I. Session called to order in the Staff Dining Room by Chairman Howard Rhoads at 3:15 p.m.

II. Those in attendance were:

Members:

Alexander, William  Neel, Paul  Stubbs, Daniel
Bailey, Roger  O'Leary, Michael  Weatherby, Joseph
Boone, Joe  Olsen, Barton  Webb, James
Boyce, William  Peterson, James  Whitson, Milo
Brady, Mary  Price, D. J.  Wilks, Milo
Burroughs, Sarah  Quinlan, Charles  Wills, Max
Burton, Robert  Rhoads, Howard
Carpenter, Thomas  Rice, W.
Cleath, Robert  Rickard, Herman
Clerkin, Edward  Ritschard, Ronald
Coyes, Frank  Roberts, Alice
Fierstine, Harry  Rogalla, John
Gold, Marcus  Rosen, Arthur
Hanks, Charles  Saveker, David
Harden, Sheldon  Scales, Harry
Healey, John  Scheffer, Paul
Hurst, John  Servatius, Owen
Labhard, Lezlie  Smith, Howard
Landyshev, Alexander  Smith, Murray
Lowry, John  Smith, Nelson
Luke, Thomas  Sorensen, L. Robert
Mott, John  Stuart, John

Ex-Officio (voting)

Anderson, Roy
Ericson, Jon
Evans, Pete (Steve Leger, proxy)
Fisher, Clyde P.
Gibson, J. Cordner
Higdon, Archie
Johnson, Corwin

Ex-Officio (non-voting)

Kennedy, Robert E.

III. Minutes: Moved and seconded to approve the minutes of the December, 1971 meeting. Following corrections: p. 13 under the first RESOLVED by the ... a period should be inserted after the words ... date A.B. 123 becomes effective. the next three words should be deleted as well as the next RESOLVE; p. 2 under item IV. 2 the name should read Mr. Paul Winner (not Winter).

The motion carried to accept the minutes as corrected.

IV. Informational and Discussion Items

A. Committees

--David Brodie replaces Ben Polk on the Instruction Committee.
--The Ad Hoc Committee on Salaries: Dale Federer, Chairman
    Roy Anderson
    Roger Sherman
B. Statewide Academic Senate Report -- Roy Anderson

The Academic Senator was sent to everyone. Mr. Anderson reported that
the senate was particularly interested in such items as (1) the sale of
term papers to students in the system, (2) CLEP tests, (3) preliminary
report of faculty committee on collective negotiations. Mr. Anderson
indicated that he was opposed to Extension students sitting in on
regular classes.

It was indicated that there were not enough copies of The Academic
Senator. Corwin Johnson replied that that situation was already being
corrected.

C. Report on Chancellor's Conference on External Degree Programs --
Harry Scales.

Mr. Scales reported that Chancellor Dumke appeared to be in favor of the
program. If more information is needed, senators were asked to contact
Mr. Don Morris or members of the EPIC committee. Mr. Scales indicated
that Mr. Dumke suggested each college could set up its own program.
Mr. Scales thought the program had limited but very real possibilities.

D. Dean Selection Committee: The Executive Committee referred to the CBL
Committee the task of developing language which would permit students to
participate on Dean Selection Committees and asked the CBL Committee to
report back to the Executive Committee. Mr. Corwin Johnson indicated that
there might be some legal problems regarding this matter.

E. Reports by Senate Committee Chairmen:

1. Budget: Nelson Smith -- mentioned resolution on salaries,...the
   committee is now studying the budget.

2. Curriculum: J. Price -- sort of "in limbo" at the moment since it
   is waiting for catalog copy.

3. Election: Murray Smith -- by Feb. 1 has to have number of people in
   various schools to determine the senatorial representation.
   Elections in April and machinery will be set up for that.

4. Instruction: H. Smith -- two problems (a) bookstore inventory--
   concluded that tightened inventory control will make it better
   for everyone...an information sheet to come out. (b) grading
   practices--committee is gathering information and will report
   back.

5. Per. Pol. Committee: A. Rosen -- indicated committee is working on
   several items: (a) faculty personnel files; (b) lay-off
   procedures and criteria--a sub-committee studying this issue;
   (c) procedures for evaluation of administrators--a preliminary
   report being prepared; (d) revision of by-laws of PRC--waiting
   to see how PRC functions this quarter; (e) possible implementation
   of professional responsibility statement passed by senate;
   (f) possible revision of office hour each day rule; (g) elimina-
   tion of required yearly evaluation of full professors at top
   step. Mr. Rosen indicated that the committee meets every
   Thursday at 11 a.m. in Sci. E-37 and everyone is invited.
6. Student Affairs: Boyce -- working on long-range program of registration and the problems relating to it. Also exploring avenues of redress and approach to faculty teaching by students. Committee meets Wednesday a.m. 8:00 in E. Ag. 241.

