I. The meeting was called to order by the Chair, Lezlie Labhard, in U.U. 220 at 3:15 PM.

All members were present except: Max Wills.

Excused absences: Guy Thomas.

II. The minutes for the meeting of April 27 were not yet distributed.

III. Reports

A. Statewide Senate (Olsen, Wenzl, Murphy)
   1. Bill #3375 proposing a fourth segment within the University system was discussed. The Senate Consortium is opposed to the concept.
   2. The Senate is deeply divided on the new items proposed to go into the Educational Code.
   3. Dissatisfaction was expressed concerning the new grievance procedures.
   4. There was discussion concerning the re-appointment of Department Heads.
   5. There was a resolution concerning Collegial Governance.
   6. There was discussion concerning a Senate Bill which would totally open personnel files to anyone. There would be no confidentiality.
   7. It appears that there will be less funding for promotions for next year.
   8. There was considerable debate on the report by the Task Force on Student Writing Skills which was indorsed in concept but not specifically.

B. Administrative Council (Weatherby) - There were no business items. The council discussed the new student grievance procedures now being considered.

C. Academic Council (Jennings) - The council approved policy on student withdrawal from the University after the seventh week. Discussion items included the proposed policy on student withdrawals from classes after the third week, the Academic Master Plan, and the Title IX Student Grievance Procedures.

D. Consultative Committee - Dean, Science and Math (Eatough) - The committee will be conducting five on-campus interviews of prospective candidates.

E. Consultative Committee - Dean, Ag. and Nat. Resources (Rogalla) - No report.
F. Consultative Committee - Director, Library (Sparling) - The committee has completed the screening of candidates.

G. Executive Committee (Jennings) - The chair, Lezlie Labhard, was directed to write a letter to M. Hurtado in support in concept of a student awareness committee. The chair, Lezlie Labhard, was also directed to receive comments until May 14 on policy regulating the naming of rooms on campus and forward a summary to the President.

School representatives to the Ad Hoc Committee on ACR 70 should be nominated by their respective caucus and the names forwarded to Lezlie Labhard by May 14.

H. Ad Hoc Committee on Academic Structure and Reorganization (Jones) - The committee will hold its first meeting on May 25.

I. Department Heads Council (Hariri) - The council requests that the Academic Senate refer the proposed revision of CAM 315.5 to the Department Heads Council for consultation.

J. Foundation Board (Labhard) - No meeting.

K. President's Council (Labhard) - President Kennedy and Don Shelton will be serving on the Task Force on SteadyState Staffing. Judith Hunt will serve as a representative for the Statewide Senate.

There was discussion of this years commencement program.

Rod Keif has requested suggestions on next years Poly Royal by June 1.

IV. Committee Reports

A. Budget (Nielsen) - No report.

B. Curriculum (Cirovic) - No report.

C. Election (Rathbun) - (Att. IV-C)

D. Instruction Committee (Greffenius) - The committee is receiving the questionnaires on final exams and has approximately 350 so far.

E. Personnel Policies (Beecher) - No report.

F. Student Affairs (Culver) - No report.

G. Gen. Ed. and Breadth Reg. (Riedlesperger) - No report.

H. Constitution and By-Laws (Gold) - No report.

I. Long Range Planning (Dundon) - No report.

J. Personnel Review (Kann) - No report.
K. Research (Thomas) - No report.

L. Fairness Board (Eatough) - No report.

M. Faculty Library (Krupp) - A resolution was passed that all efforts be made to build a new Library.

N. Dist. Teaching Awards (Roberts) - No report.

V. Business Items

A. Reinstatement of Stuart Larsen (Labhard) - It was M/S/P (Cirovic) that the Academic Senate reinstate Stuart Larsen as a Senator.

B. Elections (Rathbun) - The following persons were elected to the Executive Committee for 1976-77:

- Ag. & Nat. Res. - Art Duarte
- Eng. & Tech. - Mike Cirovic
- Bus. & Soc. Sci. - Tim Kersten
- Hum. Dev. & Ed. - Mary Stallard
- Comm. Arts & Hum. - Lloyd Beecher
- FCS - Ed. Watson

The following persons were elected officers for the Academic Senate for 1976-77:

- Chair: Tom Hale
- Vice Chair: Bob Sennett
- Secretary: Luther Hughes

C. Resolution Regarding A.S.I. Representative on Information Awareness Committee (Kranzdorf) - It was M/S (Hougham) that the Academic Senate approve the resolution.

