CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE
AGENDA - May 10, 1977
UU 720 3:10 PM

Chair, Tom Hale
Vice Chair, Bob Sennett
Secretary, Luther Hughes

I. Minutes - Academic Senate - April 12, 1977.

II. Announcements
   A. Budget OK
   B. Task Force on Faculty With Temporary Appointments (Att. II-A)
   C. Dean of Students - May 27 - meet with Chancellor Wagner

III. Reports
   A. Administrative Council (Hughes)
   B. Academic Council (Sennett)
   C. Foundation Board (Labhard)
   D. President's Council (Hale)
   E. CSUC Academic Senate (Olsen, Labhard)
   F. Ad Hoc Committee on Academic Structure and Organization (Jones)
   G. Department Head's Council (McDonnell)

IV. Committee Reports
   A. Budget (Conway)
   B. Constitution and Bylaws (McCormac)
   C. Curriculum (Cirovic)
   D. Election (McKim)
   E. Instruction (Greffenius)
   F. Personnel Policies (Bermann)
   G. Student Affairs (Culver)
   H. Gen. Ed. and Breadth Requirements (Christenson)
   I. Personnel Review (Eastham)
   J. Research (Duarte)
   K. Fairness Board (Gowgani)
   L. Faculty Library (DeKleine)
   M. Distinguished Teaching (Hensel)
   N. Long Range Planning (Dundon)

Ad Hoc Committees
   A. Information Awareness (Kranzdorf)
   B. Class Scheduling (Goldenberg)
   C. Representation and Reorganization

V. Business Items
   A. Student Input into Retention, Tenure and Promotion (Hutton)(Att. V-A)
   (Attachment V-A2 - Information Item Only.)
   B. Faculty Development Workshop Resolution (Culver)(Att. V-B)
   C. Faculty Information Awareness Resolution (Kranzdorf)(Att. V-C)
   D. Dean of Students Resolution - Passed

VI. Discussion Items
   A. Scoresheets (Attachments to be distributed at meeting.)
TO: FACULTY WITH TEMPORARY APPOINTMENTS (FULL AND PART-TIME)

A CSUC Systemwide Task Force has been established to review the working conditions, rights and privileges of faculty on temporary appointments, both full and part-time. This Task Force is composed of representatives of CSUC faculty and administration. To pursue its deliberations, the Task Force would like to secure written comments and suggestions from faculty on temporary appointments concerning their experiences related to employment on a CSUC campus.

Such comments should be addressed by May 15, 1977 to:

Task Force on CSUC Faculty with Temporary Appointments
Office of the Chancellor
400 Golden Shore, Suite 222
Long Beach, California 90802
Attention: Dr. Dorothy Miller

Also, any faculty member desiring to meet with the Task Force for an interview should contact Dr. Dorothy Miller, Faculty and Staff Affairs (ATSS 8-635-5605); she will try to schedule an interview with the Task Force at one of its meetings.
RESOLUTION ON STUDENT INPUT INTO RETENTION, TENURE AND PROMOTION

WHEREAS, Section 42701, Title 5, California Administrative Code requires that each campus shall develop procedures to assure students the opportunity to consult with academic personnel committees, at levels deemed appropriate by the campus; and

WHEREAS, This policy shall apply only to retention, promotion, and tenure of tenured and probationary academic employees and shall not apply to initial appointments; and

WHEREAS, Confidentiality shall be observed in this consultative process; therefore be it

RESOLVED: That the enclosed Recommended Policy on Student Consultation in Academic Personnel Processes be approved.

Attachment

Ad Hoc Committee on Student Input into RTP

Attachment V-A_1
Policy on Student Consultation in Academic Personnel Processes

(Students in good standing) in the University shall be given the opportunity to consult with appropriate faculty personnel committees at the departmental level. This consultation shall be limited to the students' own experience relative to the faculty member's performance in the discharge of his/her professional duties. Departments shall announce the candidates for retention, tenure, and promotion on the department office bulletin board. The announcement shall include (a) the candidates' names, (b) a statement that information on instructional performance (including academic advisement and instructionally related activities) is sought, and (c) procedures and deadlines for consultation. Announcements concerning the types of personnel actions under consideration shall appear in the Mustang Daily with an invitation to read the departmental bulletin board for further information.

Students may participate by submitting signed individual or group statements containing specific and concrete information regarding the candidate and forwarding such statements to a designated departmental personnel committee. The committee may request students who have submitted statements to meet with them for purposes of clarification. The candidate shall be invited to attend any such meeting and may respond if s/he desires.

