

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

FILE COPY

Academic Senate Executive Committee
Tuesday, January 30, 1996
UU 220, 3:00-5:00pm

1.9.96 minutes were removed

- I. Minutes: Minutes of the Academic Senate Executive Committee meeting of January 9, 1996 (pp. 2-3).
- II. Communication(s) and Announcement(s):
- III. Reports:
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Vice President for Academic Affairs:
 - D. Statewide Senators:
 - E. CFA Campus President:
 - F. Staff Council representative:
 - G. ASI representatives:
 - H. IACC representative:
 - I. Other:
- IV. Consent Agenda:
- V. Business Item(s):
 - A. **Committee vacancies:** (p. 4).
 - B. **Substitution of statewide senator for winter quarter:** Tim Kersten is on sabbatical during winter quarter. Should a substitute be appointed to replace him during this quarter?
 - C. **Resolution on Academic Senate Released Time:** (p. 5).
 - D. **Resolution on Academic Senate General Committees:** (pp. 6-8).
 - E. **Resolution on the Reorganization of Academic Senate Committees:** (p. 9).
- VI. Discussion Item(s):
 - A. **Winter Quarter Reading Day:** Uses of the Reading Day.
 - B. **The Cal Poly Plan:** Ongoing discussion.
 - C. **Establishing a "Communications" position within the Academic Senate.**

TIME CERTAIN 4:30pm:

 - D. **Report of the Audiovisual Services Ad Hoc Committee:** (pp. 10-12 of this agenda and the enclosed *Report of the Audiovisual Services Ad Hoc Committee*).
- VII. Adjournment:

ACADEMIC SENATE/COMMITTEE VACANCIES for 1995-1996**ACADEMIC SENATE COMMITTEE VACANCIES**

CAED	Budget Committee Constitution & Bylaws Committee
CBUS	University Professional Leave Committee (replacement for Geringer)
CENG	University Professional Leave Committee
CLA	Budget Committee
CSM	Constitution and Bylaws Committee Instruction Committee
PCS	General Education and Breadth

UNIVERSITY-WIDE COMMITTEE VACANCIES

Public Safety Advisory Committee	one vacancy
Student Affairs Council	one vacancy

Adopted:

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

**AS- -95/
RESOLUTION ON
ACADEMIC SENATE RELEASED TIME**

Background Statement: The chairs of some of the standing committees of the Academic Senate receive released time from the Academic Senate. Last year a couple of these chairs were given released time but were unable (by choice) to reduce their teaching load. The money to support this released time was taken by their college. The individuals were not permitted to use this money for other teaching-related purposes for themselves.

WHEREAS, the Academic Senate has a limited amount of released time; and

WHEREAS, the purpose of this released time is to enable the Academic Senate to function more productively; therefore, be it

RESOLVED: That any released time given by the Academic Senate to an individual be for the use of that individual only; and, be it further

RESOLVED: That any released time not used by the individual be returned to the Academic Senate.

Proposed by the Academic Senate
Executive Committee
January 30, 1996

Adopted:

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

**AS- -95/
RESOLUTION ON
GENERAL COMMITTEES**

Background Statement: During the summer of 1995, an Academic Senate ad hoc committee, consisting of Margaret Camuso, Nancy Clark, Charles Dana, Harvey Greenwald, John Hampsey, Tim Kersten, and Susan Opava, was formed to evaluate the organization and structure of the present Academic Senate committees and to make recommendations, if necessary, for improved committee functioning.

In order to evaluate the efficiency of the Senate's present committee structure, it identified what the Senate's key functions and roles were, then looked at whether the existing committee structure: (1) effectively carried out these key functions and roles; (2) utilized faculty time productively; (3) encouraged faculty participation; (4) duplicated committee responsibilities; (5) was outdated in any way; and (6) whether the present committee structure was fluid enough to accommodate current and potential changes occurring within higher education.

After careful evaluation, the following recommendations have been prepared by the Ad Hoc Committee to Review the Organization and Structure of Academic Senate committees.

WHEREAS, the effective functioning of Academic Senate committees depends strongly on its committee chairs; and

WHEREAS, the effective functioning of Academic Senate committees depends strongly on communication; therefore, be it

RESOLVED: That the attached revisions to the Bylaws of the Academic Senate be approved:

Proposed by the Academic Senate
Executive Committee
January 30, 1996

**RESOLUTION ON ACADEMIC SENATE
GENERAL COMMITTEES
AS-___-96/EC**

For ease of deliberation, the following text has been excerpted from the *Constitution of the Faculty and Bylaws of the Academic Senate*, and suggested changes have been made in strikeout and underline format.

