

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

Academic Senate Executive Committee Agenda
Tuesday, September 16, 1986
 FOB 24B, 3:00-5:00 p.m.

<u>MEMBER:</u>	<u>DEPT:</u>	<u>MEMBER:</u>	<u>DEPT:</u>
Botwin, Michael	ArchEngr	Kersten, Timothy	Economics
Cooper, Alan	BioSci	Lamouria, Lloyd H.	AgEngr
Crabb, Charles	CropSci	Riener, Kenneth	BusAdm
Currier, Susan	English	Terry, Raymond	Math
Forgeng, William	MetalSci	Weatherby, Joseph	PoliSci
Gamble, Lynne	Library	Wheeler, Marylinda	P.E./RecAdm
Gooden, Reg	PoliSci	Wilson, Malcolm	Interim VPAA
Nancy Jorgensen	Cslg/Tstg	Copies: Baker, Warren J.	
		Irvin, Glenn W.	

*8-5-86
minutes
removed*

- I. Minutes: Approval of the August 5, 1986 Senate Minutes (attached pp. 2-7).
- II. Communications:
 - A. Resolution on CSU Trustee Professorship, 8/1/86 Memo from Baker to Lamouria (attached p. 8)
 - B. Revised Enrollment Recommendations, 7/23/86 Memo from Baker to Lamouria (attached p. 9)
 - C. Faculty Early Retirement Program, 8/26/86 Memo from Naples to Lamouria (attached p. 10)
 - D. Assigned Time, 7/30/86 Memo from Lamouria to Wilson and 8/20/86 Memo from Wilson to Lamouria (attached pp. 11-13)
 - E. Budget Increase Request for Cal Poly's Cooperative Education Program, 8/19/86 Letter from Wilson to Moye (attached pp. 14-15)
 - F. Committee on Committees Minutes of August 7, 1986 (attached pp. 16-23)
- III. Reports:
 - A. President/Academic Affairs Office
 - B. Statewide Senators
- IV. Business Items:
 - A. Committee Report of the Ad Hoc Committee to Review Guidelines for the Establishment of Research, Educational, or Public Service Units - Terry, Chair of Ad Hoc Committee (attached pp. 24-28)
 - B. Resolution on (Proposed) Subcommittee on Lottery Funds Allocation - Conway, Chair of the Budget Committee (to be distributed)
 - C. Resolution on AIMS Funding - Forgeng (attached p. 29)
 - D. Committee/Senate Appointments (vacancy list attached as p. 30)
- V. Discussion Items:
 - A. Assigned Time for the Academic Senate
 - B. Budgets and Resource Allocation - Conway, Chair of the Budget Committee (reference p. 20)
 - C. Joint Meeting of the Executive Committee and CFA Members
 1. Relationship of the Academic Senate and CFA in Campus Governance
 2. CFA Goals for 1986-87
 3. CFA Bargaining Update
- VI. Adjournment:

Memorandum

RECEIVED

To : Lloyd Lamouria, Chair
Academic Senate


AUG 4 1986

Academic Senate

Date : August 1, 1986

File No.:

Copies : Malcolm Wilson
Jan Pieper

From : 
Warren J. Baker
President

Subject: Resolution on CSU Trustee Professorship (AS-222-86/PPC)

I have considered the resolution on the CSU Trustee Professorship passed by the Executive Committee acting as the Academic Senate on July 8, 1986 (AS-222-86/PPC). I have also consulted with the CSU Vice Chancellor for Faculty and Staff Relations.

According to current Trustee policy, a request by a President, Chancellor, or Vice Chancellor to receive a Trustee Professorship appointment to a specific campus is to be directed to the Board of Trustees for initial approval. If approved by the Trustees, the request would be referred to the appropriate campus President for a final decision. The Trustees have specifically delegated authority to approve such requests to the Presidents.

Should such a situation arise, I will make sure that Cal Poly's current procedures for appointment/assignment are followed, and will fully consider the Academic Senate's concerns, and those of the academic department which would be affected.

RECEIVED

Memorandum

JUL 29 1986

To : Lloyd Lamouria, Chair
Academic Senate

Academic Senate

Date : July 23, 1986

File No.:

From : 
Warren J. Baker
President

Copies : M. Wilson
G. Irvin
G. Lewis
S. Sparling

Subject: Academic Senate Resolution AS-220-86/LRPC
(Revised Enrollment Recommendations)

I concur with the recommendations contained in the statement submitted by the Long Range Planning Committee.

