ACADEMIC SENATE - AGENDA
April 11, 1972

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

II. Approval of minutes of March 7, 1972, meeting.

III. Business Items

A. CBL Committee - CAM 315.2 changes permitting students to serve on Dean Selection Committees. This item tabled at February 8, Senate Meeting pending resolution of legality from Chancellor's Office. Action Item. (Attachment 1).

B. CBL Committee - By-laws Amendment on Summer Operation of Senate. Action Item. (Attachment 2).

C. Ad Hoc Committee for Scheduling Meeting Times. Motion. (Attachment 3).

D. Elections Committee - Announcements of Nominees for Academic Senate, Senate Officers, Personnel Review Committee, and Academic Senator CSC. Additional nominations will be accepted from the floor where applicable.

E. Executive Committee - Resolution on procedures and criteria for various kinds of personnel actions. Submitted for Senate action without recommendation. (Attachment 4).

F. Curriculum Committee - School of Agriculture and Natural Resources Recommendations. (Attachment 5).

G. Personnel Policies Committee - Dean's Evaluation. (Attachment 6).

H. Personnel Policies Committee - CAM Revision Relative to Office Hours. (Attachment 7).

IV. Informational and Discussion Items

A. Academic Senate By-laws Amendments of March 7, have been endorsed by President Kennedy and are, therefore, now in effect.

B. Academic Senate CSC Memorandum on Funding of Faculty Salary Schedule Conversion. (Attachment 8).

C. Summary of Student Evaluation of Faculty Situation. To be distributed at meeting.

D. Next Executive Committee Meeting scheduled for May 2 in Ag 241 at 3:00 p.m.

E. Next regular Senate Meeting is scheduled for May 9 at 3:00 p.m. in Faculty/Staff Dining Hall.
CBL COMMITTEE
ACTION ITEM

Recommended Change in CAM, Section 315.2

We recommend to the President that CAM, Section 315.2 - Dean Selection Committee - be amended to permit two non-voting student members. These students shall be carrying at least 7 quarter units and have completed at least two consecutive quarters and at least 24 quarter units at Cal Poly and have a grade point average of at least 2.0. One of these students will be elected from and by the students majoring in departments in the school where the vacancy occurs. This election will be conducted by the ASI and any student who is majoring in a department in the school where the vacancy occurred and is eligible to vote in ASI elections will be eligible to vote for this committee member. The other student shall be majoring in a department in one of the other instructional schools and shall be selected in a manner to be determined by ASI.

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CBL COMMITTEE
ACTION ITEM

Summer Operations (By-laws Amendment)

During Summer Quarter, the Executive Committee of the Academic Senate shall hold regular monthly meetings and shall act in place of the full Senate. If any member of the Executive Committee, other than officers of the Senate, will not be available during Summer Quarter, then the Senate shall elect an alternate to replace him during his absence. This election shall take place during the scheduled June meeting. Such alternate shall be elected from the other Senators from the same school or service area as the person being replaced; if no such candidates are available, the Senate shall designate another person who qualifies for Senate membership from the same school or service area as the absent member to serve as his alternate.

The above provisions do not apply to alternates for the Chairman, Vice Chairman, or Secretary. If any of these officers will not be available during Summer Quarter, the Senate shall elect an alternate officer to replace him for that period from the Senate membership. Replacements for officers shall be elected without regard for school or service area. If a vacancy occurs on the Executive Committee during Summer Quarter, the members of the other Executive Committee shall designate an alternate according to the criteria noted above.

The usual Faculty Senate representation on the Academic Council, Administrative Council, and the President's Council and other administrative bodies shall be maintained throughout the Summer Quarter by the regular representative or his alternate.

The Chairman of the Elections Committee is responsible for determining the requirement for selecting alternate members to the Executive Committee for Summer. He shall report his findings to the Chairman of the Academic Senate not later than one full week preceding the regular meeting of the Senate.

At the first regular meeting of the Academic Senate in the Fall Quarter the Executive Committee shall give a full report of action during the Summer operations.
RESOLUTION (Draft)

WHEREAS: Actions taken by the Academic Senate between 1969 and 1972 should have indicated to School Deans and Department Heads that the development of procedures and criteria for the various kinds of personnel actions such as appointment, reappointment, tenure and promotion was imminent; and,

WHEREAS: Deans and Department Heads were requested to submit such procedures and criteria by President Kennedy last year; and,

WHEREAS: Three schools and 16 departments have not submitted their procedures and criteria and have, through this omission, prevented four schools and 19 departments from gaining approval of the procedures and criteria they have developed; and,

WHEREAS: The lack of approved procedures and criteria has caused some departments considerable concern in deliberations on recent personnel actions; now therefore be it

RESOLVED: That the Academic Senate requests that the President emphatically require that all departments and/or schools desiring to submit procedures and criteria for approval do so by the end of this academic year; and, be it further

RESOLVED: That those who fail to do so shall be required to operate under the CAM (Interim) Collegewide Procedures while those who have submitted their procedures and criteria may be allowed, with the President's approval, to use the procedures they have submitted.
RESOLUTION:

WHEREAS, a Dean is selected to effectively administer a particular school, including optimum working relations with the faculty, and,

WHEREAS, it is desirable that he be made aware of his impact on these relations so that, if necessary, steps for improvement may be undertaken, and,

WHEREAS, the evaluation process by which he is made aware of this impact should be carried out sufficiently often to provide adequate continuity, and,

WHEREAS, during the initial period of implementation flexibility in the evaluation instrument and procedure is desirable,

IT IS HEREBY RESOLVED:

That the Academic Senate recommends to the President:

1. That Instructional Deans in each school at California State Polytechnic College be evaluated by the faculty of their school once each year, between April 15 and May 1.

