I. Session called to order in the Staff Dining Room by Chairman David Grant at 3:10 p.m.

II. Those in attendance were:

Members:
- W. Alexander
- R. Anderson
- A. Andreoli
- R. Asbury
- C. Beymer
- S. Burroughs
- R. Cleath
- F. Clogston
- D. Federer
- H. Finch
- R. Frost
- M. Gold
- D. Grant
- S. Harden
- C. Johnson
- R. Johnson
- T. Johnston
- L. Lewellyn

Guests:
- D. Stubbles
- J. Webb
- D. Head
- R. Mott
- J. Emmel
- L. Voss
- G. Ikenoyama

Ex-Officio (Voting) Members:
- C. Cummins
- C. Gibson
- C. R. Russell
- C. Fisher

Ex-Officio (Non-voting):
- R. Kennedy

ASI Representatives:
- D. Barrett
- P. Kresge
- F. Banke

III. Chairman Grant called for approval of minutes of March 10, 1970

Howard Rhoads pointed out that the minutes as recorded, page 7 under D. Report of Election Committee, needed to be corrected to read as presented in final form for the second reading. (See attachment D of these minutes for corrected form.)

J. C. Gibson moved for approval of the minutes as corrected.

Seconded by M. Gold

Passed by voice vote.

IV. Announcements and Information Items

A. Ad hoc Committee on Structure & Organization. Dr. Grant reported that his committee had met as charged by the Senate and had made their recommendation to President Kennedy in regards to the placement of Sociology and Anthropology in the School of Business and Social Science and leaving Psychology in the School of Human Development and Education. He also commented on the fact that the President had followed their recommendations as published in the final form of the make-up of the reorganization of the College. Dr. Grant also reported that his committee did not make any further recommendations in regard to new departments, etc., other than as charged by the Academic Senate.
The committee also recommended to President Kennedy that the Psychology Department initiate and develop a program in Behavioral Science as an interdisciplinary program.

**B. Student Disciplinary Action Procedures**

President Kennedy has submitted the document (See Attachment A - Agenda, April 14, 1970) to the Chancellor's Legal Office for review.

**C. Committee Reports**

1. **Personnel Policy - A. Rosen**
   
   (A) Work completed this year
   
   a. Disciplinary action procedures
   b. Personnel file policy
   c. Study of present policies on consultation in personnel actions.

   (B) Areas in which work is in progress
   
   Recommendations of policy on:
   
   1. Principles applicable to all consultation
   2. Appointment procedures
      a. General provision
      b. A model procedure

   An open hearing on revised draft incorporating some revisions of the draft which accompanied the minutes of March 10, 1970 meeting will be held Tuesday, April 28, 1970 at 11 a.m. in the Staff Dining Room. Copies of the revised draft are included as attachment A to these minutes.

   Work to be completed includes recommendations on consultative procedures, in tenure, reappointment and promotion.

   There is also an Attachment B to the minutes from the committee asking for input from the senators in regard to priority of work that should continue this spring and for the new committee during the 1970-71 school year.

2. **Personnel Review - R. Frost**

   The last part of the report on recommendations for promotion has been sent to President Kennedy.

3. **Instruction Committee - T. Johnston**

   Mr. Johnston asked senate members to review materials and to pass comments on to him. His committee will be meeting on Monday, April 20, 1970. They will be reporting to the Senate at the May meeting.

4. **Elections Committee - J. Stuart**

   Mr. Stuart presented the schedule of all offices to be filled by the elections to be held on April 21, 1970.
   
   He also indicated that the May Senate meeting election of officers must be held and that nominations for these offices are being received and will also be open for nominations from the floor.

**D. Pay Warrants - Don Nelson**

Mr. Nelson explained the proposed procedure for distribution of the pay warrants on the last working day of the pay period. He indicated that one designated individual from each department could pick up all of the pay warrants from the department at 3:45 of that day. He also indicated that
his office had received several phone calls in regard to this proposal.

A. Rosen moved to make the pay warrant procedure a business item.
Seconded/Passed

Mr. Rosen then moved to postpone any more discussion in regard to the pay warrants until the May meeting, at which time the senators could make their comments after polling their constituents about the proposed procedure. Then a vote on the proposal should be taken.
Seconded/Passed

E. Statewide Academic Senate Report - R. Anderson
1. Cal Poly is to have a third (3rd) statewide senator as of May.
2. He indicated that the grading system of the colleges was to be looked into in that many systems are not legal according to Title V.
   (e.g. Credit - No credit)
3. He also presented information in regard to the Rutherford case at San Jose State.

IV. Business Items

A. Policies and Procedures concerning indirect costs
Research & Development projects - (See attachment F of February 10, 1970)
H. Cota

Dr. Cota discussed the proposal briefly as presented in the attachment and indicated that it was in line with other colleges and universities.

