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

II. The minutes of the February 12 meeting were approved as submitted.

III. Those in attendance were:

NMEMBERS:
Alberti, Robert
Aznarco, Joseph
Bailey, Roger
Batterson, Ronald
Bennett, Sara
Burton, Robert
Clerke, Ed
Cover, Frank
Delany, James
Emmel, James
Fletching, Harry
Frost, Robert
Gold, Marcus
Graham, Priscilla
Guffey, N. J.
Harden, Sheldon
Hooks, Robert
Johnson, Corwin
Joseph, Nancy
Kourakis, Joseph
Krump, William
Lahbard, Leslie
Lau, James
Lowry, John
McGovern, Weston
Meel, Paul
Nelson, Linda
Nielsen, Keith
O'Leary, Michael
Ochs, Howard
Olga, John
Rosen, Arthur
Sandlin, Doral
Scales, Harry
Sennett, Robert
Sorenson, Robert

EX-OFFICIO MEMBERS:
Sullivan, Gerald
Weatherby, Joseph
Will, Max
Wolf, Lawrence

IV. Committee Reports
A. Vice President for Academic Affairs Selection Consultant Committee - Frank Coyne, Member
   Out of the original 169 applications submitted, the Committee has selected between 30 and 40 applicants who will be
   considered for the final list of 3 to 6 names to be submitted to the President.

B. Budget Committee - Ed Clerk, Chairman
   Feedback has been received concerning the questions asked in reference to 60/40, and this will be reported at the next
   Senate meeting.

C. Curriculum Committee - Joe Weatherby, Chairman
   The Committee has completed review of the School of Science and Mathematics package, and presented the following report
   to the Senate:

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

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

   Bot 324 Ornamental and Forest Pathology - defer action until we consider the School of Agriculture's package
   Bot 333 Radiation Biology - defer action until course unit change is justified
   Bot 265 General Entomology - defer action until number and prerequisite change is justified
   Chem 516 Internship - approve technical internship but disapprove academic (teaching) internship
   CS 555 Computer Systems Principles (new course) - defer action pending receipt of changed course description
   (No. 15)

   It was moved and seconded (Weatherby, Anderson) to endorse and forward to the President the Curriculum Committee's
   recommendations for the School of Science and Mathematics. The motion passed.

D. Constitution and Bylaw Committee - Corvin Johnson, Chairman
   The following interpretation of the Bylaws was presented to the Senate to assist the Elections Committee in the
   upcoming elections:

   "The Senate interprets Bylaw Section VII.B.1 of the present Bylaws to mean that one member shall be elected from each
   school and from the Professional Consultant Services each year. To accomplish this and still maintain the
   integrity of past elections:

   1. The election procedure for 1974 and 1975 for the Personnel Review Committee member elections will be held in
      those schools and Professional Consultant Services where members have completed their terms.
   2. Two members shall be elected: one for a two-year term and one for a one-year term.
   3. The member receiving the most votes will be the senior member and will serve a two-year term (1974-1976).
   4. The member receiving the next highest number of votes will be the junior member and will serve a one-year term
   5. In 1975, there will be an election for members in all schools and Professional Consultant Services.
   6. In those schools that have elections in 1975 (Architecture and Environmental Design, Business and Social
      Sciences, Communicative Arts and Humanities, Human Development and Education), only one member will be
      elected (in 1975), and that member will be elected for two years (1975-1977).
   7. Each year after 1975, one member will be elected to the Personnel Review Committee each year by each
      school and Professional Consultant Services for a two-year term."

   It was moved and seconded (Johnson, Honk) to endorse this recommendation of interpretation of the Senate Bylaws
   Section VII.B.1. The motion passed unanimously.