7. Gen. Ed. & Breadth: Smith III.--Committee was defeated in its request for more time (previous meeting). Wants to develop proposals for 1975-1977 catalog.

8. Research: Saveker -- Mentioned ways of generating funds, e.g. foundation grants and apportionment of overhead earned from other contracts. He reported that the committee supports the CARE program. Further suggested that the committee will need to be more restrictive in giving out funds. The Executive Committee had referred the subject of the use of Human Subjects as research. He mentioned that fact. Also mentioned the funding mechanism to underwrite research proposals. Mr. Saveker then moved (seconded) to have as a Business Item a request for consideration of a change in CAM. The motion carried. (See business item "D" below.)


10. Faculty Library: J. Webb -- indicated the committee was concerned with and studying such items as setting up library calendar, accounting programs and graduate student privileges.

11. Enrollment Quota: Stubbs -- reported on procedures for setting quotas, e.g. distribution by school, by class. Implementation of programs.

12. Faculty Allocation: R. Anderson -- committee has not met. Stated that he felt there were some serious and significant issues that the committee needed to discuss, e.g. the straight student-faculty ration proposal.

13. CBL: C. Johnson -- reported that the senate already has passed some of the committee's items and more were under discussion today. Two items mentioned by Mr. Johnson were summer operation for senate and changing the date for election committee.

14. Committee on Collective Negotiations: Saveker for Larry Voss -- reported that the committee had met and was now in process of working up a questionnaire to be distributed to faculty members.

F. Other items:

Mr. Rhoads announced that John Veneman will be here Jan. 19 and will speak in the Little Theater at 2:30 p.m. Mr. Veneman is the Under Secretary of the HEW Department. President Kennedy briefly commented on the nature of Mr. Veneman's visit to San Luis Obispo.
V. Business Items:

A. CBL Committee -- second reading: Action Items.

1. Section I -- Definitions. Moved and seconded to approve the addition to the by-laws as follows:

"I. DEFINITIONS

D. ASI Members of Academic Senate Committees

Unless otherwise specifically stated in these bylaws, the ASI representative shall be a student who is carrying at least seven quarter units and has completed two consecutive quarters and at least 24 quarter units at Cal Poly and have a grade point average of at least 2.0."

Mr. Saveker moved (seconded) to have the addition amended in such a way as to require 12 units rather than seven and to require a GPA of 2.5 rather than 2.0. Mr. Johnson spoke against the proposed amendment to the original motion, indicating that ASI representation requires only 2.0.

Mr. M. Wilks spoke for the amendment to the original motion. He indicated that students with a GPA of 2.0 were marginal and that such a student's time could better be spent improving his academic work. Mr. Lowry spoke briefly supporting the original motion. Mr. Scales spoke and indicated that he felt some students would prefer the main motion.

Mr. Steve Leger (Proxy for Pete Evans) spoke and disagreed with the motion to amend the original motion. He further indicated that he felt the ASI would like to have more time to investigate the entire subject--including the original CBL recommendation.

Alice Roberts supported the original motion. Mr. Stubbs opposed the amendment.

By a show of hands the vote on the amendment motion was:

for: 8
against: 40

By voice vote the original motion PASSED.

2. CBL action on Research Committee.

Moved, seconded to add the words "ASI Representative" at the end of the first sentence under the paragraph -- Membership -- of Section VI.-B.-2 of the Senate Bylaws. Motion CARRIED.
3. Section VI.-B.-5. The Distinguished Teaching Awards Committee. Moved, seconded to adopt as appearing below.

VI.-B.-5. The Distinguished Teaching Awards Committee

The Distinguished Teaching Awards Committee shall be composed of 5 faculty members to be appointed by the Chairman of the Academic Senate with the approval of the Executive Committee and 2 students to be appointed by the ASI. These faculty members will be former recipients of the Distinguished Teaching Award, and will serve a two-year term, except for the first year (1972-73) when 3 of the members will serve a one-year term. No member of this Committee should serve more than one term without an intervening period of at least one year.

The students will be of at least junior standing (have completed at least 90 quarter units of college work) and have had at least three consecutive quarters and completed 36 quarter units at Cal Poly with a grade point average of at least 2.0.

The Committee shall determine the criteria to be used for judging distinguished teachers. Nominees for the award will be received by the Committee during the Fall Quarter, and final selection will be made not later than the sixth week of the Spring Quarter.

