I. The meeting was called to order at 3:15 p.m. by Chairman Robert Alberti.

II. The minutes of the January 15 meeting were approved as submitted.

III. Those in attendance were:

**MEMBERS:**
- Alberti, Robert
- Amanzio, Joseph
- Batterson, Ronald
- Behman, Sara
- Brown, Robert
- Burroughs, Sarah
- Burton, Robert
- Clerkin, Ed
- Coyes, Frank
- Eatough, Norman
- Emmel, James R.
- Fierstine, Harry
- Frost, Robert
- Gold, Marcus
- Graham, Priscilla
- Greffenius, R.J.
- Harden, Sheldon
- Hariri, Mahmud
- Hendricks, Francis
- Hooks, Robert
- Jorgensen, Nancy
- Kourakis, Joseph

**EX-OFFICIO MEMBERS:**
- Krupp, William
- Labhardt, Lezlie
- Lau, James
- Lowry, John
- Markos, Harry
- McCormac, Weston
- Nelson, Linden
- Nielsen, Keith
- O'Leary, Michael
- Pippin, Louis
- Rogalla, John
- Rosen, Arthur
- Sandlin, Doral
- Saveker, David
- Scales, Harry
- Scheffer, Paul
- Sennett, Robert
- Sorensen, L. Robert
- Sullivan, Gerald
- Weatherby, Joseph
- Wenzl, Michael
- Wills, Max

**EX-OFFICIO MEMBERS:**
- Anderson, Roy
- Andreini, Robert
- Hasslein, George
- Olsen, Barton
- Servatius, Owen
- Valpey, Robert
- Whitson, Milo

**GUESTS:**
- Graham, Priscilla
- Scales, Harry
- Greffenius, R.J.
- Scheffer, Paul
- Weatherby, Joseph
- Wenzl, Michael
- Wills, Max

IV. Committee Reports

A. **Vice President for Academic Affairs Selection Consultative Committee** - Wesley Ward, Chairman

   As of February 7, 1974, 159 applications have been received for the position. March 1 is the closing date for receiving applications. The committee is following these two general criteria in the screening process: (1) Teaching experience of five years at the college or university level; (2) Administrative experience in higher education at college or university, preferably of comparable size to our own, with some line experience. Some of the administrative experience should be at least dean's level.

B. **Budget Committee** - Ed Clerkin, Chairman

   Under consideration by the committee this quarter are the following: (1) Faculty Sick Leave, (2) Consideration of 60/40 Rule, (3) Faculty Utilization, and (4) One Man Offices for Faculty.

C. **Curriculum Committee** - Joe Weatherby, Chairman

   The committee is still reviewing the School of Science and Mathematics, and it expects to present a report to discuss and vote on at the next regular Senate meeting. Dr. Weatherby reminded members that the committee will present the Senate with a statement of support or non-support for the school
curriculum package, with only specific areas of exception listed.

D. Election Committee - Bob Hooks, Chairman
The Bylaws of the Academic Senate, P. 5, Item 3b, indicates that the Election Committee shall "Announce impending vacancies in the Academic Senate membership according to filled full-time equivalent faculty positions listed by the University Personnel Office, as of the first week in February."

The faculty count for 1974 by the Personnel Office:

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1973  (Senators)  1974
Agriculture and Natural Resources           102.790  6  6
Architecture and Environmental Design        73.796   6  5
Business and Social Sciences                67.090   5  5
Communicative Arts and Humanities          110.700  6  7
Engineering and Technology                  99.280   6  6
Human Development and Education             87.951   6  6
Science and Mathematics                     170.450  8  9
Professional Consultative Services          57.50    4  4
Librarians and Audio Visual
Counselors, Medical and Student Affairs Officers (31.00)
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The School of Communicative Arts and Humanities and the School of Science and Mathematics will elect one additional Senator for 1974-75. The School of Architecture and Environmental Design will lose one Senator for 1974-75.

E. Instruction Committee - Harry Pierstine, Chairman
Nearly 700 questionnaires were sent out to instructional faculty members requesting information about non-classroom activities. Of the 380 returned, 50% felt that non-classroom activities (committee work, student advisement, administrative work, club advisor, professional growth) interfere with assigned teaching duties.

F. Personnel Policies Committee - Frank Coyes, Chairman
1. The committee discussed and acted on a proposal relative to "Faculty Participation in Commencement". The recommendation is presented to the Senate as a Business Item on today's agenda.
2. Work continues on "Guidelines for Selection of Department Heads". A proposal will probably be sent to the Executive Committee on February 26.
3. Final action was taken on the issue of "Faculty Members as Students". The action of the committee will be presented to the Executive Committee on February 26.
4. A proposal will be sent to the Executive Committee on February 26 relative to the revision of CAM sections on Retention, Promotion and Tenure that relate to "other factors of consideration".
5. Work continues on what to do with the results of Faculty Evaluation by Students.