   The Constitution and Bylaws Committee introduced as a first reading item an amendment to Section VIII.B.1 of the
   Senate Bylaws. The amendment reads as follows:

   "8. Elected Committees and Other Committees

   1. Personnel Review Committee

   a. The Personnel Review Committee shall be comprised of a senior member and an additional junior member
      elected by and from each school from the tenured members and a senior member and an additionl junior
      member elected by and from the Professional Consultant Services from the tenured members. The senior
      members and additional junior members from each school must be from different departments, where
      applicable. The senior members and additional junior members shall serve a two-year, staggered term,
      with a maximum of two consecutive terms with junior member becoming the senior member at the start
      of the second year of the term and the newly elected member from that school becoming the junior
      member. Administrators and department heads are not eligible for membership. The chairman shall be
      elected from and by the committee. A functional committee is dependent upon a quorum of two
      members.
A. CSUC Interlibrary Cooperation

The Faculty Library Committee presented the following "Resolution from the Faculty Library Committee Concerning Sharing of Resources among the Libraries of the CSUC System:"

"The library committee of the Academic Senate seeks the endorsement of the following resolution by members of the Academic Senate at California Polytechnic State University and asks that it then be forwarded to the Chancellor's Office for the attention of the Library Development Advisory Committee."

"Whereas, we at California Polytechnic State University, San Luis Obispo, are interested in maintaining and improving the service of our local library, and

Whereas, planning concerning greater sharing of resources among the libraries of the CSUC system is occurring currently, and

Whereas, the library at California Polytechnic State University, San Luis Obispo, because of its considerable distance from any other major library will not receive as fast a courier service for interlibrary loans as will be possible for those libraries situated more closely to one another and since this distance also will prohibit or discourage students from individually visiting other libraries, and"
VIII. The meeting was adjourned at 5:00 p.m.
FINAL EXAMINATION POLICY

Academic Council minutes, February 25, 1974:

"After considerable discussion, a motion was made and seconded to recommend adoption of attachment 5-3 including the substitution of section 484.3 of attachment 6-2. Following additional discussion, the motion passed (9 yes, 2 no).

Academic Council agenda, Attachment 5-3:

484.1 Final Examinations

A. Lecture Courses

The University’s schedule for final examinations for lecture courses will be included in each issue of the quarterly class schedule. The schedule, as drafted by the Associate Dean, Educational Services, and approved by the Academic Vice President, will designate an examination time for each course block in which lecture sections are normally scheduled. Examinations will be held at the time designated in the schedule and unless notified of a change, the examination will be held at the location in which the class was assigned to meet during the quarter.

The maximum time for which a facility will be allotted for a lecture section final examination is as follows:

- One hour = section meeting one or two hours per week
- Two hours = section meeting three hours per week
- Three hours = section meeting four or more hours per week

B. Non-Lecture Courses

Non-Lecture courses will hold the final examination during the last class meeting in the regularly assigned meeting location.

484.2 Final Examinations - Exempt Courses

A. Lecture Courses

All sections of lecture courses will hold a final examination in accordance with the policy established in CAM Section 484.1A, unless the course has been predetermined to be exempt from the University’s final examination policy. Examination exceptions may be granted for a variety of reasons, such as unique course content, method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student’s performance in the course. Courses must be designated to be exempt from the regularly scheduled final examination. This determination will ordinarily be established at the time the course is proposed by the department to be included in the University’s catalog. Courses exempt from the final examination will be so footnoted in the class schedule.

B. Non-Lecture Courses

All sections of non-lecture courses will hold a final examination in accordance with the policy established in CAM Section 484.1B, unless the course has been predetermined to be exempt from the University’s final examination policy. Examination exceptions may be granted for a variety of reasons, such as unique course content, method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student’s performance in the course. Courses must be predetermined to be exempt from the regularly scheduled final examination. This determination will ordinarily be established at the time the course is proposed by the department to be included in the University’s catalog. Courses exempt from the final examination will be so footnoted in the class schedule.

484.3 (replaced by new language in attachment 6-2 — see below)

Implementation Procedures

The procedures for designating those current catalog courses which are exempt from the final examination requirement are as follows:

1. Each department will review its courses which are in the 1973-75 catalog and recommend those courses which should be exempt from the final examination requirement to their school dean. Each course so designated must have a full justification submitted to have such exemption approved.

2. The department recommendations, as endorsed by the school dean, will be forwarded to the Academic Vice President for final approval. A list of the approved courses will be sent to the computer center director with instructions that the master catalog be expanded to designate those courses not requiring a final examination.

