

PLEASE BRING YOUR MAY 6 AGENDA

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

Academic Senate Executive Committee
Tuesday, May 13, 1997
UU 220, 3:00-5:00pm

- I. Minutes: none.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost's Office:
 - D. Statewide Senators:
 - E. CFA Campus President:
 - F. Staff Council representative:
 - G. ASI representatives:
 - H. IACC representative:
 - I. Athletics Governing Board representative:
 - J. Other:
- IV. Consent Agenda:
- V. Business Item(s):
 - 3:15 to 3:35 time certain:
 - A. **Resolution on Faculty Professional Conduct:** Harris, chair of the Faculty Affairs Committee (pp. 17-18 of your May 6 agenda).
 - B. **Resolution on Evaluation of Academic Deans:** Harris, chair of the Faculty Affairs Committee (p. 19 of your May 6 agenda) (see also pp. 2-6 in this agenda).
 - C. **Resolution on Faculty Input for Writing Job Description for Academic Administrators:** Harris, chair of the Faculty Affairs Committee (p. 20 of your May 6 agenda).
 - 3:35 to 5:00 time certain:
 - D. **Academic Senate committee appointments and committee chair appointments:** (pp. 7-13).
 - E. **Approval of 1997-1998 caucus chairs** (please bring the names of next year's caucus chairs to this meeting).
 - F. **University-wide committee appointments:** (pp. 14-18).
 - G. **Catalog curriculum cycles for 1998-2000:** Whiteford, Academic Programs (materials to be distributed).
- VI. Discussion Item(s):
- VII. Adjournment:

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APR 20 1994

CAL POLY

San Luis Obispo, CA 93407

MEMORANDUM

Academic Senate

To: Jack Wilson, Chair
Academic Senate

Date: March 29, 1994

File No.:

Copies: Robert Koob
Michael Suess

From: 
Warren J. Baker
President

Subject: **RESPONSE TO AS-419-94/PPC**

I remain unconvinced that this type of evaluation form used without evidence that it fairly represents college opinion is of utility in the evaluation of senior administrators. A far more effective contribution would be the considered opinion of an elected representative committee of faculty comparable to those that serve on college RPT committees. Nonetheless, if this is the input faculty desire in the evaluation of deans or their equivalent administrators, we will continue to implement those wishes.

Adopted: January 25, 1994

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-419-94/PPC
RESOLUTION ON
EVALUATION OF COLLEGE DEANS OR
EQUIVALENT ADMINISTRATORS

- WHEREAS, The dean/equivalent administrator has primary responsibility for leadership of the college/equivalent academic unit in the allocation and utilization of financial resources, quality of academic programs, admission and dismissal of students, appointment, retention, tenure and promotion action, long-range direction of the college/equivalent academic unit, development of external financial resources and the representation of the college/equivalent academic unit both internal to the university and to external constituents; and
- WHEREAS, The faculty of a college/equivalent academic unit are directly affected by the dean/equivalent administrator's performance in meeting these responsibilities; and
- WHEREAS, The dean/equivalent administrator's evaluation by the faculty is utilized for the purpose of providing evaluative information to the dean/equivalent administrator and the Vice President for Academic Affairs; and
- WHEREAS, Each probationary and tenured faculty member, regardless of time base, including those persons in the Faculty Early Retirement Program (FERP), has a professional responsibility to complete the evaluation form in order to provide useful and timely input to the Vice President for Academic Affairs; and
- WHEREAS, The Vice President for Academic Affairs evaluates the deans/equivalent administrators every three years; therefore, be it
- RESOLVED: That the attached evaluation form be adopted for use by the faculty in evaluating the dean/equivalent administrator of each college/equivalent academic unit annually; and, be it further

RESOLUTION ON EVALUATION OF COLLEGE DEANS
OR EQUIVALENT ADMINISTRATORS
AS-419-94/PPC
Page Two

- RESOLVED: That the Library may develop an evaluation form appropriate for its use subject to the approval of the Academic Senate and the Vice President for Academic Affairs; and, be it further
- RESOLVED: That the Academic Senate recommend that said evaluation results be carefully considered by the Vice President for Academic Affairs in her/his evaluative consideration of each dean/equivalent administrator; and, be it further
- RESOLVED: That the Vice President for Academic Affairs report to each college/equivalent academic unit's faculty the number and percentage of faculty in that college/equivalent academic unit that responded to the dean/equivalent administrator's evaluation and that a summary of the evaluation results be placed in the dean/equivalent administrator's personnel file.

