I. The meeting came to order at 4:15 p.m. in Room 111, Erhart Agriculture Building. Vice Chairman Robert Burton presided during the first few minutes (Chairman Robert Alberti visited the other Academic Senate Committees that were meeting simultaneously in the same building).

II. Members in attendance were:
   Robert Alberti       Leslie Labhard
   Roy Anderson         John Rogalla
   Robert Andreini      Arthur Rosen
   Robert Burton        Dave Savaker
   Marcus Gold          Harry Scales

III. Announcements and information items.
   A. Mrs. Connie Dexter, clerical secretary for the Academic Senate was introduced to the Executive Committee by the Chairman. She has her bachelor of science degree from Indiana University, majoring in speech. The Senate Office is in Tenaya Hall, 103, and her phone number is 2070. She is working between the hours of 10:00 a.m. and 3:00 p.m. daily for the Academic Senate.

   B. Roy Anderson gave a report of the State-wide Academic Senate activities.
      1. The Educational Policy Committee has recommended that the Academic Senate endorse the concept that each campus "be delegated authority to designate specific extension courses as being equivalent to regular on-campus offerings in terms of degree applicability provided that courses so designated are offered in accordance with established institutional quality control provisions."

      2. There were some policies and procedures proposed for the selection of presidents to give the faculty a little more power, to avoid special problems such as those that have occurred in two of the universities. These policies and procedures were not elaborated upon by Dr. Anderson.

      3. An attempt by C.S.U.S.F. to have the chairman of the local senate be a member of the State-wide Senate was turned down.

      4. The Academic Senate Advisory Committee for the Consortium has been approved.

      5. Organizational structure guidelines. (See attached copy.) A campus with over 10,000 FTE may have 6 to 8 schools plus one extra school for a total of 9.

      6. The requirements for the selection of graduate students -- a first reading item -- will be taken up in November.
7. The English equivalency test will be continued and expanded.

8. There is an ad hoc committee working on faculty salary revision.

9. A recommendation has been made to the Department of Finance that the 60 - 40 limitation on promotion be eliminated. The State-wide Academic Senate endorsed this recommendation.

10. The Monitoring Committee of Grievance Procedures. The first reading passed unanimously that a faculty member be allowed the right to appeal beyond the college campus and that a system-wide panel be restored and that this panel be the final intrasystem authority on grievance appeals.

11. Faculty utilization. Anyone interested in reviewing this document may review this with Dr. Anderson.

12. Outside employment. This is coming up again on the Board of Trustees' agenda for next week, and possibly it may come up for an action item the next time the Board meets. It was recommended by Roy Anderson that this item on the agenda be distributed to Cal Poly Academic Senate members.

13. Credit by examination. There will be more and more of this.

C. Bob Alberti reported on the President's Council meeting.

1. There is a proposal to study the economic impact of Cal Poly on the local community. Any member who has thoughts about this should get in touch with Dr. Alberti (before October 1) so that we may have input into the Council's deliberations.

2. We have been asked to respond to a proposal on the utilization of state facilities. Dave Saveker indicated that the Research Committee is also looking into this matter.

3. Vice President Wilson spoke briefly about a proposed Afghanistan project. Nine of the ten people who are to make up the project have already been selected. The project is still pending in Washington.

4. The expanded computer equipment has not been purchased as yet.

5. There is a new procedure for dropping courses for those people who are receiving financial aid.

D. Arthur Rosen asked that the agenda and minutes of the President's Council be distributed to members of the Executive Committee.

E. Nominations needed for committee appointments for the University-wide committees. The Academic Senate representatives to these committees will be selected at the next Executive Committee meeting.
F. Newly appointed associate deans who are either elected Academic Senate members or Academic Senate Committee members. The Constitution and Bylaws Committee has been requested to determine if these people are eligible to continue their Academic Senate responsibilities.

G. Resignations:
Walter Rice, representing the School of Business and Social Science, has resigned his position on the Executive Committee and membership in the Senate. Olaf Isachsen, member of the Academic Senate and the Directions Committee, has resigned from the University. Handel Evans has resigned as Chairman of the Curriculum Committee. Joe Weatherby has been elected by the Curriculum Committee to fill this post.

