



CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California 93407  
ACADEMIC SENATE  
805.756.1258

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE  
Tuesday, October 14, 2003  
00220, 3:10 to 5:00pm

- I. Minutes: Approval of minutes for the September 23, 2003 Executive Committee meeting: (pp. 2-3).
- II. Communication(s) and Announcement(s):
- III. Reports:
  - A. Academic Senate Chair:
  - B. President's Office:
  - C. Provost's Office:
  - D. Statewide Senators:
  - E. CFA Campus President:
  - F. ASI Representatives:
  - G. Other:
- IV. Consent Agenda:
- V. Business Item(s):
  - A. Academic Senate and **committee** vacancies for 2003-2004: (p. 4).
  - B. Universitywide committee vacancies for 2003-2004: (p. 5).
  - C. Approval of faculty members to GE committee vacancies: (pp. 6-17).
  - D. Approval of *Proposed Interim Action to Implement Resolution AS-602-031RP&D*: Sullivan, chair of the Research and Professional Development Committee, (pp. 18-21).
  - E. Editorial revision to *Resolution on LEED Certification for Student Housing North*: (to be distributed).
  - F. Request for Academic Senate review of the *Proposal for the Establishment of a Central Coast Center for Arts Education*: Duffy (Liberal Studies)|Hellenbrand (Dean, CLA), (pp. 22-27) [recommendations of the Senate ad hoc review committee will be distributed at the meeting].
- VI. Discussion Item(s):
- VII. Adjournment:

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
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ACADEMIC SENATE

MINUTES OF  
The Academic Senate Executive Committee  
Tuesday, September 23, 2003  
00220, 3:00-5:00 p.m.

Preparatory: The meeting was opened at 3:10 p.m.

- I. Minutes: The minutes for the Executive Committee meeting of May 13, July 15 and Academic Senate meetings of May 6, May 27, June 3, 2003 were approved without change.
- II. Communication(s) and Announcement(s):
  - A. Academic Senate Executive Committee October 2003-2004: Added to the list were ASI representatives Adam Mednick and Sarah Cowan.
  - B. Academic Senate October 2003-2004: Caucus chairs were asked to check the information for accuracy and requested to fill any vacancies immediately.
  - C. Other: Margret Camuso was congratulated for completing her PhD studies in clinical psychology. She was officially introduced as Dr. Camuso and presented with a gift certificate from the past Academic Senate Chairs.
- III. Reports:
  - A. Academic Senate Chair: (Lewis) President Baker signed the Resolution in Support of Signing the Tallories Declaration but did not agree with the Resolution on Credit/No Credit Grading (CRINC). It has been indicated that the original resolution on Credit/No Credit will be brought back to the Academic Senate for consideration. The first social hour of the year, co-sponsored by the Orfalea College of Business, will be held this Thursday from 4-6 at Vista Grande.
  - B. President's Office: (Howard-Greene) Remarks shared by President Baker during Fall Conference's General Session, as well the presentation by Bruce McPherson on the budget situation, will be posted on the Cal Poly Home page.
  - C. Provost Office: (Zingg) Cal Poly's enrollment projected for the college year will be within 1% of the targeted number, which translated to 600 fewer FTEs than last year. The net hit on Cal Poly's budget is just under \$15 millions but there is a possibility of additional mid-year reductions. At the last Board of Trustees meeting, the Student Housing North Project, which will house 2700 students, was approved. Several events will be taking place to keep the campus community informed of the budget status. Some events include a series of public information by Larry Kelley, Vice President for Administration and Finance, some budget briefings, and an informal group discussion to explore alternative ways on how to go about budget consultation and design.
  - D. Statewide Senators: (Hood) The first meeting of the Statewide Academic Senate was on September 5 and 6 and it focused on the budget situation. At the meeting, a resolution opposing Proposition 54 was passed by the Statewide Academic Senate. (Feroohar) At the first Statewide Senators' meeting, two resolutions were passed by the Statewide Faculty Affairs Committee. One of the resolution asks CFA and CSU to resume bargaining while the other states the Academic Senate's desired to have no less tenure track positions in 2 years from now than there are presently. (Menon) Resolution on Framework for Integrated Teacher Preparation Programs Leading to a Recommendation for a Baccalaureate Degree and a Level 1 Multiple-Subjects Teaching Credential was passed as a motion by the CSU to persuade the legislation.
  - E. CFA Campus President: (Feroohar) Bargaining broke down last July when Chancellor Reed refused to bargain until the passage of a budget. John Travis, the new CFA President, met with Chancellor Reed without success at the last Statewide meeting. SB971, opposed by CFA, which states that faculty has to report all off-site work to administration and AB491, sponsored by CFA,

which states that the CSU should have a better oversight of its expenses were linked together by the Chancellor's Office and passed.

F. ASI Representative: None.

G. Other: None.

IV. Consent Agenda: None.

V. Business Items:

A. Academic Senate and committee vacancies for 2003-2004: The following appointments were made:

COLLEGE OF AGRICULTURE

Committee

Representative

US Cultural Pluralism

Lisa Nicholson, Food Science and Nutrition

Fairness Board

Leanne Berning (fall quarter only)

Academic Senate

Mike Geringer will replace Dan Villegas, Senator, during Fall quarter.

Harvey Greenwald will replace Stu Goldenberg, term ending 2004.

New Senators:

Nanine Van Draanen (Chern) term ending 2005

Christ Kitts (BioSci) term ending 2005

B. Universitywide committee vacancies for 2003-2004: No appointments were made.

C. Approval of Academic Senate Calendar of Meetings for 2003-2004: MIS/p to approve the Academic Senate calendar of meeting for 2003-2004

D. Approval of Academic Senate Assigned Time for 2003-2004: MIS/p to approve the Academic Senate assigned time for 2003-2004.

E. Approval of institutional reviewers for Forestry and Natural Resources self-study: M/S/P to appoint Dr. Sutliff and Dr. Bremer as institutional reviewers.

F. Resolution on LEED Accreditation for Student Housing North: Lewis on behalf of the Executive Committee. This resolution request that Cal Poly acquires the highest possible certification for the Student Housing North project. Reich, CAED Caucus explained that the US Green Building Council is a fairly new organization that provides third-party verification process for new constructions. Some of the issues to consider include the level of certification possible, the cost of certification, and whether or not this is the best certification. Zingg suggested that the RESOLVED clause be modified to read: "That Cal Poly seek to explore the highest possible LEED certification for the Student Housing North project." Lewis suggested that the recommendation be brought to the first reading. MIS/p to agendize resolution.