3. As soon as practical, the computer center will develop program capability to enable the printing in the class schedule of a footnote symbol for each class not requiring a final examination. Class exceptions for final examinations will become effective as soon as this information can be publicized in the schedule.

Academic Council agenda, Attachment 6-2:

484.3 Final Examinations - Rescheduling

Under exceptional and unusual circumstances, it may be deemed advisable to reschedule a final examination to be held at a time and/or location other than when regularly scheduled. The instructor, anticipating making such a request, will first establish a new tentative time and location with the Associate Dean, Educational Services. If a suitable new time and location can be established, he will then, in writing, submit the request through his department head to the dean of his school. The request will indicate the course and section to be changed, the reason for the request, the new time and location. The request, if approved, will be sent to the Academic Vice President for final approval. The new time and location will be effective as soon as the information can be publicized in the schedule.
Memorandum

From: Instruction Committee
Harry L. Fierstine, Chairman

Subject: Report on Recommendation on Final Examination Policy

I. Report

A. Background

At the February meeting the Instruction Committee was directed to study the University's final examination policy. It seems that for some time many of the faculty have been in violation of CAM 484 which specifically states that faculty will give a final examination in all courses (see attachment). The Academic Council has been studying the final examination problem and has recently endorsed a new statement that revises CAM (see attached revision). The committee felt that our duties were to review the new revision and either agree with the revision or develop our own statement.

In order to learn what the faculty felt on this issue an open hearing was held on March 5, 1974, from 1210-1430 in Ag. 241. Comments were solicited from those who could not attend. The hearing was advertised in the Feb. 26, 1974, issue of the Cal Poly Report. Specifically the hearing asked for comments on the idea of abolishing the final examination period and in its place extending the period of instruction.

B. Faculty Comments

Written and oral comments were received from at least 10 individual faculty members (one which represented the thinking of the Counseling Center) and from the Biological Sciences Department (approximately 50 faculty). Except for the counseling center group, all stated that faculty should have the option of how to use the scheduled four day examination period. The Biological Sciences Department specifically felt that regulation of the final examination week was no different than regulation of teaching methods. The Counseling Center response suggested that extending the period of instruction was a good and innovative idea.

At least 15 faculty attended the open hearing and most favored the retention of final week. All recognized that current procedures were too rigid. A few were concerned with the regulation of the irresponsible
faculty member who would skip "final examination week" in order to pursue non-academic things. The faculty members in attendance as guests were from the Architecture, Agricultural Business Management, Crops, Electrical Engineering, English, Ornamental Horticulture, Mathematics, and Speech Departments.

C. Committee Rationale

After some deliberation, the Instruction Committee decided that there should be an interim proposal to revise CAM and that there should be a long-term study of the problem. Specifically, the Committee would pursue the issue of abolishing final examination week, but extending the period of instruction (Chico State now has such a policy). The recommended revision was made as flexible as possible.

II. Recommendation

Interim CAM Proposal

484 Evaluations

Evaluations may take many forms and the exact form and number are the sole responsibility of each instructor. They should be consistent with the expanded course outline (unless special permission is granted by the department head).

484.1 Final Evaluations

Scheduled periods for evaluation will be provided by the Associate Dean, Educational Services, for the last four days of the quarter to be used at the discretion of each faculty member.
MEMORANDUM

Office of The Chairman

DATE: March 13, 1974

TO: Chairs, Local Senates/Councils CSUC

FROM: Charles C. Adams, Chairman
SUBJ: Grievance Procedures for Academic Personnel

Attached is a line-in, line-out version of the proposed new grievance procedures embodying changes recommended by the Academic Senate at our meeting last week. We appreciate the excellent analyses and suggestions which came to us from the local faculty senates/councils and individual faculty members. We would now welcome any suggestions you may have, especially identification of critical points on which you think faculty should insist with good-natured inflexibility. Any support which you can give directly or indirectly on such issues will be most welcome. We expect some official Chancellor's Office action within the next few weeks.

