I. Call to order in Faculty/Staff Dining Room at 3:15 p.m.

II. Minutes of Senate meeting, March 13, 1973

ITEM: Dr. Charles Adams, Chairman of the Statewide Academic Senate will be in attendance and will speak to the group and answer questions.

III. Business Items

1. Guidelines for Department Head. See Attachment 1. Coyes
2. Statement of Educational Quality -- proposed by Physics Department. See Attachment 2. Rosen

IV. Information Items

1. Slate of candidates for Senate positions to be distributed.
2. Frank Coyes has replaced Dan Stubbs as Chairman of the Personnel Policies Committee.
3. Curriculum Committee. See Attachment 3.
4. Barton Olsen to replace Robert Burton on Administrative Council. Dr. Burton will not be able to meet with the Council due to a class conflict.
5. a) Scott Peterich to replace Eric Henderson on Personnel Policies Committee. (ASI)
   b) John Sturdivant to replace Rick Hayden on Instruction Committee. (ASI)
6. Statewide Senate is to conduct a referendum on the subject of salary schedule. More information to come.
GUIDELINES FOR EVALUATION  
OF DEPARTMENT HEADS

I. Faculty evaluation of department or division heads at California Polytechnic State University is designed, as part of the established departmental personnel procedures, to be one means of assisting those individuals in achieving a high level of administrative effectiveness and productive working relationships with faculty, staff, and students.

II. Evaluation instruments developed for this purpose should provide means for assessing working relationships, leadership qualities, academic excellence, willingness and ability to communicate, and the maintenance of rapport with others on campus and in the community.

III. Department or division heads at California Polytechnic State University shall be evaluated by their respective academic, academic-related, and other professional employees once each year by May 1.

IV. All academic, academic-related, and other professional employees who have been employed in their respective departments for at least one year shall be eligible to participate in the evaluation if they so choose.

V. For purposes of these procedures:

1. "Department or Division Heads" shall include all heads of Instructional Departments and Divisions and any other Directors who supervise employees eligible to vote in the election of Academic Senators.

2. "Academic, academic-related, and other professional employees" shall include all University employees who teach and all academic-related and professional employees who are eligible to vote in the election of Academic Senators.

VI. To initiate this procedure, each department or division shall develop guidelines and criteria for such evaluation. All those who are eligible to evaluate the department or division head are eligible to serve on a committee which shall be established for this purpose. The committee shall forward a copy of its recommended procedures to the School Dean and the department head for their suggestions and recommendations prior to adoption.

VII. During the implementation phase of the evaluation process in 1973-74, the evaluations, which may be anonymous, shall be presented to the department or division heads or directors for their information. In subsequent academic years, the evaluations shall be presented to the department or division heads or directors in a manner consistent with the established departmental or division procedures, and they shall also be submitted to the Dean of the respective school or division.
We, the Academic Senate of California Polytechnic State University, are concerned that the cost of education has been the primary consideration within the State University and Colleges System to the detriment of the quality of education. Specifically, considerable improvement in quality could be developed in the area of Faculty-Student, Faculty-Faculty, and Faculty-Profession interrelationships. Present staffing provisions provide only minimum levels of time for contact with each student. The faculty needs to devote more time to:

- Interaction with and attention to individual students.
- Free exchange of ideas with students and other faculty members.
- Preparation of current course material.
- Innovation and improvement of teaching techniques.
- Evaluation of student performance.
- Professional development in order to remain current with rapidly advancing knowledge.

We believe the present assumption that a faculty member only needs two hours of outside class time for each hour in class to achieve the above goals is inadequate; the above listed improvements cannot be fully implemented within such a time scale. In our experience, if any of the above listed needs are to be pursued with vigor, at least three hours of outside class time for every hour in class are a much more realistic standard. We propose that four hours of time for each hour of class contact be accepted as a work load unit \( \frac{1}{2} \) (1 hour in class plus 3 hours outside of class), and that the standard work load be constituted of \( \frac{36}{30} \) such work load units, plus \( \frac{4}{2} \) work load unit \( \frac{5}{2} \) for related activities.

We believe such a change in work load standards would result in improved educational quality in the California State University and Colleges System.

* It is assumed that comparable equivalencies will be developed for lab schedules, activity courses, supervision of student projects, etc.
Memorandum

To: Bart Olsen

Date: March 30, 1973

From: Joe Weatherby

Subject: Curriculum Committee

Please include a notice in the next Senate agenda that the Curriculum Committee will be considering Master Plan items during the month of April. Anyone interested in contributing information can contact me at Ext. 2871.

Also mention that we expect to make specific recommendations concerning the following proposed Master Plan additions:

- B.S. in Nursing (1975-76)
- B.S. in Technical Biology (1975-76)
- B.S. in Pest Management (1977-78)
- B.A. in Recreation Administration (1975-76)

The recommendations will be made at the May meeting of the Senate.