G. Executive Committee *Sense of the Senate* Resolution on Endorsement of SFSU Resolution on Opposition to Proposition 54: Since there is not enough time to present this to the entire Academic Senate, it was asked that the Executive Committee endorse the SFSU resolution on opposition to Proposition 54. M/S/P to approve the endorsement.

VI. Discussion Item (s): Summary of summer events: Lewis, The Executive Committee had a meeting where Provost Zingg informed them of the budget situation and that the University's goal is to avoid lay offs and to offer classes.

VII. CLOSED SESSION:

VIII. Adjournment: meeting was adjourned at 5 p.m.

Submitted by,

  
Gladys Gregory  
Academic Senate

## Recap of Academic Senate Committee Vacancies for 2003-2005 and University Wide Committee Vacancies for 2003-2004

### COLLEGE OF AGRICULTURE

Faculty Dispute Review Committee  
Dave Headrick

Department

Horti & Crop Science

### COLLEGE OF BUSINESS

Instruction Committee  
Lee Burgunder

Department

Accounting Area

Research and Professional Development Committee

### COLLEGE OF ENGINEERING

Cultural Pluralism Requirement Subcommittee  
Hasmik Gharibyan

Department

Computer Science

### COLLEGE OF LIBERAL ARTS

Fairness Board  
Thomas Trice

Department

History

### COLLEGE OF SCIENCE AND MATHEMATICS IuCTE

Fairness Board

Department

Library Committee  
Ulric Lund

Statistics

Student Grievance Board

**UNIVERSITY-WIDE COMMITTEES  
Vacancies for 2003-2004**

Department

Cal Poly Plan Steering Committee  
(3 Representatives/1 Vacancy)

Campus Fee Advisory Committee  
(1 Representative/1 Vacancy - Academic Senate Chair or Designee)

Campus Safety and Risk Management Committee  
(2 Representatives/1 Vacancy)

Council on University Citizenship  
(5 Representatives/2 Vacancies)  
Replacements for Jay Devore and Camille O'Bryant

Deans Admissions Advisory Committee  
(2 Representatives/1 Vacancy must be from the Budget and Long Range Planning Committee)

Faculty Housing Task Force (Ad Hoc)  
(1 Representative/1 Vacancy - Academic Senate Chair or Designee)

Student Health Advisory Committee  
(1 Representative/1 Vacancy)

**Ballot for faculty interested in serving on GE Committee**

Vacancies: Two vacancies

One 3-year term - College of Business -

One 3-year term - College of Science and Math -

| Name                  | Department   | College | Recommend | Do not recommend |
|-----------------------|--------------|---------|-----------|------------------|
| Margaret (Peggy) Rice | Chem/Biochem | CSM     |           |                  |
| Daniel Villegas       | Economics    | COB     |           |                  |

**Responsibilities:** The GE committee is charged with assuming a vigorous leadership and administrative role in the development and maintenance of a strong and coherent GE Program that meets the noble purposes of its conceptual goals and fosters a stimulating academic and intellectual environment on the Cal Poly campus. By its own initiatives, and those of the university community, and by consultation with appropriate campus groups, the GE committee will make recommendations, through its director, to the provost on all matters and aspects pertaining the GE Program including philosophy, content, format, delivery, and adherence to standards of quality.

Among the specific duties assigned to the GE committee are the following: 1) program development, monitoring, and assessment; 2) designating GE courses; 3) encouraging innovation; 4) issues related to community-college GE programs; and 5) promoting and coordinating GE-related activities such as conferences, seminars, and speakers.

**Membership:** A director and eight committee members will compose the GE Committee, two from the College of Science and Mathematics, two from the College of Liberal Arts, and one from each of the four professional colleges. Committee members will be Committee members will serve three-year renewable terms that are staggered to promote continuity.

**Qualifications:** Committee members will be faculty members with a demonstrated interest in GE and who have a thorough understanding of, and deep conviction and commitment to, the philosophy and conceptual goals of the GE Program.

**Appointment:** The provost appoints GE Committee members after consultation with the Academic Senate.

| <b>Continuing GE Committee Members</b> |                     |         |             |
|--|---------------------|---------|-------------|
| Name                                   | Department          | College | Term Ending |
| Linda Bomstad                          | Philosophy          | CLA     | 2006        |
| John Hampsey                           | English             | CLA     | 2004        |
| John Harris                            | NRM                 | CAGR    | 2004        |
| Michael Lucas                          | Architecture        | CAED    | 2005        |
| Richard Saenz                          | Physics             | CSM     | 2004        |
| Michael Lucas                          | Architecture        | CAED    | 2005        |
| Kim Shollenberger                      | Mech Engineering    | CENG    | 2006        |
| Elena Levine                           | Biological Sciences | CSM     | 2005        |



# GET INVOLVED with the General Education Program!-

Apply today to be a member on a GE Committee.

DEADLINE is Tuesday, March 18.

Fill out the application below or download from the GE web site: [www.calpoly.edu/-acadprog/gened](http://www.calpoly.edu/-acadprog/gened)

### Who are we?

The General Education Program is a university level program that makes curricular and programmatic recommendations for general education. The program is comprised of a Director, a nine-member Governance Committee, and three seven-member Area Committees. Individuals serving on the committees must have a commitment to the philosophy and conceptual goals of the General Education Program as well as a demonstrated interest in GE. Members of all committees serve three-year renewable terms that are staggered to assure continuity.

### What are the responsibilities of the GE Governance Committee?

They are: 1) program development, monitoring, and assessment; 2) recommending approval of courses for GE; 3) encouraging innovation (linked courses, interdisciplinary courses, team teaching, student learning communities); 4) addressing issues related to community-college GE programs; and 5) promoting and coordinating GE-related activities such as conferences, seminars, and speakers. *The GE Governance Committee has one-hour meetings approximately every other week during the academic year on Wednesdays 9-10am.*

### How is the GE Governance Committee selected?

The Provost appoints GE Governance Committee members after consultation with the Academic Senate. The GE Director and eight committee members compose the GE Governance committee: two from the College of Science and Mathematics, two from the College of Liberal Arts, one from the College of Architecture and Environmental Design, one from the College of Agriculture, one from the College of Engineering, and one from the College of Business.

### What are the responsibilities of the GE Area Committees?

The GE Area Committees advise the GE Governance Committee on 1) policies related to each GE area; 2) review of new courses proposed for each GE area, and 3) monitoring and assessment of GE courses already in place in each area. The three area Committees are:

- Area A/C: Communication/Arts and Humanities
- Area B/F: Science and Mathematics/Technology
- Area D/E: Society and the Individual

The GE Area Committees meet approximately three times during a quarter, except in curriculum-cycle years when meetings can be more frequent.