It was M/S/P (Murphy) to table the resolution until May 25.

D. Resolution Regarding Faculty Involvement in Student Politics (Culver) - It was M/S/P (Wenzl) to approve the resolution.

It was M/S/P (McDonnell) to amend the resolution by adding the word or in line four of the Resolve between the words interference and hinderance and delete the rest of the sentence following the word hinderance.

E. Curriculum Packages (Cirovic) - It was M/S (Cirovic) to approve the proposed curriculum from the School of Engineering and Technology.

It was M/S/P (Kersten) to refer the dropping of EC 212 from the Gen. Ed. Req. back to the committee for consultation with Economics Dept.

It was M/S/P (Frost) to defer action on the dropping of Physics 421 for further consultation.

VI. Announcements (Labhard)

A. Library Space Utilization - (Att.VI-A)

B. Resolution in Support of Collegial Governance - (Att. VI-B)

C. CR/NC Grading Procedure - (VI-C)
Election's Committee Report
May 11, 1976

Results of Election for Statewide Academic Senators

Leslie Labhard (1976-1978)
Barton Olsen (1976-1979)

Results of Election for Academic Senators

School of Agriculture and Natural Resources

Alan Foutz (1976-1978)
Lyle McNeal (1976-1978)
Larry Rathbun (1975-1978)

School of Communicative Arts and Humanities

James Conway (1976-1978)
Pat Brenner (1974-1978)
Ronald Ratcliff (1976-1978)

School of Engineering and Technology

Fred Abitia (1976-1978)
Robert Leonesio (1976-1978)
Robert Sennett (1974-1978)

School of Architecture

Ron Batterson (1974-1978)
Ray Hauser (1976-1978)
Alice Loh (1974-1978)

School of Human Development and Education

Robert Christenson (1976-1978)
Barbara Weber (1976-1978)

Professional Consultative Services

Edgar Watson (1976-1978)
Tom Jackson (1976-1978)

School of Science and Mathematics

Linda Atwood (1976-1978)
Dennis Frey (1976-1978)
Stuart Goldenberg (1976-1978)
Martin Lang (1976-1978)

School of Business and Social Sciences

George Suchand (1976-1978)
John P. Adams (1976-1977)
Results of Election for Personnel Review Committee

Agricultural and Natural Resources - Harold Morris (1976-1978)
Architecture and Environmental Design - Dell Nickell (1976-1978)
Business and Social Sciences - George Eastman (1974-1978)
Communicative Arts and Humanities - Russel Lascola (1976-1978)
Engineering and Technology - Paul Scheffer (1976-1978)
Human Development and Education - Peter Raba (1976-1978)
Science and Mathematics (Need to appoint someone)
Professional Consultative Services - Nancy Jorgenson (1976-1978)

Instructional Department Heads Senator

The School of Business and Social Sciences and the School of Mathematics need to each elect within their department head's councils a senator from each council. I suggest this be done at their first meeting in September, 1976.

Administrative Personnel Senator
Memorandum

To: Lezlie Labhard, Chairwoman
   Academic Senate

From: Douglas Gerard

Subject: Library Space Utilization

Late last year you will recall receiving a memorandum from President Kennedy which addressed itself to the Academic Senate resolution on library space. Subsequent to that, you forwarded to the President an endorsement of the resolution of the Faculty Library Committee, essentially putting forth the same position, although requesting that the Cellar function not be eliminated from the west side of the campus. The President asked me as chairman of the Space Allocation Committee to review the implications of the alternatives that were available which we have done.

You know that we are proposing to divide the ROTC armory approximately in half; the area so separated to be identified for other functions. Initially, we believed those functions should provide for the increase in book storage necessary to relieve the serious overcrowding in the library. Inasmuch as the location of that book storage area in closer proximity to existing library functions would be more desirable, we also investigated the feasibility of moving the Cellar function from its location to the new space, thereby vacating the Cellar for library purposes.

A final position was proposed quite recently to President Kennedy, which he subsequently approved, that virtually makes it impossible to use the newly created space for Cellar functions because of current State Title 19 fire and safety regulations. You may not be aware that these regulations require that when a room occupancy contains a possibility of 50 or more individuals, a second exit to a corridor or to the exterior must be provided with that exit being separated from the primary exit by at least one-fifth of the perimeter of the room. In our judgment, even if such an exit were possible by penetrating a concrete sheer wall and interfering with the foundation of the Library, such an additional exit would be prohibitively expensive. As a consequence, we are forced to keep the Cellar in its present location and to allocate the new space for library book storage.