Proposed by the Academic
Senate Personnel Policies
Committee
Revised November 9, 1993

ANNUAL EVALUATION OF COLLEGE DEANS and EQUIVALENT ADMINISTRATORS

-5-

Faculty completion of this evaluation form is of utmost importance if it is to be given serious consideration by the Vice President for Academic Affairs in his evaluation of the dean/equivalent administrator. Good performance should be recognized and inadequate performance should be identified.

DEAN/EQUIVALENT ADMINISTRATOR: _____

Please rate your dean/equivalent administrator's performance this academic year, using the scales provided for each item.

Scale: Outstanding=A, Good=B, Fair=C, Poor=D, Not Applicable=E, Not Observable=F

- | | |
|---|-------------|
| 1. Engages in effective strategic planning | A B C D E F |
| 2. Promotes improvements in goals, objectives, policies and procedures | A B C D E F |
| 3. Supports and recognizes professional development and accomplishments of faculty | A B C D E F |
| 4. Recognizes and rewards faculty service | A B C D E F |
| 5. Recognizes and rewards excellence in teaching | A B C D E F |
| 6. Recognizes and rewards effective student advising | A B C D E F |
| 7. Effectively advocates college/equivalent academic unit's positions and concerns to the university administration | A B C D E F |
| 8. Encourages and supports affirmative action and cultural diversity in recruiting and retention of high quality faculty, staff, and students | A B C D E F |
| 9. Demonstrates sensitivity to student needs in a multi-cultural educational environment | A B C D E F |
| 10. Fosters effective communications with alumni and community | A B C D E F |
| 11. Administers established policy fairly | A B C D E F |
| 12. Adequately explains decisions which reverse or modify established college/department policy | A B C D E F |
| 13. Makes reasoned decisions in a timely manner | A B C D E F |
| 14. Plans and allocates budget resources openly and fairly | A B C D E F |
| 15. Provides faculty with periodic (at least annually) reports of the allocations and uses of funds | A B C D E F |
| 16. Actively seeks supplemental financial support for new and existing programs | A B C D E F |
| 17. Manages personnel relations effectively | A B C D E F |
| 18. Handles conflicts and differences diplomatically and effectively | A B C D E F |
| 19. Communicates effectively | A B C D E F |
| 20. Solicits input and consults with faculty when appropriate | A B C D E F |
| 21. Is willing to consider alternative points of view | A B C D E F |
| 22. Provides opportunities to make her/himself available to the faculty | A B C D E F |
| 23. How do you rate the dean/equivalent administrator overall | A B C D E F |

Please provide written comment in response to the following:

-6-

24a. Please describe any actions by your dean/equivalent administrator that you have been especially pleased with during the year:

24b. Please describe any actions by your dean/equivalent administrator that you have been especially displeased with during the year:

25. What suggestions do you have for how your dean/equivalent administrator could improve her/his functioning:

COLLEGE OF AGRICULTURE

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

		<u>order of preference</u>
<u>Budget and Long-Range Planning</u>		
Wyatt Brown	Crop Science	1 of 2
* John Harris	Natural Resources Management	1 of 2
* Steve Kaminaka	Agricultural Engineering	1 of 1
* James Vilkitis	Natural Resources Management	no preference
* David Warfield	Crop Science	2 of 2
<u>Curriculum</u>		
No Vacancy		
<u>Faculty Affairs</u>		
* John Harris	Natural Resources Management	2 of 2
* James Vilkitis	Natural Resources Management	no preference
<u>Faculty Awards (must be a DTA recipient)</u>		
No Nominations Received		
<u>Fairness Board</u>		
No Vacancy		
<u>Grants Review</u>		
No Vacancy		
<u>Instruction</u>		
No Vacancy		
<u>Library</u>		
Wyatt Brown	Crop Science	2 of 2
<u>Program Review & Improvement</u>		
No Vacancy		
<u>Research and Professional Development</u>		
* Rais U. Akanda	Crop Science	1 of 1
Bill Plummer	Animal Science	1 of 1
* David Warfield	Crop Science	1 of 2

*indicates a willingness to serve as chair of the committee.