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## APPLICATION TO SERVE ON A GE COMMITTEE - DEADLINE IS TUESDAY, MARCH 18, 2003

Name: Maroaret Peggy) Rice | Email: msrice@caloolv.edu

Department: Chem & Biochem | College: Science and Math | Phone 756-1624

X Check which committees you would be interested in serving on:

|                                     |   |  |  |
|-------------------------------------|---|--|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>                  | <input type="checkbox"/>                       | <input type="checkbox"/>               |
| GE Gov<br>Committee                 | Area A/C<br>Communication/Arts Humanities | Area B/F<br>Science and Mathematics/Technoloov | Area DIE<br>Society and the Individual |

If you have interest in servino on more than one committee, what is your first choice?

Do you have any plans to be on leave during the three-year term? Yes. I will be on sabbatical leave next year (2004-2005)

If so, when are YOU most likely to be on leave?

Please use this space to comment briefly on your interest in serving on a GE committee, and on your experience with GE or other curriculum. If you have served on a Cal Poly GE committee before, please indicate that you would like to renew your term.

I am involved with the WINGED program, which develops writing in each discipline. I am the departmental Health Professions advisor. I have helped with the summer advising program every summer, and worked with Cindy Jelinek to prepare an advising flow chart for our department.

nature:

sending e-mail, iust type initials here: MSR

Send to: GE Program, Building 43-1, room 357 or Email [wordattachmenttogened@polymail.calpoly.edu](mailto:wordattachmenttogened@polymail.calpoly.edu)





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|--|--|---|---|
| Name: Daniel J. Villegas   |  | Email: <a href="mailto:dvillega@calpoly.edu">dvillega@calpoly.edu</a>   |   |
| Department: Economics  |  | College: Business   |   |
|  |  | Phone 756-1767  |   |
| X Check which committees you would be interested in serving on:  |  |   |   |
| <input checked="" type="checkbox"/> GE Gov<br>Committee  | <input type="checkbox"/> Area A/C<br>Communication/Arts Humanities | <input type="checkbox"/> Area B/F<br>Science and Mathematics/Technology | <input type="checkbox"/> Area D/E<br>Society and the Individual |
| If you have interest in serving on more than one committee, what is your first choice?   |  |   |   |
| Do you have any plans to be on leave during the three-year term? No  |  |   |   |
| If so, when are you most likely to be on leave?  |  |   |   |
| Please use this space to comment briefly on your interest in serving on a GE committee, and on your experience with GE or other curriculum. If you have served on a Cal Poly GE committee before, please indicate that you would like to renew your term.<br>I have served on the GE Governing Committee for the past three years and hope to continue to contribute to this important university program. I teach two GE courses (ECON 303 and 325) and have an interest in maintaining and enhancing the quality of the program. |  |   |   |
| Signature: DJV   |  |   |   |
| If sending e-mail, just type initials here:  |  |   |   |

Send to: GE Program, Building 43-1, room 357 or Email [wordattachmenttogened@polymail.calpoly.edu](mailto:wordattachmenttogened@polymail.calpoly.edu)



**Ballot for faculty interested in serving on  
Area B/F Committee: Science, Mathematics, and Technology**

**Vacancies:**

Three 3-year appointments (two from subject area, one at large)

| <b>Name</b>       | <b>Department</b>  | <b>College</b> | <b>Recommend</b> | <b>Do not recommend</b> |
|-------------------|--------------------|----------------|------------------|-------------------------|
| David Gillette    | English            | CLA            |                  |                         |
| Mary (Sam) Rigler | Chem/Biochem       | CSM            |                  |                         |
| Elena Levine      | Biological Science | CSM            |                  |                         |

**Responsibilities:** Area Committees advise the GE Committee on courses and programs within each area, and review courses and programs already in place.

**Membership:** The Area B/F committee (Mathematics, Science, and Technology) is composed of seven members, including one student. At least four of the members and the student must be from departments/colleges in the subject area. Committee members serve three-year renewable terms that are staggered to promote continuity.

**Qualifications:** Committee members must have a demonstrated interest in GE and a thorough understanding of, and deep conviction and commitment to, the philosophy and conceptual goals of the General Education Program.

**Appointment:** The GE Committee appoints Area Committee members after consultation with the Academic Senate.

**Continuing Area B/F Committee Members**

| <b>Name</b>      | <b>Department</b>   | <b>College</b> | <b>Term Ending</b> |
|------------------|---------------------|----------------|--------------------|
| Sue Elrod        | Biological Sciences | CSM            | 2004               |
| Michael Costello | Hort/Crop Science   | CAGR           | 2005               |
| Matt Moelter     | Physics             | CSM            | 2005               |



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|---|--|--|---|
| Name: Mary (Sam) N. Rigler  |  | Email: mriQler@calpoly.edu   |   |
| Department: Chem  |  | College: COSAM   | Phone x1591   |
| X Check which committees you would be interested in serving on:   |  |  |   |
| <input type="checkbox"/> GEGov<br>Committee   | <input type="checkbox"/> Area A/C<br>Communication/Arts Humanities | <input checked="" type="checkbox"/> Area B/F<br>Science and Mathematics/Technology | <input type="checkbox"/> Area D/E<br>Society and the Individual |
| If you have interest in serving on more than one committee, what is your first choice?  |  |  |   |
| Do you have any plans to be on leave during the three-year term? NO   |  |  |   |
| If so, when are you most likely to be on leave?   |  |  |   |
| Please use this space to comment briefly on your interest in serving on a GE committee, and on your experience with GE or other curriculum. If you have served on a Cal Poly GE committee before, please indicate that you would like to renew your term.                         |  |  |   |
| I believe GE is an essential part of any undergraduate education, and that at a technical university like Cal Poly, faculty trained in and focused on technology and science have a responsibility (and privilege) of playing a role in designing and maintaining the GE program. |  |  |   |
| I served on the GEB/F committee during the re-design of Cal Poly's GE requirements and would like to return now.  |  |  |   |
| Signature:<br>If sending e-mail, just type initials here: MNR   |  |  |   |



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### APPLICATION TO SERVE ON A GE COMMITTEE – DEADLINE IS TUESDAY, MARCH 18, 2003

Name: David Gillette | Email: [ddgillet@calpoly.edu](mailto:ddgillet@calpoly.edu)

Department: English | College: Liberal Arts | Phone: 6-2331

X Check which committees you would be interested in serving on:

|                     |   |   |  |
|---------------------|---|---|--|
| GE Gov<br>Committee | Area A/C<br>Communication/Arts Humanities | X<br>Area B/F<br>Science and Mathematics/Technology | Area D/E<br>Society and the Individual |
|---------------------|---|---|--|

If you have interest in serving on more than one committee, what is your first choice?