THE CALIFORNIA STATE UNIVERSITY

BAKERSFIELD - CHICO - DOMINGUEZ HILLS - FRESNO - FULLERTON - HAYWARD - HUMBOLDT
MONA - SACRAMENTO - SAN BERNARDINO - SAN DIEGO - SAN FRANCISCO - SAN JOSE



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OFFICE OF THE CHANCELLOR

(213) 590-
5596

RECEIVED

SEP 4 1986

August 26, 1986

Academic Senate

Dr. Lloyd H. Lamouria, Chair
Academic Senate
California Polytechnic State University
San Luis Obispo, California 93407

Dear Dr. Lamouria:

Chancellor Reynolds has referred your letter of August 21 to me for response. That letter transmits the Resolution on Faculty Early Retirement Program of August 5, 1986.

CFA has objected to the CSU discussing bargainable matters with individual members of the faculty and with faculty groups other than CFA. In fact, CFA has filed an unfair labor practice charge seeking an order from the Public Employment Relations Board to prevent CSU from taking part in these communications.

We believe, however, that there must be freedom to inquire and to respond regarding the matters raised in your letter. And we hope that PERB does not abridge those freedoms as requested by CFA.

We are looking carefully at the Faculty Early Retirement Program. There are some significant advantages to early retirement incentives in general, and some particularly attractive elements in the existing FERP program. Without going into details more properly dealt with at the bargaining table, it is to everyone's advantage to preserve many elements of the existing program.

I am concerned about the concept of a "safety net" of faculty members who perform, among other things, the function of making the jobs of others more secure at their own expense. While there are, certainly, appropriate reasons for continuing the practice of employing lecturers, it is also appropriate to balance the needs and interests of the tenured and tenure track faculty, the students, the lecturers, as well as the academic program.

Thank you for your expression of support for the FERP program. I can promise that it will receive careful attention.

Cordially,

Caesar J. Naples
Vice Chancellor
Faculty and Staff Relations

CJN/sp

Memorandum

RECEIVED

AUG 25 1986


To : Lloyd Lamouria, Chair
Academic Senate

Date : August 20, 1986

Academic Senate

File No.:

Copies : Warren J. Baker

From : Malcolm W. Wilson
Interim Vice President for Academic Affairs

Subject: Assigned Time Issues

This is in response to your memorandum of July 30, 1986 regarding assigned time. I am aware of the provisions of EP&R 76-36 (cited as EP&R 75-36 in your memorandum). It is my belief that the campus awards of assigned time have been consistent with the provisions you have quoted from that document.

Attached per your request, is the most recent copy of the campus summary on the utilization of assigned time. As you can tell from the format, our report goes beyond the requirements of EP&R 76-36.

I have several problems with your request that I initiate a task force to examine the proposed usages of assigned time for the 1986/87 fiscal year. One problem is that most assigned time for the year is awarded on a quarterly basis with the majority being awarded at the school/department level. Thus the process is on-going and is not centralized. Secondly, consistent with Article 20.15 of the Memorandum of Understanding between the Board of Trustees and the California Faculty Association, workload assignments are made by the appropriate administrator. The award of assigned time is clearly a workload issue and one that in most cases has been delegated to the school deans. On a lesser scale, the Vice President for Academic Affairs has retained authority for the award of assigned time primarily for (a) university-wide activities that fall within the definition of assigned time, (b) the fulfillment of the matching requirement of certain grants and (c) occasionally to facilitate faculty development and research. While I encourage consultation with faculty on the award of assigned time, I see a university task force/committee as usurping the rightful role of faculty in the schools and departments to decide how best to use the resources they have earned. I am confident that a sincere effort is now being made to address departmental, school and university priorities in our relatively limited use of assigned time. Accordingly, I have decided not to initiate a task force such as you proposed.

I encourage open communication with faculty at the level at which assigned time is awarded. As indicated above, the deans have been delegated authority to award assigned time within the school. This authority was formalized in a delegation by the Vice President for Academic Affairs which has been in effect since Spring Quarter 1981. Normally, when such authorities are delegated, some discretion as to process and criteria applicable to the award is implied subject to the limits imposed by system and campus directives on assigned time. I would expect the individual schools to address school priorities in their utilization of assigned time, recognizing that these priorities are going to differ from school to school.