W. Alexander moved to accept the recommendations of the committee.
Seconded - T. Johnston / Passed

B. Reconsideration of proposed Guidelines for Recognition of Sororities and Fraternities (See attachment B - Academic Senate Agenda, January 13, 1970)
R. Barrett

Chairman Grant pointed out that what was under consideration was a reconsideration of the proposed guidelines that had been turned down in the January 13, 1970 meeting. A yes vote would place the recommendations back on the agenda as a business item.

R. Barrett moved that the guidelines be reconsidered. Seconded - H. Miles.

Barrett then indicated that there were several reasons why they should be reconsidered, mainly that several groups of students desired to be heard that had not been able to attend the January meeting.

D. Federer questioned if new materials were to be presented. Paul Kresge replied that there were and also asked if the Senate had turned down the Guidelines as such, or had they really been voting not to recognize fraternities and sororities?

J. C. Gibson indicated that it was only fair that the students be given the opportunity to present their views.

J. Lowry indicated that he would like to get some answers that were not given in January.
The question was called for from the floor and passed by a vote of 33 yes/0 no.

R. Barrett then moved to accept the Recommended Guideline as presented in Attachment B, January 13, 1970, Academic Senate Agenda. Seconded by C. Johnson.

Barrett then moved a substitute motion to accept the amended Guidelines as presented to the senators at the meeting. Seconded - H. Miles Barrett indicated that the changes were in the first two sentences.

Frost asked why they did not include all off campus living groups. Kresge - Valid point - Could be amended to include other groups. Stuart - How do these Guidelines differ from those governing the clubs etc. here on campus? Pam Billington - Primarily because of the money handling which would present problems for the off campus groups. W. Alexander - Does the college wish to have any guidelines at all to govern these groups? P. Banke - Accounting guidelines are the only differences from those set up by Title V and by the Trustees. R. Anderson - According to Item 4, would a new council be formed which would require a change in the A.S.I. bylaws? Kresge - Most probably would not require any new amendment of the Bylaws. C. Johnson - What is Dean Chandler's viewpoint on the sororities and fraternities? Pautz - The committee was unanimous in the vote on the acceptance of the Guidelines, included Chandler. Federer - What constitutes recognition? Billington - Clubs having activities on campus turn all monies over to A.S.I., the acceptance of these Guidelines would not require the off-campus groups to do so, but would control them as indicated under item 2.

C. Johnson moved to amend the substitute proposal by having it read so that it covers all off-campus living groups and not just sororities and fraternities.

Seconded - J. Lowry / Vote on the amendment to the substitute passed by a vote of 35 yes and 0 no.

Wolcott - What will be the A.S.I.'s responsibilities in regard to the monies? Lawson - A.S.I. will just audit the accounts and are not held responsible for the monies.

C. Johnson called for the amended substitution. 31 yes / 4 no / Passed

The amended Guidelines passed by a vote of 31 yes / 5 no. (See Attachment C for amended Guidelines)

C. Second reading of the corrected amendments to the Bylaws - J. Stuart

Mr. Stuart moved that the corrected amendments be accepted. (See Attachment D) J. Price seconded the motion / Passed by voice vote.

V. Meeting adjourned
PERSONNEL POLICIES COMMITTEE

CONSULTATIVE PROCEDURES IN APPOINTMENT, REAPPOINTMENT, TENURE AND PROMOTION

Draft 4/20/70

(Changes made in the 3/5/70 draft are shown underlined)

I. Principles applicable to all consultation in personnel actions:

A. Full and meaningful faculty participation shall be involved in each procedure.

B. Consultation shall be carried out with, and recommendations shall be made by the lowest organizational unit practicable. Usually this would be a department, but where clear disciplinary or other functional groupings occur within a school or department, it would be such a grouping.

C. When departments or other organizational units, whether because of newness, size, leaves of absence or other reasons, are inadequate to make personnel recommendations they shall be assisted by other appropriate faculty. The decision to augment such a unit should be made only after consultation with the unit, and other appropriate faculty bodies.

D. Recommendations and decisions shall be based only on professional competence, professional performance, and the educational needs of the specific department as well as of the College.

E. Administrative recommendations and decisions should normally be in conformity with the recommendations of the appropriate faculty unit or committee. When, however, administrative recommendations and decisions are contrary to the recommendations of the faculty unit, or when they result from a choice between conflicting committee recommendations, explanation of the reasons should be conveyed to the committees or units consulted.

F. Each department or other organizational unit shall develop, consistent with general college policy, its own written statement of procedures for each type of personnel action.

