CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO

ACADEMIC SENATE AGENDA

December 3, 1974; 3:15 p.m.; UU 220

I. Minutes - Academic Senate Meeting, November 12, 1974

II. Committee Reports

A. Budget (Nielsen)
B. Constitution and Bylaws (Johnson)
C. Curriculum (Sullivan)
D. Election (Hooks)
E. Instruction (Jennings)
F. Personnel Policies (Weber)
G. Student Affairs (Drandell)
H. General Education and Breadth (Daly)
I. Personnel Review (Andreoli)
J. Fairness Board (Lansman)
K. Faculty Library (Barnes)
L. Research (Thomas)
M. Administrative Council (Sullivan)
N. Academic Council (Labhard)
O. President's Council (Weatherby)
P. Foundation Board (Weatherby)
Q. Statewide Academic Senate (Olsen, Andreini, Wenzl)

III. Unfinished Business

A. Academic Calendar 75-77 (Jennings)(Attachment V-A of Academic Senate Agenda for November 12, 1974) 15 min.

B. Oral/Written Communication (Sullivan)(Attachment III-B)

IV. New Business

A. Graduate Credit/No Credit (Drandell)(Attachments IV-A ) 15 min.

B. Grade Changes (Drandell)(Attachment IV -B) 20 min.

V. Discussion Items

A. Textbook Selection (Jennings)(Attachment V-A) 20 min.

VI. Announcements

A. Statewide Academic Senate Meeting of Chairs (Weatherby)
B. Revision of Master Plan for Physical Development - Presentation (Weatherby)
C. Fall Conference(Weatherby)
ORAL/WRITTEN COMMUNICATION

Background and Rationale

At the May 28, 1974, Academic Senate Meeting, the General Education and Breadth Committee recommended the following action relating to the Basic Subjects category of the General Education requirement:

To change under Basic Subjects from "written communication (Engl)(one course), oral (Sp) or written communication (at least one course)" to "written communication (Engl)(one course), oral (Sp)(one course)."

This motion was returned to the General Education and Breadth Committee for further reconsideration.

After reconsideration, the General Education and Breadth Committee is submitting a new motion (below), which passed the committee with a vote of 4 Yes, 3 No, with 2 other voting members absent. The rationale for the majority decision was their belief that more training in verbal communicative skills is desirable.

Recommendation

The General Education and Breadth Committee of the Academic Senate proposed the following revision to the recommended 1975-77 catalog to be effective for the 1977-79 catalog:

To change under Basic Subjects from "written communication (Engl)(one course), oral (Sp) or written communication (at least one course)" to "written communication (Engl)(two courses), oral communication (Sp)(one course)."

The General Education requirement in Basic Subjects for 1975-77 requires the following pattern:

Mathematical Sciences (CSc, Math, Stat) ... 3
Written communication (Engl) ... ... 3
Written communication or oral (Sp) ... 3
Any of the above three ... ... ... 12

If the General Education Committee's recommended revision for 1975-77 is adopted, the following pattern will be required of all students in the University.

Mathematical sciences (CSc, Math, Stat) ... 3
Written communication (Engl) ... ... 6
Oral communication (Sp) ... ... 3

This new pattern is one that is generally followed by many, although not all, departments in the University. Chemistry, Economics, and many Engineering departments do not adhere to this pattern and will need to change their curriculum pattern in some way.
GRADUATE CREDIT/NO CREDIT

The Student Affairs Committee recommends that the Academic Senate accept the recommendation of the Graduate Studies Committee and the Associate Dean, Graduate Studies, regarding the use of CR/NC grading for post-baccalaureate and graduate students.

From: Graduate Studies Committee
       David Grant, Chairman

Subject: Recommendation on the Use of CR/NC at the Post-baccalaureate and Graduate Degree Level

Background

The catalog-and-Graduate-Studies-Announcement for 1975-77 will include a number of master's programs which provide for a graduate internship plus a comprehensive examination as an option in lieu of a thesis. But in reviewing various background documents, we have encountered an apparent conflict in the policy for the use of CR/NC grading of internships at the graduate and post-baccalaureate level.