Lloyd Lamouria
Page 2
August 20, 1986

I will ask the deans, in the exercise of their delegation, to consult with faculty regarding the process for assigned time awards at the school level.

I will also request the deans to ask departments to provide for open consultation on assignments initiated at the departmental level.

Attachment

Implementation of the above will provide another meaningful step forward to collegial cooperation. Timeliness is important.

RECEIVED

AUG 20 1986

Academic Senate



August 19, 1986

Anthony J. Moyer
Associate Vice Chancellor
Educational Programs and Resources
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275

Dear Tony,

Pursuant to discussions you had with President Warren J. Baker and our discussions on the same topic, I am formally requesting a budget increase to allow us to institutionalize Cal Poly's Cooperative Education program.

During academic year 1985-86 the Cooperative Education program enrolled an annual average of 185 students (555 total enrollments) plus 312 students during Summer Quarter. As you are aware these have been Extended Education enrollments for which students now pay \$44.00 per unit. In order to keep the fees at a level which would not unduly discourage participation the campus has held the unit value of these full-time assignments at 4 quarter units. The problems we are experiencing with the present arrangement are as follows:

- The amount of revenue we are able to generate through student fees is inadequate to cover budget requirements of the program. This is so even though we have augmented the program by utilization of approximately 5 FTEF positions to support the Cooperative Education faculty who actually work with the placement, supervision, and evaluation of the students on assignment. The provision of these positions places a heavy burden on the other academic units which must generate them.
- Holding the unit value to 4 units for purposes of affordability has created problems for students who have been or are receiving financial aid assistance requiring payback when the units fall below 6. In addition, the 4 units for a full load restriction creates an inequity with internship classes on the campus which have parallel time commitment requirements but award as many as 8 units.
- Even though the Cooperative Education program is a natural extension of the campus philosophy of "learn by doing" it is hard to justify to outside constituencies why it does not earn "regular" university credit instead of extension credit.

The campus is presently unable to accommodate all of the qualified applicants who would like to attend. This is due, in part, to a facilities deficit on campus and a number of other community and campus constraints related to numbers of bodies on campus. Our full-time Cooperative Education program places students at off-campus locations which do not impact the constraints noted above.

Tony Moya
Page 2
August 19, 1986

We are therefore requesting an initial "non-capacity" increase of 67 FTE for Cal Poly's academic year budget funded at the S-36 course classification level to allow us to move the program into the mainstream of the university. We further request that this "non-capacity" budget increase be considered as separate and unique from the 800 regular capacity FTE difference which now exists between our presently budgeted level of 14,200 FTE and our masterplan ceiling of 15,000 FTE.

The request for 67 FTE is based on an anticipated academic year total enrollment of 500 students each taking 6 units (the minimum for financial aid purposes). This would generate an annual average of 1,000 student credit units or 66.66 FTE. The cost to students would be less than their current costs in spite of the increase in units. We would anticipate incorporation of the summer quarter Cooperative Education FTE within our regular summer quarter budget.

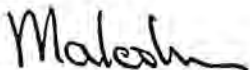
It is our belief that the arrangement we have proposed will provide a vehicle which will allow the Cooperative Education program to prosper without impact on facilities and at the same time allow Cal Poly to accommodate more total students than would otherwise be possible were the FTE required to be carved from the masterplan projections.

The director and professional staff of the Cooperative Education program would be charged with seeking outside private/corporate support for travel and equipment needs of the program should this request be approved.

Since we are facing a budget deficit in Cooperative Education this year, it would be extremely helpful if the program could be switched over to General Fund support during the current fiscal year. It is probable that the time necessary to effect the change precludes making the switch for Fall Quarter 1986, but if the change could be made during either of the remaining quarters of the academic year we would be able to overcome the projected deficit for 1986-87.

Your continued support and encouragement in our efforts to institutionalize this exemplary program is greatly appreciated. We look forward to hearing from you soon regarding this request.

Sincerely,



Malcolm W. Wilson
Interim Vice President for Academic Affairs

cc: Warren J. Baker, President
Glenn W. Irvin, Associate Vice President for
Academic Affairs and University Dean
Lloyd Lamouria, Chair
Academic Senate

MINUTES

AUG 21 1986

Academic Senate
Committee on Committees
Thursday, August 7, 1986
10:00 A.M.