(Excerpted from *Bylaws of the Academic Senate*, Section VII. Committees)

VII. COMMITTEES

A. GENERAL

The functional integrity of the Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees which might be staffed either by appointment or election, as directed by the Senate.

B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include at least one representative from each college and from Professional Consultative Services. Additional ex officio representation may include ASI members appointed by the ASI president, the Chair of the Senate, faculty emeriti, and other representation when deemed necessary by the Senate. Ex officio members shall be voting members unless otherwise specified in the individual committee description.

During ~~the second week of~~ Spring Quarter, ~~the new~~ each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year. ~~The caucus shall obtain a statement of willingness to serve from each nominee.~~

These nominations shall be taken to a meeting of the ~~newly-elected~~ Executive Committee before the June regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists of nominations, unless another method of selection is specified in these Bylaws. Each appointed member shall serve for two years. No person shall be assigned concurrent membership on more than one standing committee, except Executive Committee members, who may serve on that committee and one other.

C. COMMITTEE CHAIRS

The Academic Senate Executive Committee shall appoint the chairs of the General Standing Committees. The chairs of these committees shall be nonvoting and may be chosen from within or outside the committee. If the

chair is chosen from within the committee, a new appointment to the committee shall be made by the Executive Committee from the chair's college to ensure that the college has voting representation. Committee chair appointments will be submitted to each committee for its approval. The chairs of the Special Standing Committees shall be elected annually by a majority vote of the eligible voters on the committee.

The chair need not be an academic senator. The chair shall be responsible for reporting committee activities to the Academic Senate. The chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings. Committee chairs shall meet with the Chair of the Academic Senate at least once per quarter.

D. OPERATING PROCEDURES

Operating procedures of each committee shall be on file in the office of the Senate.

E. MEETINGS

Meetings of all committees, except those dealing with personnel matters of individuals, shall be open. The time and place of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations. Minutes of each meeting shall be submitted to the Academic Senate office. A summary report shall be submitted to the Academic Senate Executive Committee at the end of each quarter. ~~year-end report shall be submitted to the outgoing Executive Committee before the June regular meeting of the Senate.~~

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.

Adopted:

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

**AS- -95/
RESOLUTION ON
THE REORGANIZATION OF ACADEMIC SENATE COMMITTEES**

Background Statement: During the summer of 1995, an Academic Senate ad hoc committee, consisting of Margaret Camuso, Nancy Clark, Charles Dana, Harvey Greenwald, John Hampsey, Tim Kersten, and Susan Opava, was formed to evaluate the organization and structure of the present Academic Senate committees and to make recommendations, if necessary, for improved committee functioning.

In order to evaluate the efficiency of the Senate's present committee structure, it identified what the Senate's key functions and roles were, then looked at whether the existing committee structure: (1) effectively carried out these key functions and roles; (2) utilized faculty time productively; (3) encouraged faculty participation; (4) duplicated committee responsibilities; (5) was outdated in any way; and (6) whether the present committee structure was fluid enough to accommodate current and potential changes occurring within higher education.

After careful evaluation, the following recommendations have been prepared by the Ad Hoc Committee to Review the Organization and Structure of Academic Senate committees.

WHEREAS, there are fewer faculty members to fill an increased number of committees; and

WHEREAS, the operation of many committees has been delayed or inhibited due to a lack of faculty members; and

WHEREAS, many of the charges to the committees have become outdated; therefore, be it

RESOLVED: That the attached revisions to the Bylaws of the Academic Senate be approved:

Proposed by the Academic Senate
Executive Committee
January 30, 1996

[The first draft of the attached revisions to the Bylaws of the Academic Senate was sent to each of you during Fall Quarter. At the January 30th Executive Committee meeting, a second draft of revisions will be distributed.]

