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A. Resolution on Department Chairs vs. Department Heads (Kersten) (Second Reading)

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RESOLUTION REGARDING APPOINTMENT OF INSTRUCTIONAL DEPARTMENT CHAIRS

Background:

Amendment of CAM 315.5 to authorize appointment of department chairs for renewable fixed terms of three years in lieu of indefinite-term department heads could significantly improve faculty-administration communications and relations by providing the following:

1) A departmental leader who is an advocate of his faculty as well as a representative of the administration.
2) A channel for the introduction of new ideas.
3) Possible reduction of long-term personality conflicts between faculty and departmental leaders.
4) A means for the administration to respond periodically to changed conditions, without undue disruption or excessive friction.
5) A means for departmental leaders to withdraw gracefully from positions which they no longer wish to occupy.

RESOLVED: That the following CAM 315.5 changes be made:

315.5 Appointment of Instructional Department Heads Chairs

A. Instructional department heads chairs are members of the university's administrative line organization and as such academic departments who are directly responsible to the appropriate school dean for administration of their respective departments. They are appointed by the University President for indefinite terms renewable three year terms. The President will consult with the Vice President for Academic Affairs and the dean of the school to which the department is assigned, the departmental faculty, and any other individual or group as considered necessary in reaching a decision on instructional department head chair appointments. The dean will inform the faculty of all pertinent personnel information governing the appointment of the department head chair.

B. Variations in department size suggest flexible guidelines governing faculty participation in the consultative process. Consequently, the department, by majority vote of the full-time faculty (tenured and probationary), will recommend for
approval by the school dean, the Vice President for Academic
Affairs, and the President, procedures for the selection of
nominees for the department head chair position. If the
department faculty and the current department chair agree to
renew the department chair's term of office, only the current
department chair's name need be forwarded to the President
through the school dean and Vice President for Academic
Affairs. If the department faculty or current department chair
desire a change in the department chair, an effort should be
made to present several nominees acceptable to the department
to the President through the school dean and the Vice President
for Academic Affairs. In the event that these procedures
require the creation of ad hoc committees, their duties and
membership shall be determined by a majority vote of the full-
time faculty.

C. The department's full-time faculty may decide, by a two-thirds
majority vote, not to follow the guidelines specified in
"B" above. In that case, the school dean will confer with the
President or a designee in order to determine the nature and
extent of the consultative procedures to be followed. In This...

D. The appointment of the acting, interim or temporary department
heads chairs will also be made by the University President
following consultation with the Vice President for Academic
Affairs and the appropriate school dean and the department
faculty. Consultation with the department faculty in selecting
an acting, interim or temporary department head chair will not
follow the extensive procedure outlines for regular indefinite
term department head chair appointments.
RESOLUTION REGARDING THE ROLE OF DEPARTMENT CHAIRS

WHEREAS the Higher Education Employee Relations Act states the following:

Article 6.5 Supervisors

3580.3. "Supervisory employee" means any individual, regardless of the job description or title, having authority, in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. With respect to faculty or academic employees, any department chair, head of a similar academic unit or program, or other employee who performs the foregoing duties primarily in the interest of and on behalf of the members of the academic department, unit or program, shall not be deemed a supervisory employee solely because of such duties. Employees whose duties are substantially similar to those of their subordinate shall not be considered to be supervisory employees;

and

WHEREAS the CSUC Board of Trustees recently directed that the following be issued to department chairs at San Francisco State University:

The Higher Education Employer-Employee Relations Act (HEERA), which became effective July 1, 1979, establishes criteria which define supervisory employees as those employees who have the authority, for example, to perform or effectively recommend the performance of such personnel actions as hiring, disciplining, reviewing professional performance, determining class schedules and space assignment and adjusting grievances. These criteria are consistent with the usual language of labor relations and collective bargaining law.

Existing CSUC Board of Trustees policy states that Department Chairs are appointed by and serve at the pleasure of the President. The Board of Trustees has determined further that those Department Chairs or persons holding equivalent positions who have the authority to perform the activities illustrated above are to be designated as supervisors;

and

WHEREAS the SFSU administration has rejected every previous SFSU Academic Senate proposal acceptable to the general faculty to define the nature and duties of department chairs; and

WHEREAS the SFSU Academic Senate is opposed to any effort to redefine the role of department chairs so as to make them into supervisors and is convinced that any such effort is based upon a misunderstanding of the collegial nature of faculty governance;

NOW, THEREFORE, BE IT RESOLVED that the SFSU Academic Senate finds this interpretation of the role of department chairs to be contrary to the understanding of the SFSU Academic Senate, contrary to the tradition of this campus, and contrary to both the letter and intent of the Higher Education Employee Relations Act; and

BE IT FURTHER RESOLVED that the SFSU Academic Senate reaffirms its position that the role of a department chair is that of primus inter pares, and is distinctly not of a supervisory or managerial nature; and

BE IT FINALLY RESOLVED that copies of this resolution be sent to all other Academic Senates in the CSUC system, to the Board of Trustees CSUC, to the Education Committees of the State Legislature, and to the Public Employment Relations Board (PERB).
RESOLUTION ON 470 COURSES

Background:

Until the advent of CAR subtopics were submitted directly to Educational Services by departmental schedulers and were not reviewed as a regular procedure by the school as a whole or by other schools or departments which might be affected. With the emergence of a need to assign catalog numbers to each subtopic for the course master file, a new procedure was instituted which required each subtopic request to be routed through the dean's office. The new procedures have also given greater visibility to 470 and 471 courses which already exist and which are being proposed. It is apparent that in both existing 470-471's and proposed 470-471's there are: instances which give rise to questions regarding the department which should most appropriately be teaching the courses; instances where questions of academic merit have been raised; instances where the topical nature of the courses has been challenged (Selected Advanced Topics); and questions regarding the maximum number of 470 and 471 units which can be earned by an individual.