PRESENT: President Baker, Interim Vice President Wilson,
Dean of Student Affairs R. Brown; Lloyd Lamouria, Chair,
Academic Senate; ASI President Kevin Swanson;
Executive Assistant to the President Howard West

1. PRESIDENT'S COUNCIL - MEMBERSHIP AND FUNCTIONS

President Baker reviewed with the committee membership the proposal for a restructuring and changing of the functions of the President's Council. After detailed discussion by the committee, it was agreed that the Chair of the Academic Senate Status of Women Committee and the Affirmative Action Officer should be added to the membership of the council. With those changes it was moved, seconded, and passed that the revised membership and revised functions of the President's Council be approved and implemented.

In addition to the overall President's Council, President Baker also presented a proposal for the establishment of a President's Council Advisory Committee on Budgets and Resource Allocation. He discussed with the committee the purposes of this proposed committee and pointed out that he felt that it would respond to a number of the concerns which the Academic Senate had expressed and which he himself had with regard to the manner in which various budget and resource allocation issues were processed at the campus.

In summary, the membership of this committee would include the Vice President, Business Affairs, who would serve as Chair; the Vice President of Academic Affairs; the Chair of the Academic Senate or designee; the ASI President or designee; the Dean of Student Affairs; Vice President for Information Systems and the Executive Dean, Facilities Administration. Based upon a review of this proposal, the Committee on Committees voted approval of the establishment of this committee and its implementation.

Copies of the revised membership and functions of the President's Council and the President's Council Advisory Committee on Budgets and Resource Allocation are included as attachments to these minutes.

2. ACADEMIC PLANNING COMMITTEE

For purposes of clarification, Vice President Wilson reviewed the history of the Academic Planning Committee, the reason for its establishment, and the reasons for the fact that it has not been active in the last two years. It was generally agreed that there was a role and function for the Academic Planning Committee but that the membership and reporting structure probably should be revised. Based upon the discussion among the committee, it

Minutes - Committee on Committees
August 7, 1986
Page 2

was agreed that this committee would continue to function, that it would be advisory to and report to the Vice President for Academic Affairs. In addition, membership will be somewhat modified so that the Associate Vice President, Academic Affairs and University Dean will serve as Chair; will continue to include two faculty-at-large chosen by the University President; four administrators chosen by the Academic Vice President; and three faculty nominated by the Chair of the Academic Senate; and a student nominated by the ASI President.

A copy of the revised membership of the Academic Planning Committee as approved by the Committee on Committees is attached to these minutes.

3. EQUAL OPPORTUNITY ADVISORY COUNCIL

There were two issues with regard to the Equal Opportunity Advisory Council considered by the Committee on Committees. The first dealt with the recommendation made by the Equal Opportunity Advisory Council that the number of faculty members on the EOAC be expanded to include one faculty member from each of the seven instructional schools. It was agreed by the Committee on Committees that this recommendation would be accomplished by changing the first line dealing with membership to state "Eight representatives from the Academic Affairs area (including seven teaching faculty with one from each instructional school) selected from nominations jointly made by the Chair of the Academic Senate and the Vice President, Academic Affairs."

The second issue dealing with the Equal Opportunity Advisory Council relates to a recommendation made by the EOAC a year ago that the Student Affirmative Action Committee be disbanded and that the role of the Equal Opportunity Advisory Council include within its responsibilities concerns dealing with the Educational Equity Programs. It was pointed out that the original chartered function of the Equal Opportunity Advisory Council provided that it was anticipated that the council would have two permanent subcommittees, one of which would deal primarily with employee affirmative action, and the other with student concerns. The recommendation to eliminate the Student Affirmative Action Committee was endorsed by the Director of the Student Academic Services (recently named the University's Educational Equity Officer).

Although the EOAC did not consider this issue during the current year and did not include any recommendations in its annual report, it was the impression of the President that his meeting with the Chair of the EOAC raised a question as to whether or not the EOAC felt comfortable in continuing in this role.