Students shall inform the committee of their experience with the candidate (courses taken, advisement, etc.). The candidate shall be given a reasonable period to read and respond in writing to these statements, before the committee's recommendation is forwarded to the department head and/or school. Where negative or controversial statements are contested by the candidate, the departmental personnel committee may request further consultation with participating students and/or the candidate. Student statements, as well as any faculty response, shall be appended to the Personnel Report Form, to be placed in the faculty member's file. If school personnel action calendars require Personnel Report Forms to be submitted before the process can be completed, a supplementary statement shall be forwarded to the school dean.

Student Evaluations of Faculty shall be conducted annually. These evaluations can and should provide a valuable resource for the faculty member to use as a basis for evaluating his/her classroom performance but they become the property of the faculty member and their use, for any purpose other than to improve the faculty member's teaching performance, shall be determined by the faculty member.

Students shall be made aware that their statements will ordinarily be available only to the faculty member and to others with legal access to the file, but that continued confidentiality cannot be guaranteed in the case of an open grievance hearing or legal proceeding.
INFORMATION ITEM
Student Input into RTP

Pursuant to Board of Trustee adoption...

"Within the limitations of section 42701, Title 5, ...

The following guidelines apply:

1. The appropriate tenured faculty personnel committee of each department shall schedule at least one meeting during each cycle when reappointment, tenure, or promotion are being considered, for the purpose of providing an opportunity for students to consult on the proposed actions.

2. Each dean and department head shall post the following information on the official bulletin board in their respective areas:
   (a) a list of faculty members in their respective areas who are eligible and who will be considered for reappointment, tenure, or promotion;
   (b) date, time, and place when the tenured faculty committee will consult with students;
   (c) directions as to how students may make an appointment to appear before the tenured faculty committee.

3. Students requesting to appear before the tenured faculty committee must schedule an appointment in advance. A summary of the presentation made before the committee by the student, will be prepared by a person designated by the committee. (See item number 5.) Such summaries shall contain the signature of the student verifying the accuracy of the presentation summary.

4. Students unable to appear before the tenured faculty committee or who prefer to submit a written statement(s) in lieu of an oral presentation before the committee, must submit their written statement to the chair of the tenured faculty committee by the date stipulated in Paragraph 2b above. Such written statements must include the signature of the student consulted.

5. All written statements submitted by students, and signed summaries shall be included in the evaluation packet forwarded to each consultative level of review.

6. Deans and department heads, unless the subject of the meeting, may attend the departmental tenured faculty committee meeting which is held for the purpose of consulting with students. Otherwise the procedures adopted by the tenured faculty committee for conducting its meetings shall prevail.

7. In the event there are any adverse comments in the written statements or summaries, the subject faculty member shall have an opportunity to provide a written response, in accordance with Administrative Bulletin 70-8, for enclosure in the evaluation packet. (See item number 5.)
RESOLUTION IN SUPPORT OF FACULTY DEVELOPMENT

Background: The purpose of this resolution is to facilitate faculty growth and teaching effectiveness by means of an experimental faculty development program to be offered during the Fall Conference period. Such a program, employing different workshops, would deal with the normal developmental tasks encountered by students and faculty. It would demonstrate processes by which student development in the classroom is maximized. It would also relate skills promoting more gratifying communication with and advisement to students in the classroom and office.

This resolution is the product of the Student Affairs Committee with the goal of making the university experience a more rewarding one for all involved. Participation in any such workshops would be voluntary and any attempt to coerce participation would run counter to its purpose. The program is to be run by interested faculty for faculty members.

The support which the Academic Senate is asked to give this proposal is with the understanding that the actual implementation of the program is contingent upon the available resources to properly support such a program.

WHEREAS, This faculty continually has dedicated itself to improved classroom effectiveness; and

WHEREAS, A designated time period during the Fall Conference period could be devoted to a symposium on recent techniques and processes for improving teaching effectiveness; now, therefore be it

RESOLVED: That the Academic Senate support the experimental implementation of such a faculty development program to be offered during the Fall Conference period; and be it further

RESOLVED: That this support is based upon the professional tenet that faculty development is a common goal which is best understood by other faculty members. To that end, participation in any program (workshop) accruing as a result of this show of support is voluntary and, that the program be faculty directed and controlled.

