CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo

ACADEMIC SENATE MINUTES
October 8, 1974

I. The meeting was called to order at 3:15 by Chairman Joseph Weatherby.

II. The minutes of the May 14, 1974 and May 28, 1974 meetings were approved by Executive Committee action on July 10, 1974.

III. Members in attendance were:

MEMBERS: Greffenius, R.J. Niu, Sarah
Alberti, Robert Hale, Thomas O'Leary, Michael
Amanzio, Joseph Hariri, Reino Pippin, Louis
Batterson, Ronald Holtz, Walter Rogalla, John
Beecher, Lloyd Hooks, Robert Saveker, David
Bermann, James Hughes, Robert Sennett, Robert
Brown, Robert Jennings, Charles Sorenson, L. Robert
Buffa, Anthony Johnson, Corwin Thomas, Guy
D'Albro, James Jorgensen, Nancy Weatherby, Joseph
Delaney, James Kourakis, Joseph Barnes, Tim
Drandell, Milton Krupp, William Weber, Barbara
Eatough, Norman Labhard, Leslie Wolf, Lawrence
Emmel, James Mayo, Edward Paul, Gordon
Gold, Marcus Nielsen, Keith Settle, A.K.

Members not in attendance were:

MEMBERS: Boone, Joseph
Cirowic, Michael
Frost, Robert
Larsen, Stuart
Moore, Larry

EX-OFFICIO MEMBERS: Nelson, Linden
Phillips, William
Sandlin, Doral
Wenzl, Michael
Wills, Max

(Voting) Cummins, Carl
Ericson, Jon
Fisher, Clyde
Gibson, J. Cordner
Haaslein, George
McKibbin, Carroll

EX-OFFICIO MEMBERS: Valpey, Robert
Cummins, Carl
Ericson, Jon
Fisher, Clyde
Gibson, J. Cordner
Haaslein, George
McKibbin, Carroll

(Voting)

EX-OFFICIO MEMBERS: Valpey, Robert
Cummins, Carl
Ericson, Jon
Fisher, Clyde
Gibson, J. Cordner
Haaslein, George
McKibbin, Carroll

(Non-voting)


IV. Report of Academic Senate Business since May Meeting
Refer to minutes of summer Executive Committee meetings (July 10, 1974, August 21, 1974, and September 17, 1974).

V. Committee Reports

A. Budget

Nielsen stated that the committee is reviewing the 76/77 budget data.
A request for faculty concern was made.
B. Constitution and Bylaws
Johnson stated that a review of the Bylaws precludes the holding of regular elections for Academic Senators at other than the scheduled time in February.

C. Curriculum
Sullivan stated that each school representative has received the President's recommendations on their respective curriculum proposals.

D. Election
Hooks stated that the committee has not been active so far this year due to lack of business.

E. Instruction
Jennings stated that the committee is reviewing the academic calendar, textbook selection and the proposed faculty development center.

F. Personnel Policies
Weber stated that the committee is reviewing the ramifications of rescinding the 60/40 rule, the methods used in the last promotions cycle and the implications of the Steady State Enrollment and Staffing.

G. Student Affairs
Drandell stated that the first meeting will be held October 9, 1974.

H. General Education and Breadth
Daly stated that the first meeting will be held October 18, 1974, at which time they will be considering the requirement of oral vs. written communication.

I. Personnel Review
Hannula stated that the committee would be meeting October 18, 1974, to establish committee procedures for the forthcoming academic year.

J. Fairness Board
No report.

K. Faculty Library
Barnes reported that the committee planned to consider and study the intersystem library cooperation plan and the periodicals budget.

L. Ad Hoc Student Evaluation of Faculty
O'Leary read from a memo from Don Oats which stated that with the publication of Administrative Bulletin 74-1, now included in CAM, this committee has completed its original charge.

M. Administrative Council
Sullivan reported that the council had discussed the 1975/76 Academic Calendar and the new parking regulations dealing with towaways.
N. Academic Council
Labhard stated that the council would consider the 1975/77 Academic Calendar and Steady State Enrollment and Staffing at their next meeting. The council discussed the Faculty Development Center Proposal, endorsing it in concept but deferring the proposal due to the funding section. The Final Exam Policy (Kennedy's memo, October 7, 1974, CAM 484.1) will be attached to the minutes (Attachment III-N to Senators).

O. President's Council
Weatherby reported that at the September 12, 1974 meeting, the Council approved CAM 790, and discussed the possibility of computer registration and concluded implementation is several years off. They also discussed the problem imposed by the reduction in the Materials and Service Fee.

P. Foundation Board
Weatherby reported that at the September 13, 1974 meeting, the Board approved the purchase of curtains for Chumash Auditorium and spent the remainder of the time hearing the annual audit report.

Q. Research
Thomas stated that due to a smaller budget, there will be a single CARE deadline in January 1975 for submission of faculty proposals. The committee is studying the Guidelines on Faculty Consulting and Overload Pay as presented in CAM 542b.

VI. Unfinished Business
A. 73/74 Score Sheet
The purpose of the Score Sheet is to show the status of the recommendations that have been made to the President. An addition was noted regarding Final Exams, CAM revision 484.1 of October 7, 1974.

B. By Laws Committee Sub-Committee on Professional Responsibility
Johnson noted that the proposed change in the Constitution and Bylaws by the Personnel Policies Committee to add the Professional Responsibility Sub-committee was approved by the Senate on February 13, 1973. There is no record that this proposal was forwarded. There will be a follow-up on this matter.