Minutes - Committee on Committees
August 7, 1986
Page 3

After considerable discussion by the Committee on Committees, it was generally agreed that the overall umbrella Equal Opportunity Advisory Council should continue to function as the primary entity dealing with all equal opportunity issues including the educational equity issues. As a result, it was unanimously agreed by the committee that the statement in the committee's functions be changed to read, "It is anticipated that this council will have two permanent subcommittees, one of which will be concerned primarily with employee affirmative action, and the other with student educational equity." In addition it was agreed by the committee that the educational equity officer should be added as designated ex-officio nonvoting member of the EOAC.

The revised structure of the Equal Opportunity Advisory Council as agreed to by the Committee on Committees, including both of the issues referenced above, is included as an attachment to these minutes.

4. DISABLED STUDENTS ADVISORY COMMITTEE

As was pointed out in agenda materials, the issue with regard to this committee was the fact that it was a committee that was mandated as being established when systemwide policies were promulgated in 1980 and which mandated that each campus would establish an advisory committee on services to students with disabilities. However, although there has been a committee appointed and functioning, it has never been established as a regular universitywide standing committee and included in the Campus Administrative Manual.

As a result of the discussion on the Committee on Committees, it was agreed that this committee should be established and included as a standing committee within the Campus Administrative Manual and further that the Dean of Student Affairs be designated as the appointing authority for this committee.

17. President's Council

a. Functions

This council serves in an information exchange forum and coordinating body. Particular emphasis is provided in scheduling of meetings and setting of agendas to provide for communication, understanding, and integration of consultation among campus constituent groups on planning and resource issues. The primary focus of the council is to assure that issues are raised in a timely manner and that all campus groups are aware of the timelines and consultative processes that will be utilized in reaching a decision on any given issue. Agendas for the council will include information which assures that constituent groups are aware of the outcome of the consultation.

In appropriate instances, the President may request advice and seek recommendations from the council.

b. Membership

President (Chairperson)
Vice President, Academic Affairs (Vice Chair)
Vice President, University Relations
Vice President, Business Affairs
Vice President, Information Systems
Dean of Student Affairs
Associate Vice President for Academic Affairs and University Dean
Dean, School of Agriculture
Dean, School of Architecture and Environmental Design
Dean, School of Business
Dean, School of Engineering
Dean, School of Liberal Arts
Dean, School of Professional Studies and Education
Dean, School of Science and Mathematics
Director, Instructional Resources
Director, Personnel and Employee Relations
Executive Dean, Facilities Administration
Foundation Executive Director
Affirmative Action Officer
Educational Equity Officer
Chairperson, Equal Opportunity Advisory Council
Chairperson, Academic Senate
Vice Chairperson, Academic Senate
Chair, Academic Senate Budget Committee
Chair, Academic Senate Curriculum Committee
Chair, Academic Senate Long Range Planning Committee
Chair, Academic Senate Personnel Policies Committee
Chair, Academic Senate Research Committee
Chair, Academic Senate Status of Women Committee
President, Associated Students, Inc.
Vice President, Associated Students, Inc.
Chair, Student Affairs Council, Budget Committee

The Executive Assistant to the President will serve as Secretary to the council.

c. Meetings

At least monthly -- frequency dependent upon timing of agenda items.

17.1 President's Council Advisory Committee on Budgets and Resource Allocation

a. Functions

It is the responsibility of this subcommittee of the President's Council to review campus policies and procedures related to the allocation of resources to University program areas, i.e., Instruction, Student Services, Academic Support and Institutional Support. The committee will provide periodic reports of its activities to the President's Council. Specific examples of the committee's concerns include:

1. Priorities for proposed Program Change Proposals
2. Priorities for programs proposed for funding from system controlled lottery funds
3. Review of programs proposed for funding from locally controlled lottery funds
4. Review of contingency and special projects allocations from the annual Support Budget
5. Review of mid-year financial status and proposed internal adjustments resulting from the review
6. Review of the proposed five-year and annual Capital Outlay program
7. Review of the annual proposed Minor Capital Outlay program
8. Review of special repairs proposals
9. Review of CIRP (annual Campus Information Resources Plan)

Meetings of the committee will be scheduled by the chair as appropriate to coincide with the dates of the overall University Planning and Consultation calendar.

b. Membership

Vice President, Business Affairs (Chair)
Vice President, Academic Affairs
Chair, Academic Senate or designee
ASI President or designee
Dean of Student Affairs
Vice President for Information Systems
Executive Dean, Facilities Administration

Staff support will be provided by the Associate Vice President, Academic Resources, The Budget Officer, the Associate Dean of Student Affairs and other personnel as might be required.