Student Affairs Committee
April 12, 1977
INTERIM POLICY AND PROCEDURES STATEMENT ON
FACULTY PERSONNEL FILES

I. The official personnel file, being that file maintained in the office of the school dean or division head and containing all the materials which form the basis for decisions in personnel actions, including appointment, reappointment, tenure, promotion, and separation, shall be open to inspection by the individual faculty member who is the subject of the file and by a committee or administrative officer (i.e., the Director of the University Library, school deans, Dean of Students, vice presidents) for all academic rank employees, professional librarians, and other academic-related employees. The custodian of the files is responsible to the University President for their maintenance in accordance with this policy.

A. The following committees shall be authorized to have access to the files: established department or school tenured faculty committees authorized to review personnel actions, Personnel Review Committee, Grievance Committee, and Disciplinary Action Committee. Such access shall be only by the specific committee dealing with a case and only to the file concerned.

B. Administrative personnel who are authorized to have access to the files are: the department head of the faculty member who is the subject of the file, the academic dean and associate dean of the school, the Director of Personnel Relations, the Vice President for Academic Affairs, the President, and any additional person or committee acting pursuant to official business the President shall designate following consultation with the Executive Committee of the Academic Senate.

II. Materials shall be placed in faculty personnel files by administrative personnel and/or department committees charged with personnel matters and by the individual who is the subject of the file.

A. The official personnel file shall contain all materials pertinent to the progress and welfare of the individual faculty member after initial appointment, including, but not limited to, performance evaluations, letters of reference, and other documents which in the judgment of the custodian may be useful in personnel matters, but shall not contain documents such as payroll, insurance, and retirement records; and shall not contain published articles, papers, or books authored by the subject faculty member. The previous sentence shall not be construed to mean that research efforts and/or professional activities cannot be submitted by an individual faculty member at appropriate times.

B. A method shall be established within each school or division which permits the faculty member to read the material included in the faculty member’s file upon implementation of this policy and at any future time that other material is added. The method adopted shall be exact and administered in a proper and efficient manner to assure the maintenance of these files as confidential and privileged information. Copies of material may be made by the faculty member.

 Alleged violations of this procedure shall be subject to review by an ad hoc committee of the Academic Senate which will recommend appropriate action.
A written record must be kept in the file indicating the name and position of who has had access to the file, and on what date, and the purpose for inspection of said file. Except for the appropriate school dean, appropriate department head, and appropriate departmental or school tenured faculty committees authorized to review personnel actions, the subject faculty member shall be notified in writing whenever anyone has gained access to his/her file.

C. Any adverse written evaluation of a faculty member received from any source shall be returned to the originator or destroyed by the file custodian unless the originator agrees to its inclusion in the faculty member's personnel file in accord with this policy. In any case, the individual faculty member shall be notified immediately whenever an adverse written evaluation has been added to his/her file.

Written evaluations which are not identifiable as to authorship shall not be retained. This restriction does not apply to student evaluations of faculty teaching performance which identify the source by specific course and class section and result from the implementation of established university procedures which are approved by the faculty member's school and department and which are for the use of the person being evaluated, the department tenured committee, and the department head. Written statements of faculty evaluation by tenured department staff may be signed by a departmental evaluation committee chairperson in behalf of the committee or by the committee members.

D. Letters of recommendation or confidential placement files used in the course of the original appointment of the subject faculty member shall constitute an exception to the access rule in Section I. Such material shall be kept in the file in a sealed envelope appropriately labeled to indicate the nature of the contents and that the subject faculty member shall not have access. Material to which the faculty member is not to have access shall be temporarily removed from the file when the file is made available to the faculty member for inspection. If this material is considered in personnel actions subsequent to the individual's employment, then those records shall be disclosed to the employee in the exact form in which they were considered. If the identity of the author or any part of the materials is deleted, such deletions must be made prior to the use of the material in a subsequent personnel action. At the end of any time after the fourth year of full-time academic rank employment such material, if so requested by the faculty member, shall be destroyed by the file custodian or returned to the originator.

III. Removal, amendment and/or response to personnel file materials.

A. Materials may be removed from the personnel file specified in Section II, A.:

1. By mutual consent of the faculty member and the dean, initiated by either party; or,

2. If the dean or the faculty member does not consent, either party may appeal to the Personnel Review Committee of the Academic Senate, which shall determine whether the request for removal shall be granted. If the parties involved do not concur in this determination, it may be appealed to the President. Upon appeal, if the President or his designee refuses the appeal for removal, he/she must state the reasons for the refusal in writing and place that written statement in the employee's personnel file.

B. The subject faculty member may seek amendment of materials which the individual regards as being erroneous or misleading by the same procedures as in Section III, A.
C. In accordance with established procedures in grievance or disciplinary action cases, materials may be removed from the subject faculty member's file if the faculty member is so notified after the faculty member has been notified in writing that such removal is about to take place, after the faculty member has had an opportunity to review and duplicate said material, and after the faculty member has had explained to him/her why the material is being removed.