Library/ITS Organization

President's Management Staff Meeting, January 8, 1996

Background:

Reports have previously been made to this group in some detail regarding the information that has been gathered resulting from several meetings and discussions with various constituencies of the university community. It would be redundant to again detail that information here. Suffice it to note that there was not a substantial expression of eagerness to alter, in any major way, either the ITS or Library organizations. In sum:

- The leadership of the library is content and not anxious to assume ITS functions.
- ITS is comfortable with their organization as it now stands and while willing to acknowledge that some areas could be transferred to the Library (e.g. AV) they are not anxious to see it done. (It bears noting however, that in a discussion of this matter with ITS Directors, two of whom were absent, they were very supportive of an organizational structure that would combine both organizations under the leadership of a "Vice Provost for Information Systems and Dean of Library Services." The rationale for this was recognition of the increasingly close relationship of the two organizations.
- AACC recommends a near status quo, though acknowledging there may be limited areas of overlap. They do want to see the administrator of ITS function at the "executive management level."
- IACC recommends a near status quo as well. They wish to see the leader of ITS in a position "high enough in the organizational structure to make its vision known and muster necessary resources." They are adamant about wanting the administrator of ITS to report to the academic side of the University.

While the above summarizes campus consultation, it is appropriate to include an external observation taken from the CSU Council of Library Directors (COLD) strategic plan entitled "Transforming CSU Libraries for the 21st Century." The plan notes: *"On each campus and at the CSU system level, a common agenda for library and information services will be developed and implemented....Recommended strategies include establishment of communication and consultation mechanisms to coordinate or consolidate related functions such as computing, telecommunications, audio-visual media, and library services..."* This statement makes clear the need to carefully explore those areas where anything from close partnering to the administrative merger of similar functions may be appropriate.

Recommendations:

Functions falling within the current ITS structure that need particular focus include Audiovisual Services and Instructional Technology. This is not intended to imply in any way that the personnel connected to these services are less than adequate. Indeed just the reverse is true, they are not limited by personal expertise or talent but rather by severely restricted resources. There is major discontent with audiovisual services by faculty. Budget reductions have made it a minimal service. Instructional Technology enjoys limited participation among the faculty. Its resources are also minimal. Additional concerns, tangentially related to Instructional Technology, are those efforts being made in Distance Education, Faculty Development and the ILG. There appears to be some confusion among the faculty about overlapping or closely related functions. It is felt by many that uniting these areas would develop a synergism that does not currently exist.

Given these observations and findings the following is proposed for consideration:

1. That audiovisual services be administered by the Library.

- There are many similar functions that occur between traditional library and audiovisual organizations including the acquisition, processing, cataloging, and circulation of media software.
- The library is better equipped to provide the "technical processing" needs for such media.
- The Library enjoys a capable staff **that** is service-oriented and sensitive to faculty, staff, and student needs.
- The Library has longer hours of service.
- Separation of physical facilities will pose problems.

2. That Instructional Technology be combined with Distance Learning, Faculty Development, and ILG activities and made a separate "center" reporting to the Provost/VPAA.

- As noted above there is a lack of clarity and even confusion for faculty who are engaged in, or wish to become involved in, one or more of these activities.
- In conjunction with this proposal it would be well to consider the appointment of a faculty member who has experience in these areas.

3. That the Dean of Library Services and ITS leader explore the potential transition of user training and AMSPEC out of ITS.

- Both of these functions are being done efficiently within ITS, yet if ITS is to become a "utility" the transfer of functions should be considered.

4. That the search for Dean of Library services go forward and that the job description acknowledge, in a general way, the inclusion of audiovisual services and other technologically related responsibilities.

5. That the search for ITS Vice Provost go forward with no reference to either audiovisual or instructional technology responsibilities.

6. That ITS report through a Vice Provost.

- Some have suggested that if ITS were to become primarily a computer utility there could be advantages in having it report to the Vice President for Administration and Finance. Still others, primarily within ITS, recommend that the organization be represented by a Vice President. The rationale for this is objectivity of allocating resources, the high profile needed for attracting and negotiating partnerships, grants, gifts, etc., the opportunity to be involved at the highest levels of university discussions, and the concern that both the Vice President for Academic Affairs and Vice President for Administration and Finance are sufficiently burdened with current responsibilities and ITS may not rest sufficiently high on their lengthy list of priorities and concern. To have ITS report through anything other than the chief academic officer will result, however in substantial campus debate.

7. That the ITS leader be provided the opportunity to meet with the President's Management Staff group as appropriate.

- Doing this will address the concerns expressed by both the IACC and the AACC. More importantly it will serve to communicate and inform the group regarding major technologically-related issues that having a major campus-wide impact.

Next Steps:

1. Accept or alter the above noted proposals as deemed appropriate.
2. Develop appropriate job descriptions and initiate search process.