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

order of
preference

Budget and Long-Range Planning

No Vacancy

Curriculum

No Vacancy

Faculty Affairs

Mark Berrio

Architectural Engineering

1 of 1

Faculty Awards (must be a DTA recipient)

No nominations received

Fairness Board

No Vacancy

GrantsReview

No Vacancy

Instruction

No Nominations Received

Library

No Vacancy

Program Review & Improvement

No Nominations Received

Research and Professional Development

No Vacancy

* indicates a willingness to serve as chair of the committee.

COLLEGE OF BUSINESS

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

order of
preference

Budget and Long-Range Planning

No Vacancy

Curriculum

No Vacancy

Faculty Affairs

No Vacancy

Faculty Awards (must be a DTA recipient)

No Nominations Received

Fairness Board

* George Beardsley

Economics

1 of 1

General Education and Breadth

No Nominations Received

Grants Review

No Vacancy

Instruction

No Vacancy

Library

No Nominations Received

Program Review & Improvement

No Vacancy

Research and Professional Development

No Nominations Received

*indicates a willingness to serve as chair of the committee.

COLLEGE OF ENGINEERING

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

order of
preference

Budget and Long-Range Planning

No Nominations Received

Curriculum

Blair London

Materials Engineering

1 of 1

* H. Mallareddy

Civil and Environmental Engineering

1 of 4

Faculty Affairs

Carl Hsieh

Civil and Environmental Engineering

1 of 2

* H. Mallareddy

Civil and Environmental Engineering

3 of 4

Ali Shaban

Electrical Engineering

2 of 2

Faculty Awards (must be a DTA recipient)

No Nominations Received

Fairness Board

Carl Hsieh

Civil and Environmental Engineering

2 of 2

* H. Mallareddy

Civil and Environmental Engineering

2 of 4

Ali Shaban

Electrical Engineering

1 of 2

Grants Review

David Braun

Electrical Engineering

1 of 1

Instruction

No Vacancy

Library

No Vacancy

Program Review & Improvement

No Nominations Received

Research and Professional Development

* Art MacCarley

Electrical Engineering

1 of 1

* H. Mallareddy

Civil and Environmental Engineering

4 of 4

*indicates a willingness to serve as chair of the committee.

COLLEGE OF LIBERAL ARTS

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

order of
preference

Budget and Long-Range Planning

No Vacancy

Curriculum

No Vacancy

Faculty Affairs

No Vacancy

Faculty Awards (must be a DTA recipient)

T. M. Barnes	History	1 of 2
Linda Halisky	English	1 of 1

Fairness Board

T. M. Barnes	History	2 of 2
Kenneth J. Brown	English	1 of 2
B. Cook	Social Science	1 of 1
Debora B. Schwartz	English	1 of 1

Grants Review

* Dan Krieger	History	1 of 1
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Instruction

No Vacancy

Library

No Vacancy

Program Review & Improvement

No Vacancy

Research and Professional Development

No Vacancy

*indicates a willingness to serve as chair of the committee.

COLLEGE OF SCIENCE AND MATHEMATICS

Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999

		order of <u>preference</u>
<u>Budget and Long-Range Planning</u>		
No Vacancy		
<u>Curriculum</u>		
* Bob Smidt	Statistics	2 of 4
<u>Faculty Affairs</u>		
Dwayne Head	Physical Education and Kinesiology	1 of 1
* Bob Smidt	Statistics	4 of 4
<u>Faculty Awards (must be a DTA recipient)</u>		
No Nominations Received		
<u>Fairness Board</u>		
Pat Acord	Physical Education and Kinesiology	1 of 1
Michael T. Hanson	Biological Sciences	1 of 2
* Bob Smidt	Statistics	1 of 4
Bob Wolf	Mathematics	1 of 1
<u>Grants Review</u>		
No Vacancy		
<u>Instruction</u>		
Margaret (Peggy) Rice	Chemistry and Biochemistry	1 of 2
* Bob Smidt	Statistics	3 of 4
<u>Library</u>		
Michael T. Hanson	Biological Sciences	2 of 2
Margaret (Peggy) Rice	Chemistry and Biochemistry	2 of 2
<u>Program Review & Improvement</u>		
No Nominations Received		
<u>Research and Professional Development</u>		
No Vacancy		

*indicates a willingness to serve as chair of the committee.