1. The 1973-75 catalog (p. 48) states: "4. No courses taken on a credit-no credit grading basis may be used to satisfy graduate program requirements."

2. CAM 617.5 C.2.b. states: "The credit-no credit grading system is available to freshmen, sophomores, juniors, and seniors."

However, CAM 457 C.3.c. and d. list the following relevant criteria for internships:

3. "c. Grading shall be on a credit-no credit basis.
   "d. Graduate students on internships may earn up to nine units toward the master's degree."

4. On the use of CR/NC for post-baccalaureate students, the revisions of Title 5 make the following provisions:
   a. With the approval of the Chancellor, CR/NC may be used with designated graduate level courses or groups of graduate level courses; CR would be for the grades A and B and the grade NC for grades C, D, and F. (Section 40104.1) The section is governing according to the level of course, not the level of student.
   b. Section 40504 (b)(3), which lists the requirements for the master's degree, states that a student shall have a GPA of 3.0 or better in all courses taken to satisfy the requirements for the degree, except that a course in which no letter grade is assigned shall not be used in computing the grade point average.
c. Section 41300 (d), which deals with academic probation of graduate degree students, both conditionally classified and classified, states that the student is subject to academic probation if he or she fails to maintain a cumulative GPA of at least 3.0 in all units attempted subsequent to admission to the program.

d. There appears to be no provision in Title 5 governing the use of CR/NC in post-baccalaureate programs.

Comment

1. The 1973-75 catalog statement needs to be revised to conform with the terminology used in revised Title 5, i.e., "to satisfy post-baccalaureate and graduate degree program requirements." Additionally, the original intent of the statement seems to have been to permit the use of CR/NC grading in courses not satisfying program requirements, i.e., courses which might be taken outside or in addition to a program, such as for personal development, salary increment purposes, etc.

2. The essential issue is whether internships, which are options in the requirement for a master's degree, shall be on a CR/NC or letter graded basis. The use of an internship on a non-program post-baccalaureate basis seems rather unlikely.

3. The use of internships in degree programs and in post-baccalaureate credential or certificate programs should require more strict evaluation of student achievement than CR/NC where CR would be equivalent to an A or B. Dr. Schroeder agrees that if internships are used in credential programs student evaluation should be with letter grades not CR/NC.

Recommendation

1. Catalog: Delete Item 4 on p. 48 and replace with: "The credit-no credit grading system is available only to freshmen, sophomores, juniors, and seniors."

2. Retain CAM 617.5 C.2.b. with the underscored addition: "The credit-no credit grading system is available only to freshmen, sophomores, juniors, and seniors."

3. Retain CAM 457 C.3.c. and d. with the underscored additions:

"c. Grading shall be on a credit-no credit basis for undergraduate students; post-baccalaureate and graduate students are graded on a five-letter basis.

"d. Graduate students on internships may earn up to nine units toward the master's degree."

The above recommendation of the Graduate Studies Committee covers both post-baccalaureate and graduate degree programs. It would have the advantage of clarity in that the use of CR/NC would be restricted exclusively to undergraduate students, programs, and courses.
GRADE CHANGES

The Student Affairs Committee recommends that the Academic Senate adopt the following extension of CAM 617.2.

CAM 617.2 Change of Grade Form

If for some reason faculty members find it necessary to change a course grade that has been submitted, a "Change of Grade" form should be obtained from the Records Office. When completed and submitted by the faculty member, this form provides the information needed to correct the student's permanent record.

CAM 617.21 Change of Grade in Absence of Instructor

If for some reason the faculty member is no longer on campus and cannot be reached, the head of his department is responsible for making any necessary grade changes. The head may delegate this responsibility.
TEXTBOOK SELECTION

The Instruction Committee recommends the following revision to CAM 238.1 to
the Academic Senate for approval.

CAM 238.1

Approximately ten weeks prior to the beginning of an academic quarter, the
Bookstore sends out book request forms to all department heads. These forms
in turn are distributed to the instructors. Each department in the University
shall determine, by consultation of faculty members and the department head,
its own policy regarding textbook selection in accordance with the appropriate
catalog description, course prerequisites, and expanded course outlines. It
is advised that each department develop procedures to arbitrate disputes in
textbook selection regarding such issues as appropriate texts for multiple
sections and lower division-upper division sequences. The forms are to be filled
out completely with any added information that might be useful to the Bookstore.
The forms are then returned to the Bookstore with the signature of the department
head. When the book request involves a change in textbook, the form shall also
carry the signature of the respective school dean.