2. All regular faculty, both tenured and probationary, shall be eligible to participate in the evaluation if they so wish.

3. Each school shall form a committee to develop the procedures for the evaluation of their Dean. The school committee shall be constituted of one elected member from each department or division within the school. All those who are eligible to evaluate the Dean are eligible to serve on the committee. The committee will forward a copy of its recommended procedures to the President and individual Dean concerned for their suggestions and recommendations.

Note: The attached form is suggested as a possible starting point for development of an acceptable evaluation document.
Listed below are four general areas in which the Dean is to be evaluated. A brief definition and description of each category is provided as a guide for possible comments. A fifth category, additional comments, is provided for items not covered in the four general areas.

I. LEADERSHIP: Provides stimulating academic ideas and encourages excellence among the faculty of his school. Acts consistently in matters of personnel and administrative matters so that faculty develops a sense of confidence in his leadership. Promotes constructive discussion and provides leadership in establishing a community of interest among the various departments of his school. Encourages discussion regarding the relationship between his school and the college and seeks to advance the role of the school in the instructional program of the college.

II. COMMUNICATION: Listens, encourages, supports and challenges in conversations with the faculty of his school. Meets willingly with students, faculty, administrators and community members. Keeps the faculty of his school informed on vital issues of interest to them and the school in general. Maintains confidentiality.

III. ADMINISTRATIVE EFFICIENCY: Coordinates intra-school activities with departments in the area of budget, personnel and facilities. Assists in developing instructional programs and curricula. Represents the school in all campus-wide meetings and promptly forwards school reports to higher authorities.

IV: PUBLIC AND FACULTY RELATIONS: Exhibits honesty and integrity in contacts with faculty and the public. Attempts to explain the function of his school and its significance to the community. Seeks to establish good rapport with faculty and public leaders.

V. ADDITIONAL COMMENTS:
Recommendation to Academic Senate on
REVISION OF CAM, SECTION 370.2 6 a (Scheduling of Office Hours)

RESOLUTION:

WHEREAS, it is desirable to increase the flexibility of scheduling office hours so that,

(1) Instructors may be able, in some cases, to improve their accessibility to students, and,

(2) Instructors may make better use of blocks of time for professional development; now therefore be it,

RESOLVED:

That the Academic Senate recommends to the President that CAM, Section 370.2, 6 a, be revised as follows (changes shown by underline and cross-out):

370.2 6. Instructors Schedules

a. Office Hours

In addition to scheduled classes, each instructor must schedule and conduct at least one office hour each day (Monday through Friday) five office hours each week for consultation with students, except as otherwise provided in this section. Office hours shall be limited to a maximum of two hours in any day. Each instructor will post his office hours outside his office door,
MEMORANDUM

March 29, 1972

TO: The Faculty of the
    California State University and Colleges

FROM: David H. Provost, Chairman
    Academic Senate, CSC

SUBJ: Funding of Faculty Salary Schedule Conversion

There has been much discussion in recent weeks concerning the implementation of the Trustee-approved new faculty salary structure. You will recall that this structure was the subject of extensive consultation and debate throughout the system during the 1968-69 academic year. Subsequently, the faculties of eighteen of the nineteen campuses voted their approval by substantial margins in a Senate referendum. The difficulty in implementing the new salary schedule, of course, has been the lack of adequate funding.

When the Governor announced that his budget contained a 7-\(\frac{1}{2}\)\% increase in faculty salaries for 1972-73, some immediately concluded that the 2.1\% required to implement the new salary structure would be taken out of that 7-\(\frac{1}{2}\)\% allocation. The Academic Senate, CSC, position on this matter has been quite clear; that the funding necessary for implementation should be apart from any general salary increase.

At the meeting of the Academic Senate, CSC, in Sacramento, March 2-3, 1972, the Chancellor was asked his position on this matter. The Chancellor asked Dean Sommers to answer. The verbatim transcript of Dean Sommers' response, taken from the tape of that meeting, is

"If that legislation (special funding for implementation) does not pass, it's my understanding that any funds for general pay increase would not be used for that implementation. I understood that was the clear consensus of the Senate; and that was my understanding of the action that
would be followed. That none of the general funds would be used to implement the pay schedules, certainly, without consultation with the Senate, because that was more or less a cost of living adjustment."

Later that same morning, during the question and answer period, Governor Reagan was asked his position concerning the implementation of the new salary schedule. He indicated his full support and stated that the only obstacle lay in finding additional funding for its implementation.

In summary, it would appear clear that neither the Chancellor's office nor the Governor support the use of any portion of the 7-1/2% general pay increase for implementation of the salary schedule. It might be added that the Chancellor and his chief representative in Sacramento, Dr. James Jensen, have both assured me that a bill for separate funding of the structure is high on their list of legislative priorities. I hope this helps to clarify what has become a rather confused and confusing situation on many of our campuses.

DHP:n