CCA:s
1.0 Definitions

1.1 "Campus working day" means any day during the college year which does not fall between regular sessions, and which is not a Saturday, Sunday, or campus academic holiday as that term is used in 5 California Administrative Code (Title 5), Section 42800.

1.2 "Grievant" means one who utilizes Step Two of these procedures.

1.3 "Shall" is mandatory and "may" is permissive.

1.4 Unless differently defined in these Rules, terms used in these Rules which are defined in Title 5 Section 40000 and 42700 shall have the meanings given in those definitions.

1.5 The verb "file" means effecting actual receipt by the addressee.

1.6 "Arbitrary action" means under the circumstances, reasonable, unbiased persons faced with the same facts would not have taken the action as to which complaint is made.

1.7 "Ignoring of substantial evidence favorable to the academic employee" means that there was a failure to take notice of evidence, timely submitted, of a type customarily utilized at the university or college in personnel transactions such as the one being disputed.

1.8 "Full-time, all tenured, and all probationary academic employees" means any employee engaged either (1) primarily in instruction or otherwise compensated on the basis of instruction or work or (2) in any closely related professional activities as those carried on by professional librarians in a state college as hereafter defined. The classes of positions whose incumbents may be eligible for inclusion in the closely related area of professional librarians will be determined by the Trustees after appropriate job studies, consultation with employees and administrators and subsequent classification plan reassignment. Specific decisions on individual incumbents will be made in light of these guidelines.

2.0 Coverage and Application

2.1 These rules may be utilized by all full-time, all tenured, and all probationary academic employees of the California State University and Colleges, including those on leave of absence with or without pay.

2.2 These Rules may be utilized only when a transaction, other than a transaction initiated by an employee, is alleged to have resulted from arbitrary action, substantial departure from required procedures or the ignoring of substantial evidence favorable to the academic employee, or any or all of these, provided, however, that such action, departure, or ignoring of evidence was substantially prejudicial to the academic employee and is not alleged to have occurred in a prior separate utilization of these Rules.

2.3 All persons involved in Step One of these Rules shall treat the matter confidential until such time as it may proceed to Step Two. In the event, however, that such action would prejudice the interest of the President, the prescribed time shall not be extended. That notice of such action shall be effective upon filing of the grievance.

3.0 Step One. Informal Resolution and Fact Finding Investigation

3.1 Notification of an unfavorable personnel decision to a potential grievant shall include a statement of the basis for the decision. Prior to taking any action, the academic employee may inspect the personnel file and all other relevant materials. Any material not presented to the academic employee at this time shall not be introduced at any later point in the proceedings.

An academic employee who wishes to contest the decision may file a written request for an appointment with the president's designee to carry out the duties specified for the position in Step One. At the request of the academic employee, a hearing shall be held by the president's designee to carry out the duties of the president's designated representative. At the hearing, the academic employee shall be permitted to present evidence and request information which he believes may be beneficial to his case.

3.1.1 Identify the personnel transaction of which he or she complains.

3.1.2 Identify the grounds for complaint of the personnel decision by which action was alleged to have resulted from arbitrary action, substantial departure from required procedures or the ignoring of substantial evidence favorable to the academic employee.

3.1.3 State the relief requested.
Grievance Procedures DRAFT

3.2 The academic employee and the person designated by the president, with such advice as he deems necessary, shall attempt to resolve the matter.

3.3 Each campus shall designate a chairperson to act as chairperson of the campus academic employee's grievance committee which shall include and may, at its discretion, elect a chairperson as defined by this section (III).

The chairperson shall select by lot 3 members of the grievance committee as defined by this section (III). Each member of the faculty shall be designated as a chairperson of the grievance committee, which shall include and may, at its discretion, elect a chairperson as defined by this section (III).

3.4 Each Fact Finding Panel shall promptly elect a Chairperson.

3.5 If a resolution satisfactory to the academic employee is not received by him or her within 10 campus working days (which time may be extended by mutual agreement of the academic employee and the president or the president's designee) of the first meeting with the person designated by the

Grievance Procedures DRAFT

3.6 Within 5 campus working days of receipt of the request, the Panel Chairperson shall select by lot 3 members of a Fact Finding Committee (Committee) and one Alternate from among the members of the Panel. The academic employee, members of his or her department or equivalent administrative unit, persons who made recommendations to the appropriate level of the academic employee, and persons who made recommendations regarding the transaction as to which complaint is being made, persons related to any of the above, and, at the Chairperson's discretion, the Chairperson, shall be excluded from service on the Panel sitting this Committee.