Do you have any plans to be on leave during the three-year term? Yes

If so, when are you most likely to be on leave? Spring 05

Please use this space to comment briefly on your interest in serving on a GE committee, and on your experience with GE or other curriculum. If you have served on a Cal Poly GE committee before, please indicate that you would like to renew your term.

I am very interested in curriculum development issues. At my previous position, with a university in Florida, I helped design and put into place a number of undergraduate programs. The largest of these programs was a Digital Media Design program which drew students from all across the Liberal Arts, Computer Science, and Business. I also helped to design and then run a rather large program in Technical Communications, which also served students from the Liberal Arts, Computer Science, Engineering, and Business. Much of this course development and program development work was connected to a number of General Education-like programs at the University.

I am currently working to establish a New Media Arts program here at Cal Poly as a new undergraduate minor in the College of Liberal Arts. Work on this GE committee would provide me with a hands-on education about the upper-levels of curriculum development at Cal Poly.

I have not served on any GE committees before, but I am very eager to start working with the GE program this year, if I am accepted.

and approved.

Signature:

If sending e-mail, just type initials here: DG

**Send to: GE Program, Building 43-1, room 357 or Email [wordattachmenttogened@polymail.calpoly.edu](mailto:wordattachmenttogened@polymail.calpoly.edu)**

**APPLICATION TO SERVE ON THE GE COMMITTEE/GE AREA COMMITTEE**  
Also available on GE web site at [www.calpoly.edu/acadprog/gened](http://www.calpoly.edu/acadprog/gened)

This form must be received by Friday, May 3, 2002.  
Mail to General Education Office (43-1, room 357) or e-mail with Word attachment to  
[gened@polymail.calpoly.edu](mailto:gened@polymail.calpoly.edu)

The GE Committee is charged by the Provost with assuming a vigorous leadership and administrative role in the development and maintenance of a strong and coherent General Education Program. The GE Committee will make recommendations, through its Director, to the Provost on all matters pertaining to the General Education Program including philosophy, content, format, delivery, and adherence to standards of quality. The following specific duties are assigned to the GE Committee: 1) program development, monitoring, and assessment; 2) designating GE courses; 3) encouraging innovation; 4) issues related to community-college GE programs; and 5) promoting and coordinating GE-related activities such as conferences, seminars, and speakers.

A director and eight committee members compose the GE Committee: two from the College of Science and Mathematics, two from the College of Liberal Arts, and one from each of the four professional colleges. The Provost appoints GE Committee members after consultation with the Academic Senate.

The GE Area Committees advise the GE Committee on courses and programs within each area, and review courses and programs already in place. The three area committees (Communication/Arts and Humanities; Mathematics and Science/Technology; and Social/Behavioral Sciences) are composed of seven members each, including one student. At least four of the members and the student must be from departments/colleges in the subject area. The GE Committee appoints Area Committee members after consultation with the Academic Senate.

Members of all committees serve three-year renewable terms that are staggered to promote continuity. Individuals must have a demonstrated interest in GE as well as a commitment to the philosophy and conceptual goals of the General Education Program.

Name: Elena Levine

e-mail [elevine@calpoly.edu](mailto:elevine@calpoly.edu)

Department: Biological Sciences

College: CSM

Phone: x62175

I would like to serve on the  
\_\_\_\_ GE Committee

\_\_\_\_ Area A/C Committee: Communication/Arts and Humanities

Area B/F Committee: Science and Math/Technology CHAIR

\_\_\_\_ Area D/E Committee: Social/Behavioral Sciences.

If you have interest in more than one committee, what is your first choice?

Do you have plans to be on leave during the three-year term? Yes  No

If so, when are you most likely to be on leave? Fall 2003, possibly F'04-Sp'05

Signature: EL  
(If sending e-mail, just type initials here)

Please comment briefly on your experience in curricular affairs and your interest in General Education.

I have been involved in curricular affairs in my department for 6 years, during which time I have developed and/or dramatically changed several courses. I developed a new GE course (Area B5) and am also teaching one of our general introductory GE courses (Area B2). I have served as chair of the Biological Sciences Degree program within the department for 2 years, which includes leading discussions about the curriculum. I have served on the Area B/F committee for one year and on the

GE committee for one year. I also serve on the advisory board for the WINGed program. I see general education as an important part of the university mission and as important for my own teaching goals. I am firmly committed to trying to maintain and improve the quality of our GE program.



**Ballot for faculty interested in serving on  
Area A/C Committee: Communication, Arts, And Humanities**

**VACANCIES:**

Two 3-year appointments (one from subject area, one at large)

| Name            | Department       | College | Recommend | Do not recommend |
|-----------------|------------------|---------|-----------|------------------|
| Neal MacDougall | Agribusiness     | CAGR    |           |                  |
| John Thompson   | Modern Languages | CLA     |           |                  |

**Responsibilities:** Area Committees advise the GE Committee on courses and programs within each area, and review courses and programs already in place.

**Membership:** The Area A/C Committee (Communication/Arts and Humanities) is composed of seven members each, including one student. At least four of the members and the student must be from departments/colleges in the sUbject area. Committee members serve three-year renewable terms that are staggered to promote continuity.

**Qualifications:** Committee members must have a demonstrated interest in GE and a thorough understanding of, and deep conviction and commitment to, the philosophy and conceptual goals of the General Education Program.

**Appointment:** The GE Committee appoints Area Committee members after consultation with the Academic Senate.

**Continuing Area A/C Committee Members**

| Name              | Department   | College | Term Ending |
|-------------------|--------------|---------|-------------|
| William Fitzhenry | English      | CLA     | 2005        |
| Bruno Giberti     | Architecture | CAED    | 2005        |
| Steve McDermott   | Speech       | CLA     | 2004        |
| Kathryn Rummell   | English      | CLA     | 2004        |



# GET INVOLVED with the General Education Program!

Apply today to be a member on a GE Committee.

DEADLINE is Tuesday, March 18.

Fill out the application below or download from the GE web site: [www.calpoly.edu/-acadprog/genea](http://www.calpoly.edu/-acadprog/genea)

## Who are we?

The General Education Program is a university level program that makes curricular and programmatic recommendations for general education. The program is comprised of a Director, a nine-member Governance Committee, and three seven-member Area Committees. Individuals serving on the committees must have a commitment to the philosophy and conceptual goals of the General Education Program as well as a demonstrated interest in GE. Members of all committees serve three-year renewable terms that are staggered to assure continuity.