Background and Rationale

A. Importance of Academic Freedom

The Instruction Committee feels that while academic freedom is an important
issue to be ensured at all costs, the freedom carries with it responsibility,
especially where the rights for groups of people are concerned. Each instructor
must consider first his students and second, his fellow faculty members. Conse­
quently, in instances where multiple section and/or lower division prerequisite
courses are taught, the faculty member has the responsibility to students to
ensure a degree of consistency with other sections of the course and with the
catalog description. He also has a responsibility to fellow faculty members
teaching upper division courses subsequent to his course. Finally he has the
responsibility to use current materials. Academic freedom must be defined
within these limitations.

B. Textbook Committees and Department Head Responsibilities

Since each department has its own unique problems relative to textbook
selection and curriculum development, each department is in the best position
to determine its own textbook selection policy. The CAM revision provides for
this. The Instruction Committee assumes that in determining their individual
policies, they will take into consideration the questions of academic freedom
and the responsibility of faculty to students and fellow faculty.

Attachment V-A

- 6 -
Textbook Selection

While a poll of department heads demonstrated a positive attitude toward the faculty's ability to choose appropriate textbooks, the department head is held responsible for the quality of instruction in his/her department. The Instruction Committee therefore feels that the department head's signature on the textbook request form is appropriate.

Summary of Poll of Department Heads regarding Textbook Selection

#1. In the time that you have been department head, how many times have you been unable to approve the selection of textbooks by a faculty member?

RESPONSES: 33 department heads - Never
6 department heads reported the following:

- Electrical Engineering - once in six years; consultation with faculty and department head.
- Education - once in 18 years; extensive consultation with entire department.
- Social Sciences - twice in one year; extensive consultation with entire faculty.
- Women's P.E. - 8 times in 4 years; head and faculty member with textbook selection committee (department has extensive textbook policy).
- Architecture - once in six years; consultation by area director with faculty member.
- Natural Resources Management - once in 3 years; "complete consultation"

#2. In this has occurred, to what extent was there consultation between you and the faculty member involved and the department as a whole?

See above response.

#3. Does your department have a policy on textbook selection? If so, what?

RESPONSES: 13 department heads - No
26 department heads reported policies that fell into following:

1. Extensive consultation with either committee or entire department (3)
2. Consultation with committee regarding multiple sections (13)
3. Textbook selection left entirely to faculty member (6)
4. Faculty member selects and department head holds final approval (2)
5. Only textbook policy is in regard to a cost limitation (2)

#4. How many years have you been department head?

RESPONSES: A total of 233 years are represented by the responses.
REPORTS

1. The Academic Council voted to recommend that CAM 385.2 be revised to read, "The number of leaves granted during any one period is limited to a figure which will not be so excessive as to weaken the effectiveness of normal university operation."

2. The Campus Planning Committee will present a slide show on the revised master plan for physical development to the Senate on January 14, 1975.

ACTIONS

1. The Senate voted to recommend the following addition to CAM 617.2:

   CAM 617.21 Change of Grade in Absence of Instructor
   
   If the instructor is no longer a member of the faculty and attempts to reach him for the purpose of changing the grade have proved unsuccessful, then the head of his department is responsible for making any necessary grade changes. The head may delegate the responsibility for determining the grade, but his signature is required for the grade change itself.

DISCUSSION ITEMS

1. The issue of textbook selection was discussed as it related to academic freedom; problems of multiple section and sequence courses; the intent and necessity of the department head's signature on the request form and the necessity of each department developing its own policy. Jennings invited faculty with additional input to attend the next Instruction Committee meeting on January 7, 1975, at 3:15 p.m. in Library 207.

ANNOUNCEMENTS

1. Weatherby requested that faculty convey to him in writing any comments or suggestions they might have regarding the Fall Conference.