I. Chairman Howard Rhoads called the Academic Senate back into session in the East Student Dining Hall at 10:40 a.m. (This is a continuation meeting from the May 30th session.)

II. Those in attendance were:

MEMBERS:
Alexander, William
Bailey, Roger
Boone, Joe
Brady, Mary
Bruckart, William
Burton, Robert
Carpenter, Thomas
Cleath, Robert
Clerkin, Edward
Coyes, Frank
Fierstine, Harry
Gold, Marcus
Johnson, Richard
Labhard, Lezlie
Lowry, John
Neel, Paul
O'Leary, Michael
Olsen, Barton

Peterson, James
Rickard, Herman
Ritschard, Ronald
Rogalla, John
Rosen, Arthur
Saveker, David
Scales, Harry
Servatius, Owen
Smith, Howard
Smith, Murray
Sorensen, L. Robert
Stuart, John
Stubbs, Daniel
Voss, Larry
Weatherby, Joseph
Whitson, Milo
Wilks, Maurice

EX-OFFICIO MEMBERS (VOTING)
Andreini, R.
Barker, Edward
Ericson, Jon
Fisher, Clyde P.
Gibson, J. Cordner
Grant, David
Higdon, Archie

EX-OFFICIO MEMBERS (NON-VOTING)
Andrews, Dale W.

III. Minutes: A correction of the May 30 meeting was noted: The last item of those minutes should read "Wednesday, June 7" rather than Tuesday etc.

MSC to approve the minutes of the May 30 meeting as corrected.

BUSINESS ITEMS:

1. Instruction Committee -- Grade Change Procedure. See Attachment #5 of the May 30 Agenda. Mr. Fierstine explained the document and the thinking of the committee regarding the document's contents.

Moved (H. Smith) and seconded to have the Academic Senate accept the Instruction Committee's recommendations (Attachment #5 of May 30 Agenda) and recommend to the President for his consideration and approval.

Considerable discussion followed the motion. During the discussion there arose the feeling among some that there wasn't really any large problem and that the document was based on an erroneous assumption that there was a major problem. Other members questioned the wisdom of moving into an area where control of grades was taken out of the hands of faculty members. Dean Fisher indicated that he wanted it made a matter of record that there was not a serious problem of grade changes in the School of Science and Mathematics.
Dave Grant moved (seconded) that the second paragraph of the document be deleted (See page 32 of May 30 Agenda). This motion FAILED.

Moved (Rosen) and seconded that the matter be tabled. Motion CARRIED.

2. Publication of Academic Ranks

The Executive Committee of the Academic Senate presented the following motion:

"The Academic Senate recommends to the President that the usual academic ranks (i.e. Assistant Professor, Associate Professor, Professor) of faculty members be published in all future issues of the university catalog unless a faculty member specifically requests that his/her rank not be so published."

Motion CARRIED.

3. Personnel Policies Committee

The Personnel Policies Committee presented a First Reading item involving proposed by-laws of the Committee on Professional Responsibility. Mr. Rosen discussed some of the background of this particular item, giving the Senate members a summary of the committee's (PPC) intent.

Moved and seconded to table this item with the specific understanding that the matter be presented as a First Reading item when the senate reconvenes in the fall. Motion CARRIED.


The Academic Senate approved recommendation lay-off procedures and criteria at its regular meeting March 7, 1972. Those recommendations were forwarded to the President for consideration.

Those recommendations were considered by the President's Council and the recommendations of that body are indicated in the document handed out by Mr. Rosen.

The covering memo from the Chairman of the Personnel Policies Committee, Mr. A. Rosen, indicated that the Personnel Policies Committee was asked to respond to the recommended changes of the President's Council. The Personnel Policies Committee recommended to the Senate that it reaffirm its support for the original lay-off procedure recommended March 7, 1972.

Mr. Rosen made a motion (seconded) to reaffirm the Senate's original statement on lay-off procedures. By a vote of 15 to 23 the motion to reaffirm FAILED.

Moved and seconded to concur with the revised document. Motion CARRIED.

The revised document is as follows:
LAYOFF PROCEDURES AND CRITERIA

1. Because of the importance to all components of the College--students, faculty, and administration--of maintaining stability of employment in accordance with the mandatory policy of Education Code Title 5, Section 43200 (a), it is recommended that the first step in all layoff procedures be a concerted attempt with appropriate consultation to seek and utilize all avenues by which layoffs may be avoided. In particular, it would be expected that full advantage should be taken of the possibilities for reducing the number of required layoffs by:

   (1) Encouraging the use of banked summer quarters for the following academic year.

   (2) Relocating an individual to an existing vacancy in a department or area which has evaluated that individual as having suitable qualifications for that position. (Note that Title 5, Section 43200(b) recommends that relocation efforts be made at the state level as well.)

2. When the possibility of layoff appears imminent, the President, in consultation with the school deans and the Academic Vice President's Office, shall determine the number of positions in each school or schools to be reduced. In arriving at such determination primary consideration should be given to the preservation of a reasonable relationship between the teaching job to be done and the faculty which would remain to do the job.

