I. Minutes

(Scheduled Time)

II. Committee Reports
A. Vice President for Academic Affairs Selection Consultative Committee - Ward
B. Budget - Clerkin
C. Constitution and Bylaws - Johnson
D. Curriculum - Weatherby - (Attachment to be distributed)
E. Election - Hooks
F. Instruction - Fierstine
G. Personnel Policies - Coyes
H. Student Affairs - Sandlin
I. General Education - Scheffer
J. Personnel Review - Johnston
K. Research - Saveker
L. Faculty Library - Krupp
M. University-Wide Committees

III. Business Items
A. Bylaw Amendment - Second Reading - C. Johnson - (See Attachment III-A, and Item IV-D of Academic Senate Minutes 3/12/74)
B. Final Examination Policy - Fierstine - (See Attachment VI-A, Academic Senate Minutes 3/12/74)
C. Bookstore Policy on Faculty Nonpublished Materials - Fierstine - (Attachment III-C)
D. Faculty Evaluation/CAM - Coyes - (Attachment III-D)
E. Appointment of Instructional Department Heads/CAM - Coyes - (Attachment III-E)

IV. Discussion Items
A. Directions Committee Report - Weber

V. Announcements and Reports
A. Class Scheduling/Executive Committee Action - Alberti
B. Collective Bargaining Seminars - Alberti
C. President's Response to Senate Actions: Department Head Evaluations Catalog Faculty Directory
1. **Section 1.a**
   Change second sentence to read: The senior member and junior member from each school must be from different departments, where applicable.
   Change third sentence to read: The senior members and junior members shall serve two-year, staggered terms, with a maximum of two consecutive terms. The junior member becomes the senior member at the start of the second year of the term and the newly elected member from that school becomes the junior member.
   Change the last sentence to read: A functional committee is dependent upon a quorum, which shall consist of a member from each school and Professional Consultative Services.

2. **Section 1.b**
   Change the first sentence to read: A member shall not serve when review involves his/her own department, or at the request of the member.

3. **Section 1.c**
   Change the sentence to read: Each school and Professional Consultative Services shall have one vote. The senior member shall cast that vote on all matters that are put to vote before the committee when present, except when disqualified.

4. **Section 1.d**
   Change the last sentence to read: Only when a faculty member presents a written request for action, will the committee review his case.

5. **Section 1.e**
   Delete the last sentence and include it in a separate section (1.f) to read: It may consult with the parties involved to ensure the effective review of cases brought before it.

6. **Section 1.f**
   Change to Section 1.g.
Memorandum

To: Academic Senate
    Robert Alberti, Chairman

From: Instruction Committee
    Harry L. Fierstine, Chairman

Subject: Bookstore Policy on Faculty Nonpublished Materials

Date: March 7, 1974
File No.: 
Copies: Instruction Committee
          Al Amaral

In the preliminary drafts of their policy document the Foundation Board developed guidelines that protected them in case of infringement of copyright law and in the payment of royalties. The latter point was quite controversial even though in the history of the bookstore only two or three faculty members ever received royalties. The final statement of the Foundation Board (see attachment) lacks any mention of royalty payment (nor any provision to pay royalties) and thus deletes the only controversial passage. As far as our committee is concerned, we endorse their final proposal with no changes.
Procedural Guideline
El Corral Bookstore – Faculty Nonpublished Text Material

General Policy Statement

The Foundation, through its bookstore operation, will assist faculty in making available to students various laboratory manuals, lecture notes, or other similar material, hereinafter referred to as "faculty nonpublished materials." The term "nonpublished" is trade terminology meant to define a publication never before published through regular publisher channels.

This service will be accomplished by providing interested faculty the logistical means necessary to convert original, faculty produced materials necessary for classroom use into a final document suitable for sale through the bookstore.

As a matter of policy, the bookstore shall continue to avoid the establishment of a "University Press" operation while providing the above service. Other than those class materials sold through the bookstore by "Xerox" process, the bookstore management shall normally contract with outside printers for the production of camera-ready copy.

It is not within the purview of bookstore management to pass judgement on quality or content of nonpublished text materials submitted by faculty for consideration. However, it is the exclusive right and intent of bookstore management to pass judgement on the economic feasibility of the arrangement requested by faculty. As a matter of policy, each request for preparation and subsequent sale of nonpublished text materials should be self-supporting.

Responsibility of the Bookstore

The bookstore's role in providing this service normally includes, and shall be limited to, conferring with faculty prior to development of a manuscript, preparation of camera-ready copy from the original manuscript developed by the faculty, determining arrangements for printing the copy, and subsequent sale through the bookstore at a satisfactory and reasonable price as determined by bookstore management.