2. Academic Planning Committee

a. Functions

The Academic Planning Committee is advisory to and reports to the Vice President for Academic Affairs. The committee is charged with the development of a comprehensive planning process for the ongoing assessment of both internal and external factors which influence the University. It is to provide advice and recommendations regarding the goals of the University and the most effective and orderly ways in which to achieve those goals. Specifically, the committee should strive to recommend any needed clarification and articulation of the philosophy of the University and its educational purposes; recommend mechanisms for systematically incorporating into the planning process pertinent internal and external data; propose programs, structures and support systems which are derivatives of the planning processes; recommend appropriate reference points for the evaluation of academic planning; and advise and recommend on other matters as requested.

b. Membership

Associate Vice President, Academic Affairs and University Dean (Chairperson)
Two faculty at large, chosen by the University President
Four administrators chosen by the Academic Vice President
Three faculty nominated by the Chair, Academic Senate
One student representative nominated by ASI President (annual appointment)

The term of office shall be three years. To ensure continuity of service, initial appointments will be for either one-, two-, or three-year periods. Subsequent appointments shall be for three-year periods.

c. Meetings

To be established by the committee.

10. Equal Opportunity Advisory Council

a. Functions

The Council serves as the advisory body to the President for the general implementation of the Campus Affirmative Action Program and other equal opportunity policies and practices as they affect employees and students.

The primary charge of this Council is to review these programs and inform the President of the progress of implementation and degree of compliance with governing directives. The Council submits reports at least annually to the President and provides recommendations as to improvements and revisions in policy and practice needed to ensure equal opportunity for all individuals within the scope of approved campus programs. It is not within the authority of the Council to consider individual complaints of discrimination, however examination of appointment documents or other materials on individual cases may be necessary in reviewing general issues or policy matters relating to equal opportunity. Requests for review of file materials on individual complaints should be channeled through the appropriate ex-officio staff member of the Council. Copies of meeting minutes are submitted to the President.

It is anticipated that this Council will have two permanent subcommittees, one of which will be concerned primarily with employee affirmative action and the other with student educational equity.

b. Membership

Council appointments are made annually by the University President from nominations as indicated below. The committee elects its own chairperson. The chairperson, or designee, is a member of the President's Council. Committee membership is as follows:

Eight representatives from the academic affairs area (seven of whom shall be a teaching faculty with one from each instructional school) selected from nominations made jointly by the Vice President for Academic Affairs and the Chair of the Academic Senate.

Two representatives from the Administration area, appointed by the President.

Two representatives from the student affairs area, selected from nominations by the Dean of Student Affairs.

Two representatives from the Associated Student, Inc., selected from nominations by the ASI President.

The following are designated as ex-officio nonvoting members:

- (1) Affirmative Action Coordinator (Employee)
- (2) Director of Student Academic Services
- (3) Educational Equity Officer
- (4) Director of Personnel Relations
- (5) Title IX Coordinator

The Affirmative Action Coordinator shall serve as Executive Secretary.

In order to ensure strong representation of ethnic minority groups and women on the Council, appointments should include at least three representatives from among women and minority groups. The term of service shall be three years, except for students who shall serve a two year term. To ensure continuity of service, initial appointments will be for either one-, two- or three-year periods. Subsequent appointments shall be for two years in the case of students, and for other committee members a three year term.

c. Meetings

Monthly during the academic year, or more frequently as scheduled by the Council chairperson. It is expected that the Council will meet at least once a year with the University President.

Revised August, 1986

Memorandum

To : Lloyd H. Lamouria, Chair
Academic Senate

Date : 8/20/86

File No.:

Copies : A. Dickerson
G. Hellyer
D. Long

From : Raymond D. Terry, Chair
Ad Hoc Committee to Review Guidelines for the Establishment
of Research, Educational, or Public Service Units

Subject:

Committee Report

Your memo of August 6, 1986 created and charged the Ad Hoc Committee with reviewing the proposed draft of Guidelines for the Establishment of Research, etc. and preparing recommendations for acceptance, rejection, or modification.

The Ad Hoc Committee met on Tuesday: August 12, 1986 to discuss its impressions of the document. The Ad Hoc Committee recommends a number of additions, deletions and substitutions in the proposed draft.