Mr. Wilks moved to amend the motion by requiring a GPA of 2.5 rather than 2.0. The ASI representative asked why this stipulation was desired. Mr. Wilks responded that he thought students participating should be above the borderline with respect to academic achievement. Mr. Johnson repeated his statement that since 2.0 was average an average student surely should be allowed to be on the committee. Mr. Saveker spoke of recognizing excellence and the pursuit of knowledge and that perhaps we were missing a chance to encourage academic excellence. Mr. O'Leary suggested that we needed as wide a selection as possible and we should avoid the appearance of an implied intellectual snobbery. He pointed out that the catalog stipulates that a student with a GPA of 2.0 is in good standing at the college.

Mr. Fierstine suggested that a 2.0 student was as capable of recognizing a good teacher as anyone else. Mr. Boyd indicated the same thing. Mr. Landyshev commented that a general catalog comment and stipulation wouldn't necessarily fit a special case and that this particular committee should be recognized as a special case.

The motion on the 2.5 amendment FAILED.

The original motion PASSED.

B. Senate Rules of Order

Chairman Rhoads indicated that a request had been made to have a hand vote used as the base vote of the Senate. Moved (Stubbs) and seconded (Lowry) to have a hand vote as the base vote of the Senate.
Discussion: Mr. Stuart spoke against the motion indicating that the machinery is already available for the showing of a hand vote if any member wishes it on any vote at any time. Dean Fisher inquired about secret ballots and was assured that the motion did not intend to preclude that procedure.

By a hand vote the motion failed. For the motion ... 13
Against the motion ... 34

C. Personnel Policies Committee:

Motion by Mr. Lowry of previous meeting brought to the floor. His motion was to DELETE the sentence "Any person violating this procedure shall be subject to disciplinary action." This sentence is part of the amendment to Administrative Bulletin 70-8 proposed by the Personnel Policies Committee, Section II-B.

Motion carried.

Mr. Rosen then moved (seconded by J. Mott) to replace the deleted phrase with the following: "Alleged violations of this procedure shall be subject to review by an ad hoc committee of the Academic Senate which will recommend appropriate action."

Mr. Lowry objected to the new phrase, stating that provision for handling unethical conduct is already available. He objected to the new sentence as being fuzzy and vague. Mr. Rosen replied that the sentence is to reinforce the machinery to protect abuses of personnel file material. Dean Ericson asked for clarification on the issues. Dean Higdon spoke to the issue of how one sees his file and what the file contains.

There was further discussion around the machinery to protect the files and the confidentiality of material in a file which is put there by an individual.

By a hand vote Mr. Rosen's motion to amend the ORIGINAL motion (which was made at the previous meeting--to accept the work of the PPC)

For the amendment ....... 40
Against the amendment ... 9

MOTION TO AMEND PASSED

By a voice vote the motion to accept the now amended proposal of the Personnel Policies Committee PASSED.

Thus the committee recommendation now reads:

1. Section II - A

The official personnel file shall contain all materials pertinent to the progress and welfare of the individual faculty member after initial appointment, including, but not limited to, performance evaluations, letters of reference, and other documents which in judgment of the custodian may be useful in personnel matters, but shall exclude published articles, papers or books by the subject and such other documents as payroll, insurance, and retirement records.
2. Change in Section II-B

Copies of material may be made by the faculty member except that if a letter or other document has been submitted by a single individual, a copy may be made only upon the written approval by the individual submitting the document. \(\text{Any person violating this procedure shall be subject to disciplinary action.} \) A written record must be kept in the file indicating who has had access to the file and on what date; and be it further,

RESOLVED, that the word "Interim" be stricken from the title of Administrative Bulletin 70-8; and be it further,

RESOLVED, that Administrative Bulletin 70-8, Policy and Procedures Statement on Faculty Personnel Files be continued as amended with evaluation required when necessitated by experience.

D. Research Committee: Mr. Saveker

moved (seconded) to replace the old CAM language (543.4) as follows:

CAM 543.4 now reads (halfway through the second paragraph):

"....The remainder of the money shall be available to the Research Committee, subject to the approval of the Academic Vice President, which shall solicit proposals from the faculty for research, development, or other scholarly and creative activities; equipment and supplies; travel to professional meetings; publication costs; or other projects consonant with the educational functions and policies of the College."

These sentences should be replaced by the Committee's guidelines:

"The primary purpose of grants is to stimulate research and creative activity; proposals that have a chance of being continued on outside grants will have a higher priority; proposals that involve students in the research or creative activity will have a higher priority; under special circumstances, travel will be supported only if it is directly connected with research or creative activity."

After a short discussion Mr. Saveker indicated that perhaps the items should be referred back to his committee. It was moved, seconded to do that. Motion CARRIED.

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NOTE: Next Executive Committee Meeting is February 1, 1972 at 3 p.m. in Ag. 138.

Next Senate Meeting is February 8, 1972 in Faculty/Staff Dining Hall at 3:15 p.m.

E. MSC to adjourn: 5:00 p.m.