Faculty may not commit the bookstore for the payment of any costs associated with the development of a manuscript.

Absolutely no commitments are made to faculty by the bookstore, express or implied, relative to preparation of the original manuscript furnished by the faculty for subsequent sale until a signed "Agreement of Mutual Understanding" is executed. No sale guarantees are made by the bookstore.

Upon request, the Foundation can assist any faculty member in obtaining a copyright on his/her original work.
Responsibility of the Faculty (Author)

Content, quality and appropriateness of the original manuscript submitted to the bookstore for subsequent sale shall be the individual responsibility of the faculty requesting the service.

Faculty requesting this service from the bookstore shall obtain approval endorsement from his/her department head, and that where the department head is the author, the approval endorsement should be obtained from his/her school dean.

Faculty shall certify that the material presented to the bookstore for consideration is free from copyright infringement or the possibility thereof.

1. Faculty developing said materials should be familiar with exclusive rights provided by the Copyright Statute, Title 17, United States Code and limited uses of copyrighted materials as provided by the Doctrine of Fair Use.

2. Faculty using any copyrighted material must procure permission in writing from the copyright holder, supplying such written permission to the bookstore with the request for subject service.

3. Limited use by faculty of copyrighted materials as provided by the Doctrine of Fair Use will require submission of copy of any copyrighted work being used, in part, in the intended faculty publication.

4. Faculty nonpublished materials handled by and through the bookstore for subsequent sale shall require a Declaration Statement by the author rendering the California Polytechnic State University Foundation free from blame or demands arising related to alleged infringement of copyright laws. Declaration Statement forms are available from the Bookstore Manager.
Memorandum

To: Executive Committee
   Academic Senate

Date: March 21, 1974

File No.:

Copies:

From: Personnel Policies Committee

Subject: Proposed Revision of "Other Factors of Consideration" in Criteria for Promotion, Retention and Tenure, CAM 340.

The Personnel Policies Committee took into consideration the suggestions made by the Executive Committee in its referral of the original proposal back to committee, and request that the original proposal as stated below be part of the agenda as a business item for the full academic senate.

CAM 340 currently lists other factors of consideration as follows:

"Consider such other factors as the faculty members ability to relate with colleagues, initiative, cooperativeness, dependability and health".

The Personnel Policies Committee suggests the following revision be applied to those sections of CAM that consider other factors for promotion (342.2C 1 d), retention (343.1 H) and tenure (344.2C):

"Consider such other factors, if any, germane to the accomplishment of the professional objectives of the individual department or school".

Should this proposed revision pass the senate and be accepted by the President, then an additional change would be in order on the "Faculty Evaluation Form" (Form 109) page 3, IV, Other Factors of Consideration.

FC:sa
To: Executive Committee  
Academic Senate  

Date: March 21, 1974  

From: Personnel Policies Committee  

Subject: Proposed Revision of CAM 315.5, Appointment of Instructional Department Heads  

The Personnel Policies Committee proposes that the following revision be considered as an agenda item for the Academic Senate.

Retain paragraph one CAM 315.5 and the last paragraph in this section. Delete the lined out paragraph two and insert the underlined paragraphs as shown:

Instructional department heads are members of the University's administrative line organization and as such are directly responsible to the appropriate school dean for administration of their respective departments. They are appointed by the University President for indefinite terms. In reaching his decision on instructional department head appointments, the President will consult with the dean of the school to which the department is assigned.

Variations in department size and proportion of tenured faculty make it necessary that guidelines governing consultation on such appointments be sufficiently flexible to be applicable to all situations. The school dean will confer with the President for determination of the nature and extent of the consultative procedures to be followed for each specific appointment under consideration. Consultative procedures will vary, depending on the particular circumstances, the procedures usually will involve consultation with faculty members, and may also include students; other University staff members; or knowledgeable outsiders. Faculty members consulted may include faculty from within or outside the department under consideration; and may be tenured and/or probationary; the students may be present and/or former ones.

Revised paragraph two: Variations in department sizes suggest flexible guidelines governing faculty participation in the consultative process. Consequently, the department will decide by majority vote of the full time faculty (non-tenured and tenured) the procedures by which not more than three nominees are to be selected and presented in order of departmental preference to the school dean. In the event that these procedures require the creation of ad hoc committees, their duties and membership shall be determined by a majority vote of the full time faculty. Departmental preference shall be established by secret ballot.
The department's full time faculty may decide, by two-thirds majority vote, not to follow these guidelines. In that case, the school dean will confer with the President or his designee in order to determine the nature and extent of the consultative procedures to be followed. In this situation consultative procedures will vary; depending on the particular circumstances, procedures usually will involve consultation with faculty members, and may also include students, other University staff members, or knowledgeable outsiders. Faculty members consulted may include faculty from within or outside the department under consideration, and may be tenured and/or probationary; the students may be present and/or former ones.