To highlight the changes recommended by the Ad Hoc Committee in the proposed document, items to be deleted are overstricken with a "-"; additions or substitutions are indicated by being underlined. Where the proposed document contained underlined words or phrases, these have been replaced by bold print to avoid confusion. Likewise, items preceded by a solid circle in the proposed draft are preceded by an asterisk in the amended proposed draft.

The major change recommended by the Ad Hoc Committee involves the definition of institutes and centers. The Ad Hoc Committee maintains that at universities having institutes and centers, an institute is usually the unit with the broader scope.

A second important change involves the appointment of ad hoc administrative review committees to aid in developing proposals.

Thirdly, the Ad Hoc Committee recommends that the director of an auxiliary academic unit be nominated by the faculty members of the proposed unit and approved by the school dean(s) involved and also by the Vice President for Academic Affairs.

Other changes recommended by the Ad Hoc Committee are primarily editorial. Verbal arguments in support of the proposed changes will be made at the September 16 Executive Committee meeting.

California Polytechnic State University
San Luis Obispo

General Guidelines for the
Establishment of
Research, Educational, or Public Service Units

This bulletin gives guidance concerning the rationale and procedures for establishing institutes and centers. Such academic auxiliary units may be formed as organizational entities within the university if the teaching, research, or public services activities of the faculty members who participate will be improved.

This document governs those academic auxiliary units -- institutes and centers -- that are directed towards the enhancement of selected academic topics within the curriculum. It does not concern itself with the establishment or running of central administrative or service units such as the Computing Center, the Audio-Visual Center, or the Learning Assistance Center, which serve campus-wide functions and which also use the term "Center."

Rationale:

The main reason for establishing an institute or center is to bring into sharp focus the communication, planning, research, or other efforts of faculty and students interested in an area of study not normally focused by school or departmental organization. A center or an institute can enhance professional development opportunities for faculty, build links with industry and the community, provide identifiable campus entities for practitioners, foster interdisciplinary work, aid in obtaining external support, and complement the instructional program. An academic auxiliary unit will typically follow upon a trend of interest and professional activity already pursued by the proposed membership with some degree of success and will usually involve an important matter currently neglected or an area expected to grow in importance.

Institutes and centers are most often proposed when the normal committee structure does not adequately serve the ends desired. On occasion, a center or institute will be mandated by legislation, or Chancellor's office fiat. In such cases, a proposal for establishment must still be developed and forwarded for review and approval.

Definitions:

~~A Center is a unit which generally encompasses several different disciplines or areas of study within a general area of~~

~~interest, and is typically interdisciplinary.~~

~~-----An institute is a unit within a department or within a center. The area of interest is less general than that of a center, usually focussed on a narrowed area of academic interest to be studied in great depth and detail.~~

An institute is a unit which has more than one interest and /or function.

A center is a unit with one interest and /or function.

An institute may encompass a number of units or centers.

Functions:

The functions of an institute or center may be any, all of, or more than the following:

- * to provide opportunities for the professional development of faculty through basic and applied research and development activities, through challenging consultancies either sponsored or unsponsored, and through faculty exchanges
- * to provide a clearinghouse for information of interest to practitioners and to conduct workshops and conferences for the continuing education of professionals
- * to enhance the curriculum by facilitating and supplementing course-development academic learning
- * to develop learning opportunities for students by
~~-----identifying-and-developing-internships, co-op placements,~~
~~-----and summer employment opportunities to practice their~~
academic disciplines
- * to provide supplementary educational support by acquiring gifts, general purpose grants, and equipment donations.

Procedures for Establishing a Unit:

The procedure to establish an auxiliary academic unit has two stages, a preliminary stage and a formal stage. To begin the process, a prospectus or preliminary draft of the proposal will be submitted via the appropriate school dean or deans to the Vice President for Academic Affairs for presentation to the Deans' Council. The proposal will (1) outline the scope of the proposed unit, (2) describe its relationship to the mission of the institution, and (3) ~~present convincing arguments that the present departmental, school, or university organization cannot~~ serve the needs outlined provide justification that the proposed

unit better serves the needs outlined than the existing departmental, school, or university organization.