D. The subject faculty member may forward to the file custodian for addition to the personnel file any materials contained in the file. Such a response will be attached to the original statement(s).

1. The addition of any materials which in the judgment of the school dean are derogatory to any other faculty or administrative staff members shall be an exception to the right to add materials. The subject faculty member may appeal the school dean's decision to the personnel review committee of the Academic Senate.
Memo

To: Academic Senate

From: Carol A. Geer, Senator
Professional Consultative Services

Subject: Selection Procedures for Dean of Students

The attached proposed resolution is submitted for your consideration at Tuesday's (May 10) Senate meeting, as a response to the President's action in promulgating Administrative Bulletin 77-3 ("Interim Consultative Procedure for Appointment of Dean of Students") without adequate consultation with the Academic Senate. Please bring your copy to the Senate meeting with your agenda materials.

Thanks for taking time to read this and consider it prior to the meeting. The resolution itself was drafted by a group of concerned Student Affairs Division members who feel that more time is needed to consider procedures and criteria in the selection of persons at the Dean/Vice President level.
PROPOSED RESOLUTION - MAY 10, 1977

WHEREAS Everett Chandler has announced his retirement as Dean of Students, effective in the Fall, 1977; and

WHEREAS no specific provision for Consultative Procedures for appointment of a Dean of Students exists, except in CAM 315.9, "Appointment to Other Administrative Positions" which states:

As the need arises, appropriate consultative procedures for appointment to other administrative positions at or above the dean level will be developed. The Academic or Staff Senates, or both if appropriate, will be consulted in developing these additional procedures.

and

WHEREAS President Kennedy submitted proposed consultative procedures for appointment of Dean of Students to the Chair of the Academic Senate on Friday, April 22, 1977, and requested a response by Monday, April 25, 1977; and

WHEREAS the proposed consultative procedures conflict with the By Laws of the Academic Senate, in that "administrative" and "academic" members of the Student Affairs Division are not differentiated in the make up of the consultative committee; and

WHEREAS President Kennedy has acted to implement the proposed procedures and has notified the Chair of the Academic Senate of the position vacancy Dean of Students, and has requested that a consultative committee be formed in accordance with those procedures; and

WHEREAS no opportunity was provided for full consultation with the Senate or even with the Executive Committee; and

WHEREAS "It is the policy of the Trustees that faculty be consulted on academic personnel matters" (5 Cal. Adm. Code, 42701); and

WHEREAS the Academic Senate acted in the Fall of 1973 to require full consultation when the President attempted a similar hasty procedure for the appointment of a Vice President for Academic Affairs;

THEREFORE BE IT RESOLVED that the Academic Senate, California Polytechnic State University, San Luis Obispo, express its strong objection to the lack of full consultation in the development of procedures for appointment of a Dean of Students; and
BE IT FURTHER RESOLVED That the Academic Senate urge the President to delay the implementation of such procedures until the Senate has had an opportunity to review the proposal; and

BE IT FURTHER RESOLVED that the proposed closing date for applications for the position of Dean of Students be extended in order to allow for a full scale national search for highly qualified candidates for this key administrative appointment; and

BE IT FURTHER RESOLVED that such delay and extension provide a time schedule no shorter than the following:

a) two full weeks for consultation with the Senate on the procedures; followed by
b) two full weeks for selection of members of the consultative committee; followed by
c) five full months for advertising the vacancy prior to closing applications; followed by
d) two full months for the committee's activities in screening, interviewing, and deliberation; followed by
e) the committee's report and recommendations to the President.
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**ACADEMIC SENATE\ITEMS REFERRED TO SENATE COMMITTEES**

1975 - 1976

**FURTHER ACTION**

- Exec. Comp. met with Don Costa - 2/28/76.
- No further action needed.
- No action recommended.
- Report to Exec. Com.
- Referred back to committee.
- Referred to President.
- Reassigned to President.
- Reassigned to President.

