Chair, Max Riedlsperger
Vice Chair, Linda Atwood
Secretary, Alan Foutz

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V. Business Items

A. Fairness Board Procedures (Continued from Nov. 7 meeting, please bring previously distributed materials) (Attachment #1)

B. Teaching Overloads Resolution - Instruction Committee (Begg) (First Reading) (Attachment #2)

C. General Education and Breadth Resolution (Stine) (First Reading) (Attachment #3)

D. Resolution (Shutt and Foutz)

E. Constitution and Bylaws Revisions (Please bring materials distributed at the October 10 meeting: Fairness Board, Budget Committee and other changes)

VI. Discussion Items

VII. New Business
From: Robert E. Kennedy

Subject: RESPONSE TO AA 78-25

This is in response to Vice Chancellor Sherriffs' request for comments regarding the proposed Executive Order on Assignment of Grades and Grade Appeals. I have delayed responding until now in the hopes of incorporating input from several constituent groups.

Unfortunately, at this time the Academic Senate has been unable to reach agreement on certain key issues relating to the procedure for grade appeals. Their response will be forwarded at a later date. Comments and recommendations from the Student Affairs Council and other appropriate staff are included in the following paragraphs.

With one major exception, the proposed Executive Order is generally compatible with the current policy and procedures of this campus for assignment of grades and grade appeals. We believe provision #11 on page 4 is not appropriate. No committee should have the authority to "order" the line officer in charge to take action. While delegation of authority to recommend on grade appeals can and should be vested with the Academic Senate, the final decision should remain with the president or a designee such as the Vice President for Academic Affairs.

Other recommendations are:

1. The Executive Order should include a provision for student representation in the process of implementing the Executive Order.

2. A reasonable time limit on complaint and response should be provided in the document.

At this campus the Academic Senate's Fairness Board hears grade appeals. Copies of the Fairness Board's procedures and a flow chart, as published in the Campus Administrative Manual, are attached for your information. Also attached is a Change of Grade Form utilized by instructors to process grade changes.

Attachments/3
RESOLUTION REGARDING TEACHING OVERLOADS

WHEREAS, There are apparent inequities in faculty workloads at California Polytechnic State University, and

WHEREAS, The variations in the ways schools and departments handle laboratories, activities, supervisors of projects and internships, and assigned time can result in a relatively light workload for one faculty member showing a heavy equated unit load and vice versa, so that equated unit load does not show the true picture, and

WHEREAS, Teaching loads should take into account such factors as 1) the number of preparations required of individual faculty members, 2) the number of established courses taught, 3) the number of sections of a single course taught, 4) the time required to build and develop laboratories, 5) the relationship between laboratory sections and lecture sections, 6) the supervision of field work and senior projects, and

WHEREAS, Some uniformity of policy seems desirable at the university level, therefore be it

RESOLVED, That the Instruction Committee of the Academic Senate of California Polytechnic State University urges the Academic Senate to request each department in the university, in consultation with its faculty, to study its own workload formulae in detail and to report findings and any suggestions to the Instruction Committee of the Academic Senate by March 1, 1979.
RESOLUTION REGARDING CATALOG CLARIFICATION

WHEREAS, The 1978-79 catalog, under the General Education and Breadth Requirement section, Natural Sciences subheading, currently reads in part . . . "Up to six units of "broadly-based" course work in the Schools of Agriculture and Natural Resources, Architecture and Environmental Design, or Engineering and Technology may be counted in this category, provided that these units are taken outside the school in which the student is enrolled."

WHEREAS, The intent of this statement was to permit students to take specific courses in these schools which introduce them to the overall scientific aspects applied in these disciplines have been developed to meet this need (Ag 201, Arch 312, and Engr 301), and

WHEREAS, It is the intent of the General Education and Breadth Committee to clarify these requirements for students, advisors, and staff, therefore be it

RESOLVED, That the following wording be included in the 1979-81 catalog: "Up to six units selected from Ag 201, Arch 312, and Engr 301 may be counted in this category provided that these units are taken outside the school in which the student is enrolled." (Changes are underlined).

Robert Kennedy