If conceptual approval to proceed is given by the Deans' Council and Vice President, the initiators will prepare a formal proposal. This version will consider and answer, among other questions, the following:

- * what will the proposed unit do? (research, public service, etc.)
- * why is it needed? why is the present organizational pattern not adequate?
- * what is its relationship to the instructional program?
- * who are the unit's founding members and how does their expertise relate to its purpose?
- * what effect will the unit have on the department(s)? (e.g. will it generate released time for faculty or support for student research or internships?)
- * what is the organizational structure of the unit?
- * what are its bylaws?
- * what support is required for ~~its leaders~~ the unit?
- * what facilities will be needed? (space, equipment, etc.)
- * how will the unit be financed in the short term and in the long run?
- * what will happen if outside sources of funding are no longer available after the unit is formed?
- * what constitutes membership in the unit?
- * what is its advisory board? how selected?
- * how will the unit ensure that participating faculty receive credit for their contributions in the review for retention, tenure, and promotion?

This formal proposal will be sent to the Vice President for Academic Affairs who ~~may~~ will appoint an ad hoc administrative review committee chaired by the Associate Vice President for Graduate Studies, Research and Faculty Development to aid in developing the full proposal. The proposal will ~~then~~ simultaneously be sent to the Academic Senate for review and consultation.

~~The proposal will be submitted via the Associate Vice~~

~~President-to-the-Deans'-Council:~~ After review by the Academic Senate, the proposal (including the Academic Senate review) will be submitted by the committee to the Deans' Council. The deans will make a recommendation to the Vice President for Academic Affairs concerning the establishment of the unit and will recommend a maximum for university resource support.

The Vice President will make a determination concerning the technical merits of the proposal and the proposed unit's financial viability, including the identification of any university resources essential to its establishment operation. If the proposed unit is judged viable, the proposal will be forwarded to the President for action.

General Considerations:

Each unit shall be administered by a director ~~appointed by the person to whom he or she reports, with the concurrence of the line administration through the Vice President for Academic Affairs reporting to a member of the Academic Administration.~~ The director shall be nominated by the faculty members of the proposed unit, and approved by the school dean(s) involved and also by the Vice President for Academic Affairs.

The director shall submit an annual report following each academic year to the Vice President for Academic Affairs, appropriate dean(s), financial supporters, and the Associate Vice President for Graduate Studies, Research and Faculty Development. The report shall include a summary of:

- * what was done
- * who did it
- * how it was financed
- * future plans

Every five years or less, the Vice President will appoint a committee to review the unit and to recommend continuation, change, or dissolution.

Organized units may not offer courses on their own for credit nor confer degrees, but will do so only through regular academic units. Members of a unit do not have academic titles unless they have them by virtue of an appointment in a department.

Administration of finances of the unit, except for that portion from the State budget, will be handled by the Cal Poly Foundation, not by the unit. The director shall be responsible for the unit's budget and for ensuring fiscal solvency.

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

Background statement:

There are other sources of funds that could be used for the Administrative Information Management System (AIMS) project instead of instructional funds. Some examples follow:

1. Unrestricted donations - The President is given more than \$100,000 a year in unrestricted donations by the Annual Giving Office.
2. Loan from the Cal Poly Foundation - The Administration can get a loan from the Cal Poly Foundation and pay it off with salary savings. The President asked for and received an interest-free loan of \$360,000 for athletic scholarships.
3. Salary savings - This is a source of funds which faculty are not allowed to use for equipment purchases. Financial Aid and University Relations each used salary savings in their IBM 36 system purchases.
4. Cal Poly Foundation University Services Fund - This was one of the sources of funding for the University Relations IBM 36 system and continues to be a source of funds for computer maintenance.
5. University Relations reserves or budget - Last year alone about \$40,000 was to be placed in the reserve. This money was remaining from the University Relations budget from the University Services Fund. A 10% cut in the yearly million dollar University Relations budget would yield over \$100,000; this budget includes funds for travel and professional development of up to 10 times more than a professor receives.

AS-____-86/____

**RESOLUTION ON
AIMS FUNDING**

- WHEREAS, Instructional funds are needed for the instructional program; and
- WHEREAS, Other sources of funds are available; therefore, be it
- RESOLVED: That instructional funds should not be used for the Administrative Information Management System (AIMS) project without the advice and consent of the Academic Senate.

Proposed By:
William Forgeng
September 16, 1986

COMMITTEE/SENATE VACANCIES

Senate