The proposals accompanying this document assert the traditional prerogative of faculty to review curriculum and are designed to assure that 470 and 471 courses are subject to the same kind of review as other approved courses.

WHEREAS, It is possible to create what are in effect new courses through the vehicle of 470 and 471 course numbers; and

WHEREAS, Courses created as subtopics of 470 and 471 may currently be taught on a recurring basis; and

WHEREAS, Provision has never been made for faculty review of courses so instituted; and

WHEREAS, Serious questions have been raised regarding appropriate use of 470 and 471 courses; therefore be it

RESOLVED: That an annual report on all courses offered under 470 and 471 numbers be reviewed by the Academic Senate Curriculum Committee
during the fall term of each year; and be it further

RESOLVED: That the Campus Administrative Manual be changed to read:

490.5 Courses Offered Under 470 and 471 Numbers

1. Courses offered under 470 and 471 numbers are for teaching topics which:
   (a) are not intended for future inclusion as a regular course and would therefore typically be offered for only one quarter, in order to repeat an offer of a course numbered 470 or 471, it is necessary to resubmit an application following the procedures as outlined in 4a, b, c, d, e, below.) and,
   (b) are worthy of academic credit at an advanced level (upper division), and
   (c) are designed for group study and so would not be appropriate for individual study.

2. Courses offered under 470 and 471 numbers shall not be used as a substitution for courses specifically identified in a student's curriculum.

3. A department proposing a course under a 470 or 471 number must make sure that:
   (a) such a course is clearly within the subject area of its own department, or
   (b) the written approval of departments which may have a major interest in the subject area has been obtained, or
   (c) substantive reason(s) for pursuing the course over objections can be offered.

4. The following review process shall be used for courses to be offered under 470 and 471 course numbers.
   (a) A new course proposal form with an expanded course outline attached is forwarded to the departmental curriculum committee by the proposing faculty member(s).
   (b) Only those proposals which have been approved by the departmental curriculum committee are forwarded to the department head.
   (c) The department head forwards all of these proposals with his/her recommendations to the school/division curriculum committee.
   (d) The school/division curriculum committee forwards all of these proposals with its recommendations to the dean of the school.
   (e) The school/division dean forwards all of these proposals with his/her recommendations to the Vice-President for Academic Affairs or his/her designee.
(f) The final decisions shall be made on these proposals by the Vice President for Academic Affairs or his/her designee.

5. Courses offered under 470 and 471 numbers are to appear in the Class Schedule. In order to meet Class Schedule deadlines, requests must reach the office of the Vice President for Academic Affairs for the fall quarter by April 17, for the winter quarter by September 18, for the spring quarter by December 8, and for the summer quarter by March 17.

And, be it further

RESOLVED: That Sections 490.5 and 490.6 be renumbered 490.6 and 490.7 respectively.
WHEREAS, CAM 370.2.F.1. states that "each faculty member must schedule and conduct at least one office hour each day (Monday through Friday) for consultation with students ..." even if the faculty member has no classes on that day; and

WHEREAS, Other campuses in the CSUC do not require faculty to keep office hours every day of the week; and

WHEREAS, President Baker is interested in creating an atmosphere at Cal Poly which will be more conducive to research and the days when faculty members have no classes on campus could be spent on off-campus research; and

WHEREAS, CAM already permits office deviations with Department Head and Dean approval; and

WHEREAS, The current energy situation makes it impractical to mandate that all faculty members come to school on those days when they have no classes for just one hour; therefore be it

RESOLVED: That CAM 370.2.F.1. be deleted and replaced with the following statement:

"In addition to scheduled classes, each full-time faculty member must schedule and conduct at least five (5) office hours each week (not more than two hours each day) for consultation with students. The faculty members will post their office hours outside their office doors. This section does not preclude pre-arranged appointments with students. Part-time faculty will have office hours proportional to their assignments."
WHEREAS, The Library provides direct instructional services to students, and research and other support services to students, faculty, and staff; and

WHEREAS, These services are becoming increasingly dependent on all types of technological equipment, such as microform readers, audiovisual equipment, automated equipment, etc., for "hands-on" student use directly related to course work; and

WHEREAS, A policy (BPA 78-50/EPR 78-49) is in effect prohibiting the use of the instructional equipment replacement budget for the replacement of Library equipment; and

WHEREAS, Such a policy results in decreasing the effectiveness of the Library's direct and indirect instructional services; and

WHEREAS, The students are deprived of the use of the collections and services that are dependent on the availability of such equipment; therefore be it

RESOLVED: That the Cal Poly Academic Senate urges the CSUC Academic Senate to petition the Chancellor's Office to rescind the current policy (BPA 78-50/EPR 78-49) and to take steps to ensure that adequate funds become available to replace all obsolete and damaged Library equipment in order for the Library to provide adequate modes of service delivery.