NOTE: The Executive Committee of the Academic Senate has changed the December meeting time from Thursday, December 4, 3:10 p.m. to Tuesday, December 2, 1969. Meeting place will be in the Staff Dining Hall.

I. Call to Order

II. Approval of minutes of November 18, 1969

III. Announcements

1. State College Salary Schedule

2. Dates and Times of Senate Meetings for Winter Quarter 1970

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues. January 6</td>
<td>Executive Committee</td>
<td>3:10 p.m. - Ag. 138</td>
</tr>
<tr>
<td>Tues. January 13</td>
<td>Senate</td>
<td>3:10 p.m. - Staff Din. Rm.</td>
</tr>
<tr>
<td>Tues. February 3</td>
<td>Executive Committee</td>
<td>3:10 p.m. - Ag. 138</td>
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<td>Tues. February 10</td>
<td>Senate</td>
<td>3:10 p.m. - Staff Din. Rm.</td>
</tr>
<tr>
<td>Tues. March 3</td>
<td>Executive Committee</td>
<td>3:10 p.m. - Ag. 138</td>
</tr>
<tr>
<td>Tues. March 10</td>
<td>Senate</td>
<td>3:10 p.m. - Staff Din. Rm.</td>
</tr>
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3. Progress Reports - Informal
   Student Affairs
   Instruction Committee
   Personnel Review Committee
   Personnel Policy Committee
   Others

4. Formation of consultative committee for Executive Dean

5. Committee appointments


IV. Business Items

1. First reading of amendment to by-laws to expand membership of Fairness Board when desirable.

   First reading. Recommended by the Executive Committee with the concurrence of the Staff Senate. That VI. COMMITTEES, B. Elected Committees and Other Committees, 4. Fairness Board, paragraph b, of the Academic Senate By-Laws be amended after the first sentence by the insertion of the following sentence: "In those cases involving non-classroom questions, the Chairman of the Fairness Board shall request of the Chairman of the Staff Senate the names of three staff members who shall be members of the Fairness Board until the case is resolved."
2. Spring Quarter 1970 Registration
The Executive Committee of the Academic Senate recommended that we accept
the experimental proposal for registration of students as presented
by President Kennedy to the Chairman of the Academic Senate.
See attachment I.

3. Report from Instruction Committee - Tom Johnston, Chairman
The committee recommends to the President that the following paragraph
become section 485.3 of the College Administrative Manual (CAM):

No student may be dropped from the class by the
instructor for failure to show at the initial
section meeting unless the student is absent at the end of
the first class meeting at which the instructor
has the official class list, except that the
instructor has the right to remove any student's
name from the class roll who fails to show up after
the first thirty minutes of the first laboratory
meeting.

4. Motion for Adjournment
An experiment in registration process for the Spring Quarter 1970 is under consideration. There is one day scheduled in the Catalog for registration for the Spring Quarter. This is March 23rd. As stated in the Catalog, this day is for "Registration of all students not previously registered." Although it may be possible to register all 11,000 students in one day, it is not advisable. To accomplish such a registration, it would take about 18 hours of hard steady work on the part of many individuals. Such a work day would inevitably cause many errors and would quite likely produce a noticeable shortage of temper on the part of both workers and students.

As a consequence, the Registration and Scheduling Committee has recommended an alternate plan for registration after consultation with school deans. This plan has been presented to the President's Council for review. It has been recommended to the President for his consideration. The recommended plan involves the following procedures and timetable:

1. Registration period would extend from February 12 to March 11. Approximately 500 students a day would be scheduled for registration processing.

2. Class schedules would be available February 9th.

3. Duplicate permits to register, imprinted with the date that the student is to register, would be sent to each department.

4. The duplicate permits would be distributed along with the registration booklet to each student in the department.

(Note: Registration booklets without the duplicate permit would not be accepted in the registration process.)

5. The student working with his adviser would schedule courses. Change sheets would be available daily at the department so that the adviser and student would have the opportunity to make current programs.

6. Change sheets would be posted in the registration area and other convenient locations such as the cafeteria, library, and perhaps major classroom buildings.

7. On the assigned registration day the student would present his duplicate permit to register and his registration booklet at a designated location. The permit date would be checked, but no other action would be taken by or for the student at this point in the process. He merely leaves his materials at the designated point.

8. A notice stating the date and location for the verification of registration and payment of fees would be posted at this location.

(Note: A Master calendar of verification dates and fee payment dates would be posted in general locations as indicated in No. 6 above.)
9. Regularly assigned personnel would pull class cards for courses listed on the
student's booklet. Courses not available would be listed on the reverse
side of the permit to register.

10. On the assigned verification and fee payment date, the student would report
to Administration Building Room 106 or 107.
   a. Students receiving courses as requested would be given a validated permit
to register and would be referred to the Cashier to pay their fees.
   Students would be expected to pay fees at this time.
   b. Students not receiving courses as requested would have a choice of:
      (1) accepting courses already pulled, receiving a validated permit to
          register, and paying their fees.
      (2) submitting a list of alternate courses which would be returned with
          the duplicate permit to register. Students would be allowed one
          such resubmission. Students resubmitting an alternate course program
          would be directed to return to Room 106 or 107 two working days
          later to receive verification. If successfully rescheduled, procedure
          No. 10 a. above would be followed.
      (3) reporting to the gym March 23rd for registration. The duplicate
          permit to register would serve as an admission card and all courses
          already pulled would be reserved for the student.

(Note: failure to report to the Gym at the time indicated for
registration would result in cards previously pulled being
returned to the card boxes for other students' use.)

11. Add and Drop procedures would continue as in past years.

Although the priority for registration has been under consideration by the
Registration and Scheduling Committee, no change was recommended at this time.
However, this does not preclude such a change being made because it does not
affect the basic system of registration. Therefore, this portion of the
registration process is subject to modification if desired and approved. In this
regard, it may be noted that there was considerable diversity of opinion over a
proposal to have registration priority follow a pattern of Seniors and Graduates
first followed by Juniors, Sophomores, and with Freshmen last as compared to an
alphabetical rotation system, with Seniors first.