I have also advised Vice President Jones and, by memorandum copy, Harry Strauss of this decision. The library staff, I understand, is moving ahead ordering the necessary supplies to equip the space when the construction contract is complete.
I have received your memorandum dated April 8, 1976 which transmitted to me Academic Senate Resolution AS-9-76/PPC Resolution in Support of Collegial Governance.

My position regarding the need for continuing first-line academic leadership from department heads has been stated many times since my appointment as President in May 1967. Attached is a copy of comments which I made on December 13, 1967 to the Faculty-Staff Council when discussing my perception of the role of the department head at Cal Poly. More recently by Administrative Bulletin 76-4, dated April 15, 1976, I distributed a statement as to the role and job description of the instructional department head which I had endorsed for campus use. The statement is in agreement with Board of Trustee policy.

If after review of these material you have further questions regarding my views on this matter, I would welcome an opportunity to discuss them with the Academic Senate.

Attachment
Three items of concern to all of you have received some attention in recent days. I will touch briefly on the first two—those of the importance of the role of the department head at Cal Poly and the problems related to personnel evaluations by peer groups—and will devote more attention to the third, relating to demonstrations on college campuses and recent Trustee actions in their regard.

1. Status of Department Heads.

Questions have recently been asked on the status of department heads on this campus and specifically on the selection process being used and the question of "continuity" vs. "rotation."

The practice followed in recent years in selection and appointment of instructional department heads has involved consultation with tenured members of the faculty of the department and recommendation by the school dean and Dean of the College/Academic Vice President. The appointment has either been made by the President, or following discussion with and agreement by the President, by the Dean of the College/Academic Vice President. In every case the appointing authority has been informed of and has taken into careful consideration the results of consultation with the tenured departmental faculty. This consultation procedure also has been followed in the case of appointment of acting or temporary department heads. It is true, of course, that some current department heads were the first individuals to be appointed as faculty in their respective departments; they developed the first curriculum for the department, planned the original facilities, recruited and recommended the first additions to the faculty in that department. In such instances, the faculty were not consulted in the original department head appointment. It is my intention to see that extensive consultation will be used prior to appointment to department headship and that consultation, at a minimum, will include consideration of the recommendation of tenured, peer faculty, and dean of the school.
During the recent open meeting on the joint AAUP-ACE-AGBCU "Statement on Government of Colleges and Universities," which has been endorsed as a general guide to government of the State Colleges by the Trustees, a question was raised as to the desirability of "rotation" of department headships versus "continuity" of a faculty member in that administrative position. I had stated in advance of that meeting that I could agree with "about 95% of the statement but I did not specify the 5% with which I did not agree. However, when pinned down at that meeting, it became obvious that the point of my disagreement is related primarily to the section that says the department head should serve "...for a stated term..." I gave as my reason for this reservation that it has been shown to be contrary to good management practices to require Cal Poly department heads to come up for review of their tenure in office on a regularly recurring basis. Our department heads are expected to be administrative officers as well as teaching members of the faculty; in their roles as department heads they are expected to carry out delegated responsibilities with fully commensurate authority. They are not limited to the functions of committee chairmen who might be expected to reflect only the committee consensus. While it is reasonable to expect that they will reflect the consensus of their department faculty on all matters on which consultation is appropriate and agreed to be necessary and desirable, they are also expected to interpret and implement administrative policy. Full consultation is imperative for initial appointment, but I am of the present opinion that reasonable continuity in office for department heads, on the basis of continuing satisfactory performance, is more conducive to their carrying out their delegated responsibilities than would be the case if they were to come up for regular re-election or re-appointment. I understand a proposal concerning tenure of office for department heads is currently under review by your personnel committee.
Memorandum

To: Hazel Jones
Lezlie Labhard

From: Robert E. Kennedy

Subject: CR/NC Grading Procedure

This will confirm my approval of the proposed revisions of CAM sections 617.5,C and 457,C as shown in attachments 1 and 2. These changes were recommended by the Academic Senate on February 17, 1976, and Dr. Jones indicated concurrence on April 20, 1976.