## What are the responsibilities of the GE Governance Committee?

They are: 1) program development, monitoring, and assessment; 2) recommending approval of courses for GE; 3) encouraging innovation (linked courses, interdisciplinary courses, team teaching, student learning communities); 4) addressing issues related to community-college GE programs; and 5) promoting and coordinating GE-related activities such as conferences, seminars, and speakers. *The GE Governance Committee has one-hour meetings approximately every other week during the academic year on Wednesdays 9-10am.*

## How is the GE Governance Committee selected?

The Provost appoints GE Governance Committee members after consultation with the Academic Senate. The GE Director and eight committee members compose the GE Governance committee: two from the College of Science and Mathematics, two from the College of Liberal Arts, one from the College of Architecture and Environmental Design, one from the College of Agriculture, one from the College of Engineering, and one from the College of Business.

## What are the responsibilities of the GE Area Committees?

The GE Area Committees advise the GE Governance Committee on 1) policies related to each GE area; 2) review of new courses proposed for each GE area, and 3) monitoring and assessment of GE courses already in place in each area. The three area Committees are:

- Area A/C: Communication/Arts and Humanities
- Area B/F: Science and Mathematics|Technology
- Area D/E: Society and the Individual

The GE Area Committees meet approximately three times during a quarter, except in curriculum-cycle years when meetings can be more frequent.

## How are the GE Area Committees selected?

The GE Governance Committee appoints Area Committee members after consultation with the Academic Senate. The GE Area Committees are composed of seven members each, including one student. At least four of the members and the student must be from departments/colleges in the subject area.

| APPLICATION TO SERVE ON A GE COMMITTEE - DEADLINE IS TUESDAY, MARCH 18, 2003  |   |   |   |
|---|---|---|---|
| Name: Neal A. MacDougal   |   | Email: <a href="mailto:nmacdoug@calpoly.edu">nmacdoug@calpoly.edu</a>   |   |
| Department: Agribusiness  |   | College: Agriculture  |   |
|   |   | Phone 756-5034  |   |
| X Check which committees you would be interested in serving on:   |   |   |   |
| <input type="checkbox"/> GE Gov<br>Committee  | <input checked="" type="checkbox"/> Area A/C<br>Communication/Arts Humanities | <input type="checkbox"/> Area B/F<br>Science and Mathematics TechnoloGY | <input type="checkbox"/> Area DIE<br>Society and the Individual |
| If you have interest in servinQ on more than one committee, what is your first choice?  |   |   |   |
| Do YOU have any plans to be on leave during the three-vear term? No   |   |   |   |
| If so, when are you most likely to be on leave?   |   |   |   |
| Please use this space to comment briefly on your interest in serving on a GE committee, and on your experience with GE or other curriculum. If you have served on a Cal Poly GE committee before, please indicate that you would like to renew your term. Over the past few years I have become increasingly involved with writing issues as they affect my classes and my department. I see my participation in the Area A/C committee as a chance to learn more as well as contribute some of my experiences. |   |   |   |
| Signature:<br>If sendinQ e-mail, iust tvoe initials here: NAM   |   |   |   |

Send to: GE Program, Building 43-1, room 357 or Email [wordattachmentto@polymail.calpoly.edu](mailto:wordattachmentto@polymail.calpoly.edu)



## GET INVOLVED with the General Education Program!

Apply today to be a member on a GE Committee.

DEADLINE is Tuesday, March 18.

Fill out the application below or download from the GE web site: [www.calpoly.edu/~acadprog/gened](http://www.calpoly.edu/~acadprog/gened)

### Who are we?

The General Education Program is a university level program that makes curricular and programmatic recommendations for general education. The program is comprised of a Director, a nine-member Governance Committee, and three seven-member Area Committees. Individuals serving on the committees must have a commitment to the philosophy and conceptual goals of the General Education Program as well as a demonstrated interest in GE. Members of all committees serve three-year renewable terms that are staggered to assure continuity.

### What are the responsibilities of the GE Governance Committee?

They are: 1) program development, monitoring, and assessment; 2) recommending approval of courses for GE; 3) encouraging innovation (linked courses, interdisciplinary courses, team teaching, student learning communities); 4) addressing issues related to community-college GE programs; and 5) promoting and coordinating GE-related activities such as conferences, seminars, and speakers. *The GE Governance Committee has one-hour meetings approximately every other week during the academic year on Wednesdays 9-10am.*

### How is the GE Governance Committee selected?

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### What are the responsibilities of the GE Area Committees?

The GE Area Committees advise the GE Governance Committee on 1) policies related to each GE area; 2) review of new courses proposed for each GE area, and 3) monitoring and assessment of GE courses already in place in each area. The three area Committees are:

- Area A/C: Communication/Arts and Humanities
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The GE Area Committees meet approximately three times during a quarter, except in curriculum-cycle years when meetings can be more frequent.

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The GE Governance Committee appoints Area Committee members after consultation with the Academic Senate.

The GE Area Committees are composed of seven members each, including one student. At least four of the members and the student must be from departments/colleges in the subject area.

| APPLICATION TO SERVE ON A GE COMMITTEE – DEADLINE IS TUESDAY, MARCH 18, 2003  |   |   |   |
|---|---|---|---|
| Name: John Thompson   |   | Email: <a href="mailto:jjthomps@calpoly.edu">jjthomps@calpoly.edu</a>   |   |
| Department: Mod Languages   | College: CLA  | Phone 6-2238  |   |
| X Check which committees you would be interested in serving on:   |   |   |   |
| <input type="checkbox"/> GE Gov<br>Committee  | <input checked="" type="checkbox"/> <sup>xxx</sup><br>Area A/C<br>Communication/Arts Humanities | <input type="checkbox"/> Area B/F<br>Science and Mathematics/Technology | <input type="checkbox"/> Area D/E<br>Society and the Individual |
| If you have interest in serving on more than one committee, what is your first choice?  |   |   |   |
| Do you have any plans to be on leave during the three-year term? no   |   |   |   |
| If so, when are you most likely to be on leave? n/a   |   |   |   |
| Please use this space to comment briefly on your interest in serving on a GE committee, and on your experience with GE or other curriculum. If you have served on a Cal Poly GE committee before, please indicate that you would like to renew your term. |   |   |   |
| I have been a faculty member since 1998. I have proposed and teach GE courses. I want to be involved with the GE Program.   |   |   |   |
| Signature:<br>** sending e-mail, just type initials here: JT  |   |   |   |

Send to: GE Program, Building 43-1, room 357 or Email [wordattachmentto gened@polymail.calpoly.edu](mailto:wordattachmentto gened@polymail.calpoly.edu)

**Proposed Interim Action to Implement  
Resolution AS-602-03/RP&D (adopted June 3, 2003)  
Establishing a Faculty Award to Recognize Distinguished  
Research, Creative Activity and Professional Develop**

Background:

1. Last spring the Senate passed Resolution AS-602-03 and the President expressed willingness to provide immediate interim funding for the awards (two annually) at a level equal to the Distinguished Teaching Awards.
2. The guidelines for the award call for the Senate to establish a new awards committee which would include up to three past award recipients.
3. As Research and Professional Development (R&PD) Committee chair, I recently consulted with the current and past Academic Senate Chairs and the Chair of the Faculty Awards Committee regarding the most expeditious way to launch the new award program successfully, deal with administrative issues, and ensure that the principles of AS-602-03 are faithfully followed. It has been suggested, and I agree, that it seems desirable on an interim basis for the award to be administered by the R&PD Committee until some experience is gained and a nucleus of past winners is established.