G. A periodic review of the procedures should be carried out by the department or unit at intervals to be determined by the department, but at least every three years. This review process should include involvement of non-tenured members.

H. Each department member shall be given a copy of the written statement of procedures.

II. Appointment Procedures

A. General Provisions

1. In the appointment of new faculty every effort should be made to seek complete information and to evaluate thoroughly the backgrounds of individuals through such means as reference letters, telephone checks, personal interviews, etc. Whenever possible, it is desirable for the candidate to visit the campus and meet with faculty, and particularly the tenured members, in the same teaching service area before an offer is made.
2. When a faculty member is appointed with certain specific stipulations in addition to established rules and regulations which will prevail in later decisions on reappointment and/or tenure, these stipulations shall be made to him in writing prior to his formal acceptance of the appointment. However, no stipulations may be made which circumvent established rules and procedures.

3. No faculty member should be appointed who is not acceptable to the majority of the tenured faculty of the department concerned except under the conditions outlined in I (C) above.

4. No official offer of appointment shall be made until all the evaluative steps specified in the written procedures of the department have been completed.

B. A Model Procedure

It is recognized that because of the differences in the nature, size or complexity of departments a particular detailed procedure in the appointment process may not be appropriate for a given department. The following model procedure is presented in order to serve as a more explicit guide to components of a consultative procedure fulfilling the general principles and provisions:

1. Appointment Committee

   Appointment committee shall be elected by the entire department on a yearly basis. The committee membership shall include the following:
   (a) Three tenured faculty of the department.
   (b) At least one non-tenured faculty with two or more years of teaching experience within the department.
   (c) One student on an advanced level (senior or graduate).
   (d) At least one faculty member from each discipline. The faculty member may be tenured or non-tenured as in (b).
   (e) The department head.

   The department head will function as a nominating committee, bringing to the meeting at which the election will occur, a slate of nominees in the above categories (a) through (d). Additional nominations in each category may be made by the department members.

2. Function of Appointment Committee

   The Appointment Committee shall perform the following functions:
   (a) Determine which disciplines, areas and/or options need academic personnel. This may precede the establishment of the number of full-time equivalent faculty to be added.
   (b) Determine what their particular qualifications should be in relationship to their discipline and others in the department or school.
   (c) After needs and qualifications have been established the committee should report in writing their conclusions and recommendations to the department head, and to the entire tenured faculty.
   (d) After approval by the tenured faculty and the department head as to the above recommendations, the committee should consult additional faculty in the individual discipline under consideration in order to screen all initial letters and applications for appointment. The committee should then make recommendations as to which letters should be followed up.
   (e) As complete information is received in accordance with section II, the committee should then recommend in writing as to which individual applicants, in priority order, offers should be made, and at what level of appointment the offers should be made. These recommendations should be submitted to the tenured staff and following approval to the department head.
The Personnel Policies Committee has before it the following items on which we have been asked to make recommendations. The committee would appreciate the submission of recommendations by each academic senator as to the priority order for work on these problems.

(Please enter numbers 1, 2, 3, etc. in boxes to indicate this order and send this attachment back to A. Rosen, Physics Department)

A. Standard statement of tenure qualifications for new employees, (Collegewide? By school?) and written statements on requirements for reappointment and promotion.

B. Evaluation of administrators and department heads by faculty.

C. Fixed (renewable) terms for department heads.

D. Restrictions on graduate study toward higher degrees at Poly by faculty. (The converse of this is whether faculty members should be encouraged to take additional work by reducing fees)

E. Policy on the employment of relatives.

F. Policy on employment of lecturers.

G. Revision of faculty evaluation form.
GUIDELINES FOR THE RECOGNITION OF OFF-CAMPUS LIVING GROUPS, SOCIAL FRATERNITIES AND SORORITIES

It is recommended to the President of the College that those off-campus living groups, social fraternities, and sororities that meet these designated guidelines be granted official recognition as a part of the co-curricular activities of the college.

The following guidelines are recommended:

1. All officially recognized off-campus living groups, fraternities, and sororities shall comply with those college regulations with which all student organizations must comply, except as noted below. Particular attention is directed to provisions pertaining to alcoholic beverages, hazing, and discrimination against persons on the basis of race, color, religious preference, financial status, or social status.

2. All financial transactions shall be carried out in accordance with policies established by the Accounting Service of Associated Students, Incorporated, and the College. These policies shall provide for the following:

   a. The recognized off-campus living group, fraternity, or sorority shall establish and maintain an account with ASI. This account shall be used to finance all officially recognized activities of the organization.

   b. The off-campus living group, fraternity, or sorority shall also maintain an account with a secured financial institution which shall be used for general operations of the organization's residence.

   c. The off-campus living group, fraternity, or sorority shall have a yearly audit of its financial records conducted at its own expense. A copy of the audit shall be placed on file with the Director of Activities.

   d. The off-campus living group, fraternity, or sorority must take action (e.g. incorporation) to absolve the College and ASI from any financial responsibility for activities other than those officially recognized by ASI.