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**FURTHER ACTION**

- As, Senate Minutes 1/11/77
- As, Senate Minutes 3/2/77
- As, Senate Minutes 3/2/77
- Forwarded to President.
- Referred back to committee.
- Referred to President.
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<th>CONTENTS OF RESPONSE</th>
<th>FURTHER ACTION</th>
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<tbody>
<tr>
<td>1.</td>
<td>Executive</td>
<td>10-6-76</td>
<td>10-23-76</td>
<td>Approved on October 14, 1976.</td>
<td>No further action needed.</td>
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<td>2.</td>
<td>Faculty Library</td>
<td>10-6-76</td>
<td>10-23-76</td>
<td>Concurred with substance of resolution.</td>
<td>No further action needed.</td>
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<td>3.</td>
<td>Personnel Policies</td>
<td>12-1-76</td>
<td>3-31-77</td>
<td>Approved effective 3-31-77.</td>
<td>No further action needed.</td>
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<td>4.</td>
<td>Ad Hoc</td>
<td>1-18-77</td>
<td>1-24-77</td>
<td>Taken under advisement pending review &amp; comment from staff members.</td>
<td>3-10-77 memo REX to Hale confirming discussion at 3/5 meeting and need for further input from school deans.</td>
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<td>5.</td>
<td>Executive</td>
<td>1-18-77</td>
<td>1-24-77</td>
<td>Taken under advisement pending review &amp; comment from staff members.</td>
<td>No further action needed.</td>
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<td>6.</td>
<td>Faculty Library</td>
<td>2-9-77</td>
<td>3-2-77</td>
<td>Utilized Senate's resolution, in consultation with Legis., Analyst., legislative, and other State officials.</td>
<td>3-10-77 memo REX to Hale regarding parking resolution. Will pursue ways to improve parking for faculty and staff.</td>
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<td>7.</td>
<td>Academic Senate</td>
<td>2-15-77</td>
<td>2-28-77 &amp; 3-2-77</td>
<td>Approved request to extend deadline for responding to proposed guidelines to 3-15-77.</td>
<td>No further action needed.</td>
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<td>8.</td>
<td>Personnel Policies</td>
<td>2-16-77</td>
<td>3-2-77</td>
<td>Appointment of dept. chair for renewable fixed term of 4 yrs. In lieu of indefinite term is contrary to Trustee policy.</td>
<td>No further action needed.</td>
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<td>9.</td>
<td>Budget</td>
<td>3-9-77</td>
<td>4-14-77</td>
<td>Approved resolution intent of making budget information available to faculty effective Fall 1977.</td>
<td>3-16-77: Referred to M. Jones for staff study and Academic Council review. 3-16-77h: Same as note above.</td>
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<td>10.</td>
<td>Education</td>
<td>3-9-77</td>
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<td>3-18-77: Referred to M. Jones and 10th for review and recommendation.</td>
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<td>11.</td>
<td>Education</td>
<td>3-9-77</td>
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<td>3-18-77: Referred to M. Jones and 10th for review and recommendation.</td>
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<td>12.</td>
<td>Ad hoc</td>
<td>3-9-77</td>
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<td>3-18-77: Referred to M. Jones and 10th for review and recommendation.</td>
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<td>13.</td>
<td>Ad hoc</td>
<td>4-14-77</td>
<td>5-6-77</td>
<td>Generally in favor of resolution but referred to staff task force for review and presentation at 5-13 Pres. Council meeting.</td>
<td>3-18-77: Referred to M. Jones and 10th for review and recommendation.</td>
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MEMORANDUM

Tom Hale
Chairman, Academic Senate

Subject: \textbf{ELECTION RESULTS FOR CAL POLY ACADEMIC SENATE AND PERSONNEL REVIEW COMMITTEE}

The results of the recent elections are as follows:

\textbf{CAL POLY ACADEMIC SENATE}

School of Business
  Gordon Paul, James Griffin, Robert Williams

School of Engineering & Technology
  Michael Cirrincione, Rodney Neil, James Golden

School of Communicative Arts & Humanities
  Herschel Apfelberg, Stan Dunson, James Hayes, Max Mielkeperger

School of Science & Mathematics
  A.J. Buffa, Gerard Farrell, Kemptom Rausch, Dave Jones, John Rogers

School of Human Development & Education
  Bernard Troy, Mary Stallard, James Postma

School of Architecture & Environmental Design
  Pat Hill, Merrill Gaines, Allan Cooper

School of Agriculture and Natural Resources Management
  Charlotte Burns (one year), Arthur Duarte, Joe Glass, Luther Hughes, Robert Wood

Division of Social Sciences
  John Syer

Professional And Consultative Services
  Ruth Spencer, James Dopp

\textbf{PERSONNEL REVIEW COMMITTEE}

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Engr & Tech -- Saul Goldberg (Tom Kay, alternate)
CA & H -- Helen Kelley (Bill Wahl, alternate)
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Arch & Env Des -- Joe Amatino
PCS -- Lavenia Compton
Social Sciences -- Allen Settle

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Michael Wenzl (English Dept.)