3. Because the equity of the layoff procedure is of critical concern, it is recommended that, if layoffs resulting from a reduction in the number of positions college-wide cannot be avoided, consideration should be given to: (a) the provision of Title 5 that within a teaching service area temporary employees be laid off before probationary employees; and (b) the option of layoff of temporary employees prior to probationary employees without regard to teaching service area.

4. It is further recommended that the consultative procedure and criteria to be used in layoff be essentially those procedures and criteria applicable to the appointment, retention, and tenure awarding processes used in each department or school. Accordingly:

   (a) The consultative process on the order of layoff should be initiated by the department head in the teaching service area in which layoff is to occur. For temporary and probationary employees, recommendations shall be made by that group in a department or school which makes recommendations on retention or reappointment. For permanent faculty--for whom the order of layoff is specified to be in inverse order of their length of service--for those cases in which length of service is a tie, recommendations should be made by that group which makes recommendations on the granting of tenure (excluding those individuals concerned).
(b) **Criteria** used in determining the order of layoff for temporary faculty and for probationary faculty shall include those used for determining the reappointment or retention of the individuals in the department and school concerned with primary consideration given to the needs of the department. In addition, consideration should be given to: (i) whether the individual is, or will be, in a terminal notice year; (ii) whether the individual is, or will be, in a fifth or sixth probationary year. Criteria to be applied in the case of ties in length of service for permanent employees shall be consistent with the ones used in the awarding of tenure in the department and school concerned. Departments and/or schools should develop additional criteria explicit to layoff which will augment Collegewide criteria in appropriate sections of the College Administrative Manual.

(c) The results of the consultation with the groups specified shall be presented in writing to accompany the recommendations of the department head to the school dean or division head. The consultative statement, signed by the committee chairman or the committee members, or as individually signed statements, shall include reasons in sufficient detail to validate the recommendations of the consulted group.

5. It is further recommended that in layoff involving probationary or permanent employees, following submission of recommendations to the President, a review be carried out by the Personnel Review Committee of the Academic Senate in those cases in which differences in recommendations occur between levels of review or where the individual involved requests review.

6. It is further recommended that a reemployment list similar to that required by Title 5 for permanent employees be established and maintained at the local level for probationary employees in first priority and for temporary employees in second priority. This list would then serve to establish the order in which an offer for a position may be made to laid off individuals if a suitable vacancy occurs in their teaching service area or in another teaching service or administrative area, if the individual is judged to have acceptable qualifications in that other area.

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At this point Mr. Rhoads indicated that the meeting would have to recess unless the majority of the senators present would vote to continue the meeting. MSC to continue meeting.

5. Discussion centered around the material in attachment 8 of the May 30 Agenda. That statement is as follows:

WHEREAS

The Academic Council on May 15, 1972, voted to "recommend that the college adopt a policy of mandatory student evaluation of faculty with tabulated results to be included in the personnel file of the individual faculty members effective this spring quarter"; and
WHEREAS
President Kennedy's memo to the Deans on May 19, 1972, on the subject of Student Evaluation of Faculty, modifies the Academic Council recommendation but makes no mention of the anonymity of authorship of documents in a personnel file; and

WHEREAS
The use of anonymous statements in a personnel file denies due process; and

WHEREAS
The eliciting of anonymous statements from students, with the intent of placement of statements in a personnel file, conveys the tacit acceptance of such undemocratic tactics; and

WHEREAS
Our own College Administrative Manual contains Administrative Bulletin 70-8, wherein paragraph II.C. states "Any adverse written evaluations received about a faculty member from on campus shall be destroyed or returned by the file custodian to the originator if the writer does not agree to their inclusion in the faculty member's personnel file in accord with this policy. No written evaluation in which the author is not identified shall be retained." Therefore be it

RESOLVED
That Administrative Bulletin 70-8 with emphasis on paragraph II.C. become a permanent regulation in CAM and that it be enforced.

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After some discussion it was moved (seconded) to recommend to the President the provisions of the resolution. Motion CARRIED.

6. Curriculum: School of Communicative Arts and Humanities.

The "curriculum package" from the School of Communicative Arts and Humanities was presented (by Mr. Weatherby).

One error was indicated: p. 1 of the document has units of 2-5 listed for each of Art 324, 325 and 326. The units should be "2" in each case.

Considerable discussion centered around the proposal to drop Speech 201. Members of the speech department explained and defended the proposal.

Moved (Weatherby) and seconded to accept the recommendations of the Curriculum Committee with respect to the School of Communicative Arts and Humanities.

Motion CARRIED.

7. A resolution was handed out by Mr. Rogalla. He moved (seconded) to have the senate accept this new resolution as a business item. The motion FAILED.
Mr. Stubbs stood and indicated that he thought the senate might like to express its thanks to Mr. Rhoads for his work as Chairman of the Senate. Members of the senate stood and gave Mr. Rhoads a round of applause.

Meeting adjourned at 12:00 noon.