PROFESSIONAL CONSULTATIVE SERVICES

**Interest Questionnaires Received for
Academic Senate Committee Vacancies 1997-1999**

order of
preference

Budget and Long-Range Planning

Julia Waller

Financial Aid

1 of 1

Curriculum

Stacey Breitenbach

CENG Advising Center

1 of 2

Patricia Harris

Women's Programs

2 of 2

Sam Lutrin

Student Life and Activities

1 of 1

Wendy Spradlin

CLA Advising Center

1 of 2

Faculty Affairs

No Vacancy

Faculty Awards (must be a DTA recipient)

No Nominations Received

Fairness Board

No Vacancy

Grants Review

No Nominations Received

Instruction

Stacey Breitenbach

CENG Advising Center

2 of 2

Patricia Harris

Women's Programs

1 of 2

Wendy Spradlin

CLA Advising Center

2 of 2

Library

No Vacancy

Program Review & Improvement

No Vacancy

Research and Professional Development

No Vacancy

*indicates a willingness to serve as chair of the committee.

Membership to these committees will be decided by nomination from the Executive Committee.
List 1 of 2

Faculty Interest Questionnaires received for

**UNIVERSITY-WIDE COMMITTEES
Vacancies for 1997-1999**

order of preference

Academic Scouncil for International Programs (ACIP)

Rais U. Akanda	CAGR	no preference
Barbara Mori	CLA	1 of 2
Debora Schwartz	CLA	3 of 4

Advisory Committee on University Admissions (renamed "Deans' Admissions Advisory Committee")

LeRoy Davis	CAGR	1 of 1
Joe Sabol	CAGR	1 of 1
Wendy Spradlin	PCS	3 of 3

Affirmative Action Faculty Development Program Review Committee (must be tenured)

Kenneth J. Brown	CLA	1 of 2
H. Mallareddy	CENG	1 of 5
Maria Elena Ortiz	CSM	no preference
Carolyn Stefanco	CLA	1 of 1

ASI Facilities and Operations Committee

Pat Harris	PCS	1 of 3
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ASI Student Senate (requires Wednesday night attendance)

Athletics Governing Board

Michael T. hanson	CSM	2 of 4
Dwayne Head	CSM	no preference
Mark Kubinski	CSM	1 of 3
Bob Smidt	CSM	1 of 3

Campus Fee Advisory Committee

Campus Dining Advisory Committee

Campus Planning Committee

David Dubbink	CAED	1 of 1
John Harris	CAGR	2 of 3
Pat Harris	PCS	2 of 3
Richard Kransdorf	CLA	1 of 2
Bob Smidt	CSM	3 of 3
David Warfield	CAGR	1 of 2
Howard Weisenthal	CAED	1 of 1

Child Care Advisory Committee

Michael T. Hanson	CSM	3 of 4
Debora Schwartz	CLA	2 of 3

Coordinating Committee on AIDS and HIV Infection

B. Cook	CLA	1 of 1
Pat Harris	PCS	already ex officio
Margaret (Peggy) Rice	CSM	3 of 3

Disabled Students Advisory Committee (expertise or special interest in physical/learning disabilities)

Pat Acord	CSM	1 of 2
John Harris	CAGR	3 of 3

El Corral Bookstore Advisory Committee

Michael T. Hanson	CSM	4 of 4
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Extended Education Committee (renamed "Extended University Programs and Services Advisory Committee")

Bill Hendricks	CAGR	2 of 2
Ali Shaban	CENG	3 of 5

Foundation Board of Directors (requires an application)

Bill Kellogg	CAGR	1 of 1
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Global Affairs Council

Carl Hsieh	CENG	1 of 1
H. Mallareddy	CENG	2 of 5
Barbara Mori	CLA	2 of 2
David Warfield	CAGR	2 of 2

Information Resource Management Policy and Planning Committee (appointments will be made by both the Academic Senate Executive Committee and the college deans)

Institutional Animal Care and Use Committee (IACUC)

Instructionally Related Activities Advisory Committee (IRA)

H. Mallareddy	CENG	5 of 5
Margaret (Peggy) Rice	CENG	4 of 4
Ali Shaban	CENG	5 of 5

Liberal Studies Committee (appointments will be made by both the Academic Senate Executive Committee and college deans)

Pat Acord	CSM	already serving
Wendy Spradlin	PCS	1 of 3

Public Safety Advisory Committee (renamed "Campus Safety and Risk Management Committee")

Gerald DeMers	CSM	1 of 1
Bill Hendricks	CAGR	1 of 2

Resource Use Committee

Dwayne Head	CSM	no preference
Richard Kranzdorf	CLA	2 of 2

Student Affairs Council

Carolyn Jones	PCS	1 of 2
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Student Health Advisory Committee

Margaret (Peggy) Rice	CSM	2 of 4
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Substance Use and Abuse Advisory Committee

Michael T. Hanson	CSM	1 of 4
Carolyn Jones	PCS	2 of 2

May 7, 1997

Membership to these committees will be decided by nomination from the college dean after consultation with the Academic Senate college caucus.