Proposed:

1. That the Academic Senate Executive Committee approve an interim plan to implement AS-602-03 by charging the R&PD Committee to secure funding, administer the new award according to guidelines, and later bring to the Senate a resolution to establish a new standing committee to permanently administer the award, along with any proposed revisions to the guidelines based on the early implementation experience.
2. That this interim assignment to the R&PD Committee be for a period of up to two years.

Respectfully submitted,



Ed Sullivan, Chair  
R&PD Committee

ACADEMIC SENATE  
of  
OF CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA

AS-602-03/RP&D

RESOLUTION ON ESTABLISHING  
A FACULTY AWARD TO RECOGNIZE DISTINGUISHED  
RESEARCH, CREATIVE ACTIVITY AND PROFESSIONAL DEVELOPMENT  
AT CAL POLY

- 1 Background-Statement: In 1996, the Academic Senate Research and Professional Development  
2 Committee was charged with making recommendations concerning research and professional  
3 development activities for the campus. Although excellence in teaching is the first responsibility of all  
4 Cal Poly faculty, committee members believe that Cal Poly can benefit significantly through increased  
5 recognition and support to faculty efforts in their other scholarly work.  
6
- 7 WHEREAS, Cal Poly is an institution known for its high quality of undergraduate education, where  
8 graduate programs have traditionally played a small role and faculty teaching of  
9 undergraduates has been the highest priority; and  
10
- 11 WHEREAS, While recognizing the primacy of the Scholarship of Teaching, the Cal Poly Strategic  
12 Plan calls for increased support to enhance the Scholarships of Discovery, Integration,  
13 and Application, and encourage faculty activities which lead to professional growth  
14 and achievement; and  
15
- 16 WHEREAS, The Scholarships of Teaching, Discovery, Integration, and Application through  
17 research and creative activities are crucial for the continued growth and development  
18 of a community of faculty and student scholars; and  
19
- 20 WHEREAS, The established Cal Poly Distinguished Teaching Awards provide due recognition to  
21 excellence in teaching, however accomplishments research and professional  
22 development are considered only to the extent that they relate to teaching excellence;  
23 and  
24
- 25 WHEREAS, Many universities, including other CSU campuses, recognize through targeted awards  
26 the distinguished accomplishments of faculty in the arenas of research, and creative  
27 activity, and professional development; therefore be it  
28
- 29 RESOLVED, That a Cal Poly "Distinguished Research, Creative Activity and Professional  
30 Development Award" program be established to recognize faculty achievements in  
31 these areas, and be it further



- 1
- 2 RESOLVED, That each Distinguished Research, Creative Activity and Professional Development  
3 Award consist of a certificate, suitable for framing, and a cash award in an amount  
4 equal to the most recently presented Distinguished Teaching Award; and be it further  
5
- 6 RESOLVED, That as soon as funding is available, two awards be presented annually; and be it  
7 further  
8
- 9 RESOLVED, That a quasi-endowment be established to provide sustained funding for the awards  
10 and that the University administration be asked to solicit donations so that the  
11 endowment funding may be implemented at the earliest possible opportunity; and be it  
12 further  
13
- 14 RESOLVED, That until such time that the endowment is in place and yielding sufficient income,  
15 that temporary funding for the awards be requested from the University  
16 administration; and be it further  
17
- 18 RESOLVED, That recipients of the Distinguished Research, Creative Activity and Professional  
19 Development Awards be recognized during the fall conference convocation or at  
20 another suitable public occasion; and be it further  
21
- 22 RESOLVED, To avoid confusion, that the Academic Senate's Faculty Awards Committee be  
23 renamed the "Distinguished Teaching Awards Committee;" and be it further  
24
- 25 RESOLVED, That an Academic Senate "Distinguished Research, Creative Activity and  
26 Professional Development Awards Committee" be established to conduct the selection  
27 process and determine on an ongoing basis the policies and procedures to be used for  
28 selecting recipients of the awards; and be it further  
29
- 30 RESOLVED, That the attached "Guidelines for the Cal Poly Distinguished Research, Creative  
31 Activity and Professional Development Awards" be adopted as the initial policies and  
32 procedures for administering the award; and be it further  
33
- 34 RESOLVED, That the Academic Senate approve the attached "Guidelines for the Cal Poly  
35 Distinguished Research, Creative Activity and Professional Development Award" and  
36 that these recommendations be forwarded to the President and Provost of Cal Poly.

Proposed by: Academic Senate Research and Professional  
Development Committee

Date April 2, 2003

Revised: April 29, 2003

Revised: May 8, 2003



GUIDELINES FOR THE CAL POLY DISTINGUISHED RESEARCH, CREATIVE ACTIVITY AND PROFESSIONAL DEVELOPMENT AWARDS

(MAY 28, 2003)

General Guidelines:

- 1) All current faculty (members of collective bargaining unit 3) are eligible. Candidates must be Cal Poly faculty for at least 3 years (equivalent full-time) before becoming eligible. Candidates must continue to be active in teaching or in the specialty areas for which they were hired.
- 2) The committee should seek variety in the awards over time, seeking to recognize both junior and senior faculty, both research and other creative activities, and different disciplines.
- 3) The award shall recognize a specific contribution or body of work, as opposed to general achievements. The award shall be for work done primarily at Cal Poly.
- 4) The awards committee shall include one voting General Faculty representative from each college, the UCTE, and Professional Consultative Services. Two voting ex officio student members shall be chosen to represent the ASI. The Senate is encouraged to include up to a maximum of three past award recipients among the college, UCTE, and PCS representatives.
- 5) An application form and suitable deadlines shall be established. Candidates may be self-nominated or nominated by other faculty, students, or alumni. The application should contain sufficient material to permit the nominee's evaluation according to the following selection criteria.