The appointment of acting, interim or temporary department heads will also be made by the University President following consultation with the appropriate school dean.
Memorandum

To: Academic Senate Members

Date: April 3, 1974

From: Joe Weatherby, Chairman
Curriculum Committee

Subject: Curriculum Proposals of the School of Architecture and Environmental Design

Pursuant to the Senate Executive Committee's Fall request, this year's Curriculum Committee recommendations are presented in summary form by School.

The Curriculum Committee of the Academic Senate supports the proposals and amendments submitted by the School of Architecture and Environmental Design provided the following committee recommendations are also included:

- CRP 218  Environmental Planning Management Policy - (new course) - defer action until clarification of course description
- CRP 365  Transportation Theory - (new course) - defer action until further consultation with Transportation Department
- Bio 101  General Biology - (drop) - defer action until new Biological Sciences requirements clarified
- Bot 238  Native Plant Materials - (add) - defer action until prerequisite problem clarified
Memorandum

To: Academic Senate Members

From: Joe Weatherby, Chairman
Curriculum Committee

Subject: Curriculum Proposals of the School of Business and Social Sciences

Pursuant to the Senate Executive Committee's Fall request, this year's Curriculum Committee recommendations are presented in summary form by School.

The Curriculum Committee of the Academic Senate supports the proposals and amendments submitted by the School of Business and Social Sciences provided the following committee recommendations are also included:

- Soc 333 Social Research Methods - (new course) - defer action until clarification of course description and course prerequisites
- Soc 440 Supervised Field Work - (significant non-editorial change) - defer action until justification of unit increase
- Soc 431 Population Problems - (significant non-editorial change) - defer action until clarification of prerequisites
HIGHLIGHTS OF THE ACADEMIC SENATE MEETING
April 9, 1974

Reports
1. Consultative Committee on Selection of a Vice President for Academic Affairs reported that 21 applicants are now being interviewed either on campus or by means of conference calls. This group of applicants includes highly qualified women and representatives of minority groups.

2. Selection Committee for Dean of School of Business and Social Sciences reported that 31 of the 111 original applications are now having references checked. The list will be narrowed down to 12, and the Committee expects to have six names to present to President Kennedy by May 1, 1974.

3. Election Committee reported that the election for Cal Poly academic senators will be held Tuesday, April 16 from 8:00 to 17:00. At that election the Personnel Review Committee representatives and CSUC Academic Senator will also be chosen.

Actions
1. Senate voted to endorse the report of the Student Affairs Committee that a statement be included in the revisions to the Athletic Policy and Procedures (Administrative Bulletin 68-10) to the effect that the student athlete receive guidance and encouragement to achieve a degree from Cal Poly, and that an Academic Senate representative be included in the membership of the Athletic Advisory Commission.

2. Senate voted to endorse a change in the Academic Senate Bylaws Section VII.B.1 (including Executive Committee recommendations as listed in Attachment III-A of the Academic Senate Agenda, April 9, 1974) which would provide for the separate two-year terms of the two members of the Personnel Review Committee from a given school to begin in alternate years. The change also clarifies the casting of votes by the members of the Personnel Review Committee and makes it permissive, not mandatory, that the committee consult with the parties involved to ensure the effective review of cases brought before it.

3. Senate voted to endorse and forward to the President the Curriculum Committee’s curriculum proposal for the School of Human Development and Education, and the School of Architecture and Environmental Design.

Announcements
1. The Executive Committee has expressed concern over the Academic Council’s recent decision to schedule classes at 11:00 on Tuesdays, and a resolution has been transmitted to the President concerning the matter.

2. The Academic Senate is sponsoring a series of Collective Bargaining Seminars in May:
   - Wednesday, May 1, 3 p.m. Collective Bargaining: The Issues
     Pro: "Ken" Larsen, Secretary, CSUC Academic Senate
     Con: Clay Sommers, CSUC Dean, Faculty Affairs
   - Wednesday, May 8, 3 p.m. Collective Bargaining: The Membership Organizations
     Representatives of AAUP, ACSUP, CCUPA, CSEA, UPC
   - Wednesday, May 15, 3 p.m. Collective Bargaining: An Analysis
     Sara Behman, Associate Professor of Economics
     Homer Hoyt, Associate Professor of Education

3. There will be a special meeting of the Academic Senate on Tuesday, April 23, in the Staff Dining Room at 3:15 p.m. in order to deal with the items that were deferred at this meeting.

4. The Senate has agreed that the Distinguished Teaching Awards plaques be displayed in the University Union so students can view them more easily.