The revised CAM sections further define the five-letter grade as the normal grading procedure for undergraduate and graduate students, and credit-no credit grading as an alternative procedure available only within the limitations specified.

These changes will be included in the next CAM revision.

Attachments
C. Credit-No Credit Grading

1. Courses Subject to Exclusive Credit-No Credit Grading

All undergraduate courses meeting one or both of the following criteria may be graded exclusively on a Credit-No Credit basis on approval of the Academic Vice President:

a. Lecture and activity (including two-hour laboratory) courses offered for less than 2 units of credit (excluding variable credit courses in which the variable credit obtainable via a single registration extends to 2 or more units).

b. Courses designed primarily as orientation to a major field of study.

2. Policy on Credit-No Credit Grading

The following criteria govern the implementation of a Credit-No Credit grading system at this campus:

a. Subject to the limitations specified in the remainder of this section, the Credit-No Credit grading system is available to all students.

b. Only one course may be taken per student per quarter on a Credit-No Credit grading basis; a maximum total of 15 courses may be elected per student for Credit-No Credit grading.

c. A student shall not enroll for a course on a Credit-No Credit basis if he has twice failed that course.

d. The student may declare for either Credit-No Credit or conventional letter grading (ABCDF) at registration and may not change from one system to the other after the end of the normal no-penalty withdrawal date of the quarter. The Registrar will establish and announce procedures whereby such declaration may be made.

e. Students will be given a grade of "Credit" for accomplishment equivalent to a grade of "C" or better. "No Credit" will be given for accomplishment equivalent to "D" or "F" grades. Instructors will submit conventional letter grades to the Registrar's Office where they will be converted to Credit-No Credit grades, where appropriate, before recording on transcripts.

f. Courses in the student's major (designated with the "M" on his major curriculum sheet) may not be taken for Credit-No Credit grading.

g. The applicant for a Credit-No Credit grade must have at least a 2.0 grade point average in his cumulative Cal Poly work.

h. Units earned in courses for which the grade was "Credit" will count toward satisfaction of degree requirements for undergraduate students only. No courses taken on a Credit-No Credit grading basis may be used to satisfy graduate program requirements.

i. Grades of "Credit" or "No Credit" will be disregarded in determining the student's grade point average.
B. Definitions

1. Part-time Internship Program

An evaluated education program of closely supervised work experience in a nearby (commuting distance) business, industry, or government facility. The program is designed to acquaint students with actual work situations while attending classes during a portion of the day, and for which the student receives remuneration and/or university credit. The off-campus Work-Study Program can be utilized for this purpose. (Example: Student spends 4 hours per week at the Mens Colony.)

2. Full-time Internship Program

An evaluated education work experience of full-time nature in a business, industry, or government facility. The program is designed to introduce the student to a particular occupational area during one or more quarters away from classes, and for which the student receives remuneration and/or university credit. A cooperative educational program may be regarded as a type of full-time internship program. (Example: Student works full time for San Francisco firm.)

C. Criteria

1. Educational values obtained from the program must be clearly stated and understood both by the university and the employer. The educational values must be commensurate with the academic credit offered both as to curriculum level and equivalent hours.

2. Remunerative aspects, if any, should be at a level commensurate with the job to be performed.

3. Course credit may be given according to the following:
   a. Preparation time required by the student outside of working hours is comparable to that of courses offered on campus.
   b. Undergraduate interns may receive up to 12 units of credit on completion of the equivalent of a full quarter's internship and submission of an acceptable final report. A maximum of 12 units may be credited toward the bachelor's degree. For undergraduate students
   c. Grading shall be on a credit-no credit basis. For post-baccalaureate and graduate students grading shall be on a five-letter basis.
   d. Graduate students on internships may earn up to 9 units toward the master's degree.

4. Undergraduate students should normally have a 2.5 or better GPA to qualify for an internship assignment. Graduate students will be Classified Graduates.

5. The intern and the internship program must be acceptable to the employer. Both the intern and the program must be approved by the school dean. Selection of the intern will be based on personal interviews and faculty recommendations where appropriate.

D. Operational Procedures

1. The intern will periodically submit written reports to the assigned faculty as required. For full-time internships, at least one written report is required for each four weeks of the internship.

2. The intern will function as an employee subject to all the duties and responsibilities of employees engaged in comparable work.

3. The faculty supervisor will normally schedule at least one evaluative conference with the intern and employer during the internship period.