Selection Criteria (select from the following as appropriate to the nominee's discipline):

- 1) Importance to students, evidenced by any of the following:
  - Excellence in teaching which derives from research and professional development activities
  - Excellence in inculcating, motivating and promoting R&PD activities
  - Quality and significance of associated senior projects, theses, etc.
  - Curriculum improvement and enhanced teaching/learning by self and others
  - Quality of the impact on students' experience
- 2) Quality (impacVusefulness) of the work should be emphasized over quantity, as evidenced by any of the following:
  - Helping to improve the human condition and quality of life
  - Contributions to knowledge and practice
  - Wide peer recognition of the work as substantial, seminal, scholarly
- 3) Use of the nominee's ideas and other creative products by practitioners
  - Degree of innovation
  - Publications or presentations in refereed media
  - Other books, chapters, articles, teaching cases, and instructional materials
  - Presentations or performances at peer recognized events
- 4) Importance to Cal Poly, evidenced by any of the following:
  - Enhanced status of Cal Poly or its academic units
  - Significant grants and contracts received
  - Mentoring and facilitating the professional development of other faculty and staff
  - Curriculum innovation in ways that are important to industry and/or practice

Central Coast Center for Arts Education (CCCAE)  
Answers to Questions Posed in Guidelines for the Establishment of Centers and  
Institutes  
Prepared by Susan Duffy, Liberal Studies

1. What will the proposed unit do?

The mission of the CCCAE is to provide professional development for teachers and other educators in comprehensive arts education and to initiate and promote innovative practices through collaborative interdisciplinary research and education.

The goals of the CCCAE are:

1. To develop an innovative interdisciplinary research program in support of the CCCAE mission
2. To provide the infrastructure required to meet the CCCAE mission
3. To provide opportunities for the professional development of faculty through basic and applied research and development activities
4. To provide a clearing house for information of interest to practitioners and to conduct workshops, conferences and outreach programs for the continuing education of professional educators
5. To foster the professional growth and development of its members
6. To enhance the curriculum by supplementing academic learning for undergraduate, graduate and career professionals interested in teaching K-12
7. To develop opportunities for students to practice their academic disciplines and receive **supplemental** training in all art forms
8. To create an active learning environment for our students and faculty
9. To provide supplementary educational support by acquiring gifts, general purpose grants and equipment donations that enhance the viability of the CCCAE
10. To develop partnerships, relationships and opportunities with industry, government and community organizations, and other educational institutions involved with arts education.
11. To communicate with the educational community and general public the importance of art education to children.

The proposed Center will have one primary function: To provide supplemental professional development opportunities in the arts for students interested in careers in teaching both in their undergraduate and credential track programs, as well as professional development opportunities for San Luis Obispo County teachers and school administrators interested in expanding and extending their expertise in arts education in area schools. This will be done through offering intensive professional development programs that address visual arts, music, dance and theatre. All programs will stress the importance of individuals using the California Visual and Performing Arts Content Standards in teaching K-16. The participants in Center activities will be primarily from off-campus; specifically teachers from San Luis Obispo, Santa Barbara, Monterey and Kern Counties. The Center's primary function is to provide supplemental professional development instruction to elementary and secondary School teachers.

Additionally, Cal Poly faculty associated with the Center will have ample opportunity to use its resources to conduct their own research projects in art education, early childhood education, teacher education and integrating the arts in CA public school curricula. We envision the Center bringing together university faculty, and public and private school administrators and teachers to examine the pedagogical and theoretical issues involved with arts education in California public schools.

2. Why is it needed?

The proposed Central Coast Center for Arts Education (CCCAE) allows us to fill a professional need that is not being sufficiently met: that is preparing teachers in the arts to enhance and extend the education of students in elementary and secondary classrooms. The project provides multiple professional development workshops in the arts for teachers on the Cal Poly campus, as well as at their school sites. Teachers will be offered opportunities to participate in countywide workshops. Our goal is to provide the means for them to become increasingly skilled in teaching the arts and using the arts to teach other subject matter. The need for more professional development locations on the central coast where teachers, artists, and art educators can come together for education and discussion in and of the arts is critical. Teachers on the Central Coast cannot regularly participate in the professional development programs offered by The California Arts Project, (TCAP) one of the subject matter projects sponsored by the CA Dept. of Education because the far distances and the two-week time commitment away from family are prohibitive. There is a pressing need for a Center dedicated to arts education on the Central Coast, given that the closest California Arts Project sites (rCAP) are more than 300 miles to the south, north and east of us.

While we have been working to meet the need for professional development through projects supported by grants and other outside funding, a Center would allow us to establish Cal Poly as a leader in this educational area. Already we have established a fine reputation for the Arts Education Conference we host, as well as the professional development workshops offered by faculty associated with our project. A Center would allow us to formalize this service and also allow us to be considered for other funding opportunities available for such programs.

3. what is the relationship to the instructional program?

A Center would enhance opportunities for Cal Poly students interested in teaching, or enrolled in a teaching credential program to receive additional instruction in collaboration with teachers in professional development settings. Presently, there is no credential program in the arts to prepare teachers due to lack of resources. Liberal Studies prepares students for careers in education. Our program is recognized throughout the state as having the most requirements in science and math more than any other Liberal Studies program in the CSU. We require our students to take the least number of courses in the arts as part of their preparation to be teachers. Having a Center would provide more opportunities for

our students to participate in professional development opportunities that will provide them with education on how to teach the arts and use the arts in their classrooms. These opportunities will also be accorded the credential track students in the University Center for Teacher Education. Having our students work side-by-side with classroom teachers in settings where they are all learning how to approach the arts will be an invaluable asset to our educational program, to school districts where our student will be employed and to students in primary and secondary schools in the state.

4. Who are the Center's founding members and how does their expertise relate to its **purpose** . .

Drs. Susan Duffy, Kathleen Friend, Robert Cichowski, Harry Hellenbrand and Bonnie Konopak, will serve as the founding members. Drs. Hellenbrand and Konopak are the Deans of the College of Liberal Arts and the University Center for Teacher Education. Faculty from their respective colleges will be most involved in the Center's activities. Dr. Cichowski chairs the Liberal Studies Department and coordinates the UCTE Multiple-Subject Committee, thereby bridging the undergraduate and graduate programs in teacher education. Dr. Susan Duffy, and Kathleen Friend will lead the Center in its first years of operation. In the past three years they have received nearly one half million dollars in grants to oversee arts education programs in the county. These programs have been funded by the Institute for Educational Inquiry, the California Arts Council, and the Eisenhower Foundation and California Post-Secondary Education Commission. Their graduate degrees are in the arts (see attached vitae), and they have dedicated their careers to educating students in their respective arts forms of theatre and visual arts. Through their efforts art education in San Luis Obispo County schools has increased more than 100% in the last two years. They are recognized leaders in this area and remain active in arts education organizations at the state and national levels.

