register and pay fees shall coincide with the deadline date to add a class.

The class instructor may remove a student from a class if the student is not present at the end of the first class meeting and has not been excused. The student may be removed if published prerequisites for enrollment have not been met. Students who are dropped as a result of non-attendance, lack of prerequisites or for any other reason are responsible for reporting the drop to ensure that the class is removed from their records.

Note: Under normal circumstances when classes begin on Monday, the student will have until Friday at the end of the second week of instruction to decide to drop a class. On the following Monday the student must have obtained all signature approvals to add or drop classes and be ready to submit forms which report these transactions.

If this policy is adopted, changes will be required in CAM 485.3 and the Academic Calendar.