List 2 of 2

Faculty Interest Questionnaires received for

UNIVERSITY-WIDE COMMITTEES

Vacancies for 1997-1999

		<u>order of preference</u>
<u>Commencement Committee</u>		
Kenneth J. Brown	CLA	2 of 2
Ali Shaban	CENG	1 of 5
Habib Sheik	CLA	1 of 1
<u>Educational Equity Commission</u>		
Pat Harris	PCS	3 of 3
H. Mallareddy	CENG	3 of 5
Ali Shaban	CENG	2 of 5
Julia Waller	PCS	no preference
<u>Equal Opportunity Advisory Council</u>		
H. Mallareddy	CENG	4 of 5
Maria Elena Ortiz	CSM	no preference
Julia Waller	PCS	no preference
<u>Graduate Studies Committee</u>		
Rais U. Akanda	CAGR	no preference
Dwayne Head	CSM	no preference
Debora Schwartz	CLA	4 of 4
<u>Information Competence Committee</u>		
Brian Kesner	CAED	1 of 1
<u>Information Resource Management Policy and Planning Committee (appointments will be made by both the Academic Senate Executive Committee and the college deans.)</u>		
<u>Institutional Advisory Committee on Computing (IACC)</u>		
John Cotton		

Landscape Advisory Committee (must be BioSci, LandArch, or EnvirHort)

John Harris	CAGR	1 of 3
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Liberal Studies Committee (appointments will be made by both the Academic Senate Executive Committee and college deans)

Pat Acord	CSM	already serving
Wendy Spradlin	PCS	1 of 3

Radiation Safety Committee

Maria Elena Ortiz	CSM	no preference
Margaret (Peggy) Rice	CSM	1 of 4

Registration and Scheduling Committee

Stacey Breitenbach	PCS	1 of 1
Dwayne Head	CSM	no preference
Ali Shaban	CENG	4 of 5
Bob Smidt	CSM	2 of 3
Archie Waterbury	CSM	1 of 1

Status of Women Committee

Pat Harris	PCS	already ex officio
Blair London	CENG	1 of 1
Debora Schwartz	CLA	1 of 4
Wendy Spradlin	PCS	2 of 3

Writing Skills Advisory Committee

May 7, 1997

Curriculum, GEB, Catalog Timelines

	SP 97	SU 97	F 97	W 98	SP 98	SU 98	F 98	W 99	SP 99	SU 99	F 99	W 00	SP 00	SU 00	F 00
			1997 Catalog effective <i>1-yr Catalog</i>					1998 Catalog effective				1999 Catalog effective		2000 Catalog	
CURRICULUM	For 1998 Catalog														
	Senate Curr Com review, *Summary sheets		Ac Sen Recommends												
	For 1999 Catalog														
	Curriculum Instructions to Depts		Depts revise Curriculum		Colleges Review (dates to be set by College)		Due: JUNE 1		Senate Curric Com review, *Summary sheets		Acad Sen recommends		Due: MARCH 1		
	Develop interactive summary sheets to be available to campus														
					For 2000 Catalog										
					Curriculum Instructions to Depts		Depts revise Curriculum		Colleges Review		Due: JUNE 1		Due: MARCH 1		
GEB	GEB & Area Committees established & begin to develop Criteria		GEB & Area Committees: Consult w/faculty, Complete Criteria, Send Criteria to Depts Informal consultation for draft GEB proposals Depts begin to revise GEB courses					Depts continue to revise GEB courses							
			Existing GEB in Effect					Transition GEB in Effect						New GEB in Effect	
CATALOG	1997 Catalog printed														
	1998 Catalog preparation & printing														
			1999 Catalog preparation & printing									2000 Catalog preparation & printing			