G. Student Affairs Committee - Doral Sandlin, Chairman
The committee is continuing its consideration of student academic advisement. In addition, the following items have been referred to the committee: (1) Honors at Graduation, (2) Student Credit Load, (3) Student Transfer Credit and Residence Requirements, and (4) Student Withdrawal Policy.

H. General Education Committee - Paul Scheffer, Chairman
The committee is still examining incoming faculty comments and is interested in additional input. The next meeting will be next Tuesday, February 19, in Graphic Arts 101 at 4:00 p.m.
I. Research Committee - Dave Saveker, Chairman  
Concern was expressed that enough research volume is not being generated on this campus to maintain the research support program. This academic year, faculty members have not actively sought grants; consequently, they're not receiving them. Mr. Saveker encouraged faculty participation in some sort of research effort.

J. Faculty Library Committee - Bill Krupp, Member  
That committee is very desirous of having its report on CSUC system-wide library cooperation brought to the attention of appropriate officials.

K. Academic Council - Bob Burton, Senate Representative  
The Council endorsed the recommendation of the Academic Senate on the inclusion of faculty rank in the catalog, with slight modification of the language.

V. Business Items

A. Proposed Grievance Procedure Revision (See Attachment III-A, Academic Senate Agenda, February 12, 1974.)  
Michael O'Leary, Vice Chairman of the Personnel Review Committee, explained the report which resulted from committee consideration of faculty response to the sixth version of the proposed new grievance procedures. Members of the Senate discussed the advantages and disadvantages of having an outside arbitrator in grievance procedures.

It was moved and seconded (Lowry, Andreini) that the Senate endorse the concept of outside arbitration in grievance procedures. The motion carried.

Barton Olsen, statewide Senator and member of the Faculty Affairs Committee, expressed concern that rejection of the document be in specific terms and not of the entire document, and that some type of alternatives be presented in support of the objections, as the document probably will not be rewritten in its entirety.

It was moved and seconded (Lowry, Saveker) to endorse the report of the Personnel Review Committee of February 1, 1974, concerning the proposed new grievance procedures. Arthur Rosen moved and David Saveker seconded the motion to amend the main motion by striking the following words in Number 1 of the report: "reject the proposed document and". The amendment passed. The amended motion carried.

B. Faculty Participation in Commencement (See Attachment III-B, Academic Senate Agenda, February 12, 1974.)  
It was moved and seconded (Coyes, Gold) that the Academic Senate accept the report of the Personnel Policies Committee on faculty participation in commencement. The motion carried, endorsing the committee's statement that there is insufficient reason at this time to develop university-wide guidelines for faculty participation in commencement.

C. Final Examination Policy  
It was moved and seconded (Rosen, Anderson) that this become a business item. The motion carried.

Vice Chairman Bob Burton explained that the Academic Council is currently considering the idea of more flexibility in giving final examinations. Section 484.1 of CAM states that final examinations are to be given in all courses. The ensuing discussion indicated substantial agreement that Section 484.1 of CAM should be rewritten to allow for flexibility since final exams are not appropriate in some courses.
Bob Burton moved and Roy Anderson seconded the motion that the Academic Senate direct the Instruction Committee to review the final examination policy set out in CAM 484.1 and present its recommendation to the Senate at the March 12 meeting. The motion carried.

VI. Discussion Items

A. Student Community Services Program (See Attachment IV-B, Academic Senate Agenda, February 12, 1974.)
   Robert Bonds, Coordinator of the Student Community Services Program, answered questions from the Senate members. Since so many students are becoming involved in this voluntary program, more faculty participation is desired to provide guidance to volunteers and possible supervision of independent study or similar course-related projects.

VII. Announcements and Information Items

A. Academic Dean and Department Head Evaluation Status
   Administrative Bulletin 74-2 has been issued by President Kennedy, providing for evaluation of academic deans. It was summarized in the Cal Poly Report on February 5, 1974.
   No action has been taken yet on the Department Head Evaluation.

B. Special Academic Senate Meeting
   A special Senate meeting will be held on March 5, 1974, at 3:15 p.m., in the Staff Dining Room. That meeting will be for the express purpose of hearing the report of the Senate Directions Committee relative to the recent survey distributed to faculty members.

VIII. The meeting was adjourned at 4:47 p.m.