3.6.1 If no suitable Administrative Representative has heretofore been designated by the president, one shall be designated at this time.

3.6.2 If the panel shall include any of the members of the Committee, it shall not include the academic employee, the panel shall include an alternate, and the academic employee and the panel shall include an alternate.

All challenges must be exercised during the meeting at which the Committee is empanelled. Challenges for cause may be exercised by either party without limit as to number. The Panel Chairperson shall rule on each challenge for cause, and this ruling shall be final. The academic employees who was the subject matter of the whole record.
3.6.3 The Alternate shall participate in all fact-finding activities of the Committee, but shall only participate in the Report of Facts Found if a member of the Committee is unable to so participate. An Alternate who does participate in the Report shall thereafter be considered a member of the Committee, and the replaced member shall become the Alternate. In event of inability to proceed of more than one member of the Committee, if the Committee has not yet filed its Report, then the Committee shall be restored to full strength utilizing the process in Section 3.6.2, and shall recommence its investigative function as described in Section 3.10.

3.7 Promptly upon being constituted, the Committee shall elect a Chairperson and the Chairperson shall promptly notify the academic employee and the EdFed Administrative Representative of the names of the members of the Committee and the name, office address and telephone number of its Chairperson.

3.8 Within 5 campus working days of receipt of the Request, the EdFed Administrative Representative shall file with the Committee's Chairperson the personnel file and all other material upon which the requested transaction in question was based and any Answer (Answer) to the campus wishes to make to the Request.

The academic employee may inspect the personnel file and all other material the Answer to his Request, and within 5 campus working days may file an addendum to his Request in light of new information received.

3.9 Initial Determination

3.9.1 Considering only the Request, the Answer, the academic employee's personnel file, and relevant laws and policy directives, the Committee, by majority vote, shall first determine whether the matter should proceed further. An affirmative determination may be made only if:

3.9.1.1 It reasonably appears that there may be sufficient facts to support at least one ground for grievance asserted.

3.9.1.2 All criteria and procedural requirements stated in Section 2.0 and 3.5 of these Rules have been satisfied by the academic employee, who has also complied with all applicable time limits stated in these Rules.

3.9.2 Any additional investigation deemed necessary by the Committee shall then proceed.

3.10 The Committee shall have jurisdiction and authority to find and report facts and shall exercise this investigative function as follows:

3.10.1 The object of the Committee is to informally investigate the matter as to which complaint has been made. Thus, the members of the Committee and the Alternate shall all four together, and with all other persons excluded informally interview witnesses involved in the matter, including the academic employee and the EdFed Administrative Representative. The Committee shall collect relevant written records as may be required by the specific grievance. It shall not, in any way, function as an appellate personnel committee.

3.10.2 The Committee shall put in writing all of the facts upon which its members agree. If the members of the Committee cannot agree on certain facts, each member's view of such disputed facts shall be placed in the written Report of Facts Found (Report).

3.10.3 As to each of the grounds for complaint specified in the Request, the Report shall state whether or not the Committee, by majority vote, finds that ground to be supported by the facts. As to any ground found to be supported, the facts supporting it shall be specified.

3.10.3.1 The Report shall state: “Do the majority of the Committee find that the facts support the grounds of (for example: 'arbitrary action that was substantially prejudicial') asserted by the academic employee?” ("Yes" or "No") (if yes): "The facts supporting that ground are ____________.”
3.10.4 Within 15 campus working days of the selection, the Committee shall complete a tentative draft Report. This shall be shown to the academic employee and the Administration Representative, either of whom may discuss it with the Committee. Such discussions shall take place not more than 6 working days after the tentative draft Report has been shown to the academic employee and the Administration Representative. Within 5 days of the completion of such discussions, the Committee shall file its Report with the president or his designee.