H. Election of a committee for the selection of a new dean for the School of Business and Social Science. There is need for this special election. It is suggested that an election to fill the two vacancies in the Academic Senate be run concurrently rather than the selection of these people by caucus. The Constitution and Bylaws Committee will determine if this can be done rather than holding the usual caucus procedures to fill these two positions.

I. There will be the first regular Fall meeting of the Executive Committee on Tuesday, September 25, in Room 241 of the Erhart Agriculture Building at 3:00 p.m. to determine the agenda for the next Academic Senate meeting.

J. Joe Weatherby spoke briefly to the Executive Committee concerning Mr. David Cook's offer to have the Curriculum Screening Committee of the Academic Council offer the same kind of service for the Academic Senate Curriculum Committee. The Executive Committee will take up this proposal at the next meeting.

IV. The meeting was adjourned at 5:15 p.m.
COMMITTEE ON FACULTY AND STAFF AFFAIRS

REVIEW OF ORGANIZATION GUIDELINES FOR CAMPUSES

Background

In 1963, the Trustees adopted a set of general guidelines covering the top organization structures (schools) of the campuses. Subsequently, each campus proposal for change in the structure of schools has been subject to a review by the Chancellor's Office. In this review, consideration has been given to the academic merits of the proposal, its administrative feasibility and the fiscal implications.

For some time the staff has recognized the problem of implementing the existing guidelines to meet the needs of the campuses. However, due to the acceptance of the guides by the Department of Finance and the Trustee policy, the staff has followed the current guides with only slight deviations, despite the fact that in the last ten years the size and maturity of the campuses and the diversity of programs have changed materially and created new organizational and administrative demands.

Existing Guidelines

On October 11, 1963, the Trustees adopted guidelines which included the following:

"The larger colleges (over 4,500 FTE) may organize into four to six schools. . . . Deans positions would be established or converted from present positions to administer the schools."

In the years between 1963 and 1972 slight modifications have been made to establish:

(a) Extra schools when a campus had a program in agriculture or in social work. This variation was recognized by the Department of Finance some years ago.

(b) One extra school was approved at each of two campuses to recognize particular academic programs and administrative situations.

However, other campus requests could not be approved because they appeared to "stretch" the guidelines too far.

Proposed Guidelines

1. Campuses with FTE Student enrollment under 10,000 –

   4 to 6 schools

2. Campuses with FTE Student enrollment over 10,000 –

   6 to 8 schools
plus one extra school (for a total of 9) if a campus has programs of school stature in agriculture and/or social work, or if a special program on a particular campus is shown to justify school status within the overall organization and academic thrust of the institution.

All proposed organizational plans for school structure will continue to be subject to prior review in the Chancellor's Office by a panel representing Academic Affairs, Budget Planning, and Faculty and Staff Affairs. Letters of request and justification are to be submitted to the Vice Chancellor for Faculty and Staff Affairs.

The establishment of a school will continue to be reviewed on the basis of:

First  Institutional program emphasis, academic objectives and master plans and integrated programs;

Second Administrative and management feasibility;

Third Budgetary support requirements.

Each school will be administered by a dean who will be classified as a Dean of Instruction.

For the fiscal year 1973-74, any funding required for additional school deans approved as part of an organizational change must be absorbed from the current appropriations. Beginning in 1974-75, any deans' positions approved as part of an organizational change must be incorporated in the annual budget requests.

The following principles expressed in the Trustees' resolution of 1963 will continue in effect:

(1) Colleges should simplify organization structure, clarify lines of responsibility, and identify individuals to be held accountable. There should be as few levels as possible between the faculty member and the chief instructional officer (Academic Vice President or Dean of the College).

(2) No single organizational structure for all colleges can be recommended because of variations in size, rate of growth, stage of development, local conditions and demands, and manpower. However, a pattern of organization which provides outside limits and consistency in job titles, levels, and functions can be established. Variations from the pattern can be evaluated in terms of special circumstances.