5. What effect will the Center have on the department?

The proposed Central Coast Center for Arts Education will have a salutary effect on the Liberal Studies department. It will formalize what is already on-going through individual projects, and allow the faculty to work with other departments under the aegis of a formalized Center that can offer workshops, institutes, and professional development opportunities to teachers, and university students. Having a Center for Arts Education will allow current research projects underway that are related to arts education and student achievement to benefit from opportunities to generate more funding for the department through grants, to increase the involvement of other faculty from Liberal Arts and UCTE in similar research efforts. A Center will offer new opportunities for research in using the arts with special needs and English Language Learners, and provide for professional exchange of ideas among university faculty, and public school teachers that results in reports and scholarly papers chronicling studies supported by the Center. A Center will bring together faculty for shared research endeavors. Finally, a Center provides increased opportunities for our students, both in their

own professional and personal development. Benefiting from the model that has already been established by Duffy and Friend, Cal Poly students will be invited to participate in professional development workshops to learn side-by-side with area teachers. We anticipate that the positive recognition that the Liberal Studies program has received, (and by extension, Cal Poly) for its work in art education will be increased dramatically with the development of a Center for Arts Education.

6. What is the organizational structure of the Center?  
(See attached diagram in By-laws) Basically, the Center will work under a Director and Associate Director who will meet regularly with an advisory committee. The Director will be appointed by the Dean of Liberal Arts, in consultation with the Dean of UCTE, and will report to the Dean of Liberal Arts and provide copies of all reports to the Dean of Research and Graduate Studies as well. The Center will adhere to all university policies in place and respect the hierarchy of administrative **responsibilities** established at the university.
7. What facilities will be needed?  
At this point we do not foresee the need for additional space or equipment. Our needs are being met within the Liberal Studies department. Eventually, we anticipate that we will need student assistants, and possibly office supplies. To date these needs have been met through grants and outside funding and we anticipate that they will continue to be met that way.
8. How will the unit be financed in the short term? Long term?  
In the short term, we hope to apply for university "Start-up" funds. Dean Hellenbrand, of The College of Liberal Arts, has indicated that he would offer \$10,000 a year for three years, to be matched by University funds (with approval of the Dean's Council and appropriate administrative offices) of \$10,000 for three years. This would allow the Center to be formally established and begin offering programs and gain recognition in the surrounding area.  
In the long term, we anticipate that grants, and other outside funding will be the primary financial support for the Center. Some revenue will be generated by fees for workshops. Establishing a Center will increase our ability to apply for large grants and these will be administered through the Foundation. We do not foresee that the Center will be a financial burden to the Liberal Studies department or the College of Liberal Arts. It will operate within the funding that it is able to secure independently. A history of prior funding for Arts Education activities is attached to this proposal.
9. What will happen if outside sources of funding are no longer available after the unit is formed?  
The Center will increase or decrease its public service activities dependent on the funding available. Should outside funding be limited in a particular year, then the offerings of the Center will be limited. Increased grant revenues will allow the Center to offer increased professional development opportunities for teachers and

university students. We believe that the establishment of a Center for Arts Education at Cal Poly will only enhance our ability to receive funding from state, federal and private sources for the projects we envision

10. What constitutes membership in the unit?

There will be full membership (voting members) and associate membership (non-voting members) Full Membership will necessitate the individual being a Cal Poly faculty member or someone from outside the University who has been approved by the faculty membership and the Deans of Liberal Arts and University Center for Teacher Education. We anticipate the full membership will include representatives from the College of Liberal Arts and the University Center for Teacher Education as well as a community representative from the San Luis Obispo County Office of Education and the arts community. Associate membership might include local artists interested in working with the schools, Liberal Studies students and UCTE students.

11. What is the Advisory Board? How is it selected?

The Advisory Board will be comprised of no more than ten individuals from academia, the teaching community in San Luis Obispo, professional artists and arts administrators. It will be selected as outlined in the by-laws. (see attached) Names will be presented in nomination for membership and then voted upon by simple majority of voting members.

12. How will the unit ensure that participating faculty receive credit for their contributions in the review for tenure, retention and promotion?

While we recognize that individual departments assign greater or lesser weight to participation in professional development activities, every effort will be made to provide departments with a report of the activities of individuals who participate in the Center who are standing for retention, tenure or promotion. This report will be copied to the deans of their respective schools each year of their participation on the Center Advisory Board.



3 Year Budget for Center Coast Center for Arts Education

|                                   | Year 1 | Year 2 | Year 3  |
|-----------------------------------|--------|--------|---|
| <u>AntiCipated Income</u>         |        |        |   |
| College of Liberal Arts           | 10,000 | 10,000 | 10,000  |
| Deans Council "Start Up Funds"    | 10,000 | 10,000 | 10,000  |
| <u>Requested External Funding</u> |        |        |   |
| National Endowment for the Arts   | 27,000 | 27,000 | (proposals will be submitted to sustain external funding) |
| Total                             | 47,000 | 47,000 | 20,000  |

*(should external funding not be received then expenses will be modified to reflect year3 budget)*

|                                      |        |        |        |
|--------------------------------------|--------|--------|--------|
| <u>Expenses</u>                      |        |        |        |
| <u>Personnel</u>                     |        |        |        |
| Director released 4 wtu 8.89%        | 7,341  | 7,341  |        |
| Clerical/Accting support             | 3,000  | 3,000  | 1000   |
| Workshop leaders                     | 17,000 | 20,000 | 10,000 |
| Student assistant \$8 x 5hr x 40 wks | 1,200  | 1,200  | 1,200  |
| Designer for Center logo/stationary  | 2,000  |        |        |
| <u>Supplies</u>                      |        |        |        |
| Instructional Supplies for workshops | 4,000  | 6,000  | 4,000  |
| Office Supplies                      | 1,000  | 1,000  | 500    |
| Stationary                           | 500    | 500    | 500    |
| brochures and promotional material,  | 1500   | 500    | 200    |
| Catering for workshops               | 3000   | 4000,  |        |
| Reproduction                         | 2,000  | 1,000  | 1,000  |
| Telephone                            | 300    | 300    | 300    |
| Postage                              | 200    | 200    | 200    |
| Equipment                            | 2000   | 1000   | 500    |
| Travel to state meetings             | 1000   | 500    | 500    |
| Total                                | 46,041 | 46,541 | 19900  |