3.10.4.1 Concurrently, a copy of the Report shall be filed with the academic employee.

3.10.4.2 The 5 day time periods in this section may be extended by mutual consent of the academic employee and the president or the president's designee.

3.10.5 Within 5 campus working days of the filing of the Report with the academic employee, he or she may file a response with the president or the president's designee, with a copy to the Committee Chairperson.

3.10.6 The Report shall not be evidence at any hearing conducted pursuant to these Rules.

3.11 The person receiving the Report pursuant to Section 3.10.4 shall review the Report, and the academic employee's response, if any, and, with this fresh perspective on the problem and with this knowledge of the academic employee's views, reconsider the academic employee's grievance. The person shall then review the tentative draft Report of the Academic Employee with the Academic Employee, and decide upon the action, if any, to be taken in the matter.

3.11.1 The person reviewing the Report shall seek the assistance of the Academic Employee in preparing the Report. If the Academic Employee is unable to prepare the Report, he or she shall receive written advice from the Committee on the disposition of the matter. He or she shall also meet with the Committee and discuss the matter.

3.11.2 The person reviewing the Report shall make a strong effort to resolve the matter.
arbitrator exercise the former option, he shall retain jurisdiction in the case until it is resolved to his satisfaction. If the arbitrator exercise the latter option, (b), he or she shall do so presuming that the final decision of the president on the matter submitted for arbitration was sound, except to the extent findings or standards established are rebutted by evidence submitted. Should the arbitrator exercise the former option, he or she shall have had the burden of demonstrating he or she merits the respective option. Prior to the exercise of the respective options, the arbitrator shall have had the burden of showing why the respective option should not be granted.

4.2.1 The Dean's submission shall state the campus or AAA office where the arbitration hearing shall be held.

4.2.2 A copy of the submission shall be sent by the Dean to the president and to the grievant.

4.2.3 Arbitrators shall be selected from men and women who are "academically oriented" in order to assure that persons serving in this capacity have a sufficient knowledge about institutions of higher education so as to understand the nature of faculty grievances and the consequences of the resolutions available in each case. "Academically oriented" persons include (but are not limited to) persons who have served in four-year institutions of higher education and positions as well as persons who have served on public and private boards of such institutions of higher education.

4.3 The president or the president's designee may submit an answering statement pursuant to AAA Rule 8 (see Section 4.4 respecting such Rules).

4.4 The arbitration, which shall include a de novo hearing, shall be conducted under the Arbitration Rules of the AAA in effect as of the date of this Executive Order, a copy of which is attached, except as they may vary from the provisions of these Rules, in which case the Rules in this Executive Order govern, and except that all of AAA Rule 7 except the last sentence shall not apply, and that AAA Rules 1, 9, 10, 13, 14, 25, 39, and 44 shall not apply. In the event any applicable AAA rule is changed, the Chancellor may authorize the matter to proceed under the rule as changed, or may make other provision as respects such rule as appropriate. If, at the hearing, the grievant or the campus will be represented by an attorney admitted to practice law before any state or federal court, the Hearing Agent shall file a written notification of such representation shall be filed with the Dean not fewer than 10 calendar days prior to hearing. Failure to so notify shall entitle the specified other party to at least a 10-day continuance which shall be at the specified sole expense of the party which did not comply with the notification requirement. Expenses of arbitration, other than the cost of the stenographic record (as to which see AAA Rule 21) shall be paid by the campus, except as the arbitrator may assess otherwise pursuant to Sections 3.9.2 or 6.1. The travel expenses of witnesses for either side employed by the Trustees shall be paid by the campus subject to Board of Control rules.

4.4.1 The arbitrator, if not selected pursuant to AAA Rule 12, may be selected by written agreement of the campus, the grievant, and the Dean.

4.4.2 The days specified in the AAA Rules are calendar days, not campus working days.

4.5 By written agreement of the grievant and the specified Administrative Representative furnished to the AAA, a matter may be settled and withdrawn from arbitration at any time. Such withdrawal shall be final.

4.8 All proceedings, formal and informal, shall be conducted in open or closed sessions at the discretion of the grievant.