3. In addition to the faculty advisor, the off-campus living group, fraternity, or sorority shall be encouraged to develop a group of faculty and community sponsors to serve in an advisory capacity.

4. A council made up of representatives of each officially recognized off-campus living group, fraternity, or sorority may be formed.

5. Guidelines and regulations governing off-campus living groups, fraternities, and sororities, including the above, shall be subject to review and modification through appropriate channels as becomes necessary.
April 9, 1970

TO: Academic Senate
    California State Polytechnic College
    San Luis Obispo, California

FROM: Elections Committee

SUBJECT: Proposed Corrected Amendments to By-Laws

Under VI. Committees, B. Elected Committees and Other Committees, add the following:

6. Disciplinary Action Screening Committee

   a) The Disciplinary Action Screening Committee shall consist of three (3) full-time tenured members of the faculty with a minimum rank of senior or senior vocational instructor. Members of the committee shall be appointed for one (1) academic year terms by the Executive Committee of the Academic Senate from nominations, no more than one from each school or division, made and approved at a meeting of the senators of each school or division. No more than one member from each division or school may be appointed. A committee member from the same department (where applicable) as the person against whom the disciplinary action is being requested shall be disqualified from serving on the committee. A temporary replacement shall be selected by the Chairman of the Academic Senate.

   b) It shall be the duty of the committee to:

       1) Review and process any and all requests for disciplinary action.
       2) Determine that informal means available for finding a solution to the problem have been exhausted.
       3) Initiate any and all requests to the Disciplinary Action Panel for the establishment of an investigation when specific written charges have been filed.
       4) Prepare a written statement of the charges that are to be presented for investigation.

Attachment D
Ac. Sen. - Minutes
April 14, 1970
7. **Disciplinary Action Panel**

a) The Disciplinary Action Panel shall consist of three (3) tenured full-time faculty members of minimum rank of senior or senior vocational instructor elected from and by each school or division having fifty (50) or more full-time faculty members, and in addition, one (1) member with the same qualifications, elected from and by each school or division having less than fifty (50) full-time faculty members. Members of the Panel shall be elected for a term of three (3) years, except that appropriate provisions shall be made by the Elections Committee of the Senate for staggered terms within a school or division. Nominations for membership on the Panel may be made in writing either by a majority of the senators from each school or division or by petition of any ten (10) full-time members of the school or division.

b) Following the filing of formal written charges with the Panel by the Disciplinary Action Screening Committee, the Disciplinary Action Panel, in accordance with procedures designated in the current Administrative Bulletin, shall investigate and hear the charges. They, then, shall submit their findings and recommendations to the College President.

Under VI. Committees, A. Standing Committees, 3.c., change paragraph to read as follows:

Accept nominations for Academic Senator and Personnel Review Committee members made by members of the faculty of a school. **Also accept nominations for membership on the Disciplinary Action Panel made in writing either by a majority of the senators from each school or division or by petition of any ten (10) full-time members of the school or division.** Such nominations shall include the signed consent to serve of the nominee.

Under VI. Committees, A. Standing Committees, 3.j. (3), change paragraph to read as follows:

Attachment D
First week in April—each committeeman reports nominees for Academic Senate, Personnel Review Committee, Disciplinary Action Panel, and CSC Academic Senate from his area to the committee.

Under VI. Committees, A. Standing Committees, 3. j. (5), change the first sentence to read as follows:

Third Tuesday in April—elections are held for Senators, CSC Academic Senators, Personnel Review Committeemen, and Disciplinary Action Panel Members.

Under VI. Committees, B. Elected Committees and Other Committees,

1. Faculty Personnel Grievance Committee, delete the last sentence in its entirety.
April 9, 1970

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San Luis Obispo, California

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1. Faculty Personnel Grievance Committee, delete the last sentence in its entirety.
MEMORANDUM

To: Dr. D. Grant, Chairman
   Academic Senate

From: D. J. Price, Chairman
   Academic Senate Curriculum Committee

Subject: School of Agriculture 1971-2 Curriculum Proposals.

Attached please find a summary of the Agricultural School’s curriculum proposals together with the committee’s action.

Certain courses in the NRM proposals seem to be overlapping some existing Bio. Sci. courses. These courses have been referred to a committee composed of NRM & Bio. Sci. faculty. Consequently the Curriculum Committee will take action on the NRM proposals some time in the near future.
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Attachment C
Ac. Sen. - Agenda
April 14, 1970
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