C. Faculty Professional Development Center Proposal
It was moved/seconded (Olsen/Pippin) that the Academic Senate endorse this proposal. Lengthy discussion followed the motion, centering around the funding of the Center which called for $17,222 from campus resources. The motion was defeated by the following vote:

- Against endorsement: 23
- For endorsement: 13
- Abstentions: 5

It was moved/seconded (Johnson/Eatough) that the Senate reaffirm its stand of May 14, 1974, to the effect that the concept of the proposal is approved if the Center is externally funded and locally controlled. This motion was passed with no opposition and two abstentions.
VII. New Business

VIII. Announcements

A. Use of Credit
Weatherby noted the Western Association of Schools and Colleges memorandum of June 28, 1974, on the use of credit as attached to the agenda.

B. Distribution of Meeting Schedule
Labhard noted that a meeting schedule for 74/75 was attached to the agenda.

C. Appointment of Tom Johnston as Grievance/Disciplinary Action Panel Coordinator
Weatherby thanked Vol Folsom for his past work and noted the appointment of Tom Johnston, the ex-chairman of the Personnel Review Committee, to this position.

D. Senate and Committee Membership
Weatherby noted that Senate and Committee membership lists were attached to the agenda. The remaining vacancies will be approved at the next Executive Committee meeting.

E. Executive Order No. 201, Grievance Procedures for Academic Personnel
Weatherby noted that this order has been received and is on file in the Academic Senate office, Tenaya 103. Interested faculty are invited to study this document.

F. Professional Consultative Services
Johnson explained the Professional Consultative Services representation on committees and Senate in accordance with the By Laws.

G. Relief Campaign for Honduran Flood Victims
Gooden stated that donations for the Honduran Flood Relief could be written out to the Fifi Relief Campaign and sent to the Activities Planning Office, UU 217, in care of the Student Community Services Committee.

IX. The meeting was adjourned at 4:50 P.M.
Memorandum

To: Vice President Jones
   School Deans
   Instructional Department Heads

From: Robert E. Kennedy

Subject: Final Examinations, CAM 484.1

Date: October 7, 1974

On May 3, 1974, the chairman of the Academic Senate advised me that the Senate had endorsed a recommendation of the Instruction Committee to revise CAM Section 484 concerning final examinations. This matter was referred to the Academic Council on May 30 for detailed study and recommendation. Acting Vice President Fisher reported to me on August 26 that the Academic Council held a special meeting on June 10 to consider the proposed final examination changes. (This subject had been discussed at four earlier Academic Council meetings during 1973-74.) The recommendations made by both the Academic Council and the Academic Senate would expand the current CAM section by providing significantly increased flexibility in scheduling final examinations. The proposed changes would allow departmental faculty to recommend courses for which no examination is to be required in advance of the publication of the course description in the Catalog.

The provision that "courses exempt from the final examination will be so footnoted in the Class Schedule" appears to me to require careful monitoring. I want a comparative record of all enrollment in such courses prior to exemption and afterwards. Any unusual increase in class size will force a reconsideration of what substitute evaluation instrument or method is being used.

Subsequent to recent consultation with the chairman and vice chairwoman of the Academic Senate, a provision has been added to allow faculty to request waivers, under unusual circumstances, after a course has begun.

After considering all recommendations forwarded to me, I am approving the attached revision to CAM 484.1 on Final Examinations to be effective as soon as the new procedures can be implemented. I am asking Vice President Jones to take appropriate steps to implement the revised policy. This revision will be incorporated in the next CAM change.
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, drafted by the Associated Dean, Educational Services, and approved by the Vice President for Academic Affairs, will designate an examination time for each time block in which lecture sections are normally scheduled. Examinations will be held at the time designated in the schedule and unless the class and instructor have been notified otherwise 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 for a section meeting one or two hours per week; two hours for a section meeting three hours per week; three hours for a section meeting four or more hours per week.

B. Nonlecture Courses

Final examinations in nonlecture courses will be held during the last class meeting in the regularly assigned meeting location.

484.2 Final Examinations--Exempt Courses

A. Lecture Courses

Final examinations will be given in all sections of lecture courses unless exempt under the provisions contained in CAM 484.2. Examination exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student's performance in the course. Exemptions ordinarily will be established at the time the course is proposed by the department for inclusion in the university Catalog. Courses exempt from the final examination will be so footnoted in the Class Schedule. In unusual circumstances, a faculty member may petition for exemption after the course has begun. Requests for such exemption will be submitted in writing to the school dean through the department head for approval.

B. Nonlecture Courses

Final examinations will be given in all sections of nonlecture courses unless exempt under the provisions contained in CAM 484.2. Examination exemptions may be granted for
such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student's performance in the course. Exemptions ordinarily will be established at the time the course is proposed by the department for inclusion in the university Catalog. Courses exempt from the final examination will be so footnoted in the Class Schedule. In unusual circumstances, a faculty member may petition for exemption after the course has begun. Requests for such exemption will be submitted in writing to the school dean through the department head for approval.

484.3 Final Examinations--Rescheduling

Under unusual circumstances, it may be deemed advisable to reschedule a final examination to be held at a time and/or location other than that regularly scheduled. The instructor, in consultation with the Associate Dean, Educational Services, will determine whether the anticipated change can be made. If a suitable new time and location can be established, the instructor will then, in writing, submit the request through the department head to the dean of the school. The request will indicate the course and section to be changed, the reason for the request, the new time and place for the alternate examination, an indication that at least two-thirds of the class is in agreement with the change, and a statement that an examination will be held at the regularly scheduled time and place for those students who are unable or unwilling to attend the final examination at the rescheduled hour.