Session called to order in the Staff Dining Room by Chairman David Grant at 3:15 p.m.

II. Those in attendance were:

W. Alexander  R. Frost  L. Lewellyn  J. Rogalla
R. Anderson  M. Gold  J. Lowry  A. Rosen
A. Andreoli  D. Grant  H. Miles  E. Smith
R. Asbury  S. Harden  R. Pautz  D. Sobala
C. Beymer  H. Bonegger  D. Piper  J. Stuart
S. Burroughs  C. Johnson  D. Price  H. Walker
F. Clogston  T. Johnston  R. Ratcliffe  R. Wheeler
H. Finch  H. Rhoads  M. Wilks

Guests:
Lorraine Howard

Ex Officio (Voting) Members:
C. Fisher
C. Gibson
G. Hasslein
A. Higdon

ASI Representatives:
Paul Kresge
Dick Barrett

III. Chairman Grant called for approval of the minutes of the January 13, 1970 meeting.

A. The secretary noted a correction that should be made in the minutes:
   Under heading III C the corrections to the December 3, 1969 minutes should read:
   
   Under IV, Announcements, Number 4: the first sentence of that paragraph should read, "R. Frost of the Personnel Review Committee reported that his committee had submitted its report on recommendations for reappointment of second and third year employees and for granting of tenure."

B. Under V Business Items B, paragraph 2, line 4, the words "deviate groups," should read "divergent groups."

R. Frost moved to approve minutes as corrected, seconded by W. Alexander
Motion carried

IV. Announcements and Information Item

A. Status of previous Senate action:

1. Pay vouchers are now available on the payroll period basis as recommended to the President by the Senate.
2. President Kennedy has notified the Senate chairman that he is deferring action on recognition of Fraternities and Sororities for 30 days.

B. Committee appointments:

1) Instruction committee - S. Burrough replacing E. Marston and Herman West replacing Otto Davidson.
2) Publishers Board - Fred Rizzo replacing Bob Andreini
3) Ethnic Studies - Robert Boothe

C. Progress Reports

1. Personnel Policy Committee - A. Rosen

a) The committee reviewed the Disciplinary Action Procedures after being returned from the Chancellors Office and Legal Staff as requested by President Kennedy. This material was returned to the President as being approved by the committee, which included a number of changes. Because of time limitations it was not presented to the full body however, it can be subject to review by the full Senate in the future.

b) The committee has completed work on the "open file policy" which will be presented as a business item.

c) The committee is conducting a study of procedures of individual school consultation regarding personnel policy, covering such areas as minimum criteria for departments to use for granting of tenure, retention of personnel, etc.

2. Personnel Review Committee - R. Frost
The review of recommendations of reappointment for first year faculty will be completed by February 19, 1970.

3. Student Affairs Committee - R. Pautz
Committee request input by the Senate and faculty in regards to the ASSIST Program.

4. Ad Hoc Parking Committee Report - J. Lowry
The final report of the committee submitted to President Kennedy was presented to the Senate with the comment that President Kennedy had assigned the report to Vice President Wilson for a feasibility study of implementation.
He also reported that Vice President Wilson desires faculty input in regards to the campus parking situation.

D. Statewide Academic Senate Report - C. Johnson
C. Johnson reported on the action of the Statewide Senators last meeting and indicated that copies of the report will be made available to the faculty.

V. Business Items:

A. Election Committee - J. Stuart
This committee is proposing an amendment to the By-Laws to cover the situation where elected Senators are appointed to temporary administrative positions. The following amendments are proposed for the first reading and are as amended in the Senate Meeting of February 10, 1970. These amendments were made to the proposed amendment as presented in the agenda for February 10, 1970.

M. Gold moved to amend the amendments as presented in the agenda/sec. passed.
R. Anderson moved to replace some of the wording of the amendment as in accordance with the grievance procedures wording in the College Administrative Handbook./ sec. - C. Johnson. Motion carried.

First reading of amendments to By-Laws which incorporates the C.A.M. wording is as follows:

Proposed amendment to the Academic Senate By-Laws. V. Executive Committee, B. Paragraph 5. Add the following:

"Temporary administrative appointments of elected Senators shall not constitute vacancies unless such appointments are still in effect on the first day of the academic year following the date of each appointment."

Proposed amendment of the Academic Senate By-Laws. VI. Committees, A. 3. Paragraph f. The first sentence shall be changed to read as follows:

"Prepare and submit as a slate for election to the Grievance Committee a list of names of all tenured, full-time members (excluding administration personnel) of all the faculty with academic rank, of principal or principal vocational instructors in each school, except as provided in the following paragraph."

B. Personnel Policies Committee - A. Rosen
The final draft regarding Faculty Personnel Files was presented as attachment B, on the February 10, 1970 agenda. Mr. Rosen indicated that the final draft included several changes made as a result of a public hearing on the first draft. He moved for the acceptance of the report and that it be transmitted to President Kennedy. Seconded by A. Andreoli.

Considerable discussion was generated in regards to the proposed guidelines and the concerns expressed as follows:

1. Sections I and II-C indicate that the file in the dean's office shall contain all pertinent materials which form the basis of decisions on personnel matters and that all such materials should bear the identification of the author. The question was raised: Does this include peer evaluations of the subject instructor? (In some schools the dean receives only a tabulation - so many yes, so many no, etc.) If the Guidelines are effective for this year's promotion routines, it was the intent of the committee to eliminate
the numerical summaries and use the signed written evaluation, even though CAM may not currently spell this out.

2. Several deans pointed out the difficulties of bringing the files into conformity as specified in Sections II-E and III. A time schedule is not included in the Guidelines, but Section II-B indicates that each dean will set up his own method for making the files available. It seems possible that an instructor who wished to view his file could make an appointment for four or five days in the future and by that time his file would be available. It also seems likely that there would not be many called to view the files, certainly not all of them in a short time.

3. According to my information, the college has not yet received a directive from the Chancellor's Office covering the topic of personnel files. When such a directive is received, we may need to amend our guidelines.

The proposed guidelines as presented in the agenda were amended after the discussion as follows:

H. Rhoads moved to delete the last line of Item II paragraph D. Seconded by C. Gibson. Motion carried by a vote of 15 yes; 14 no and 5 abstention.

A. Rosen moved to reinstate a revised last line to the above mentioned paragraph which reads as follows: "at the end of the fourth full year of full time rank and class employment, such materials may be destroyed or returned to the originator if so requested." Seconded by A. Wirshup Motion carried by a vote of 16 yes; 10 no's.

The proposed guidelines as amended were accepted by a vote of 31 yes; 0 no's and 2 abstentions.

VI. Discussion Item


Due to the lack of time it was recommended by R. Anderson that the Ad Hoc Committee on Academic Administrative Organization Structure hold an announced open hearing prior to making its recommendation to President Kennedy. It was the general feeling of the Senators that the open hearing was the most appropriate method of obtaining meaningful input to this committee.

VII. Motion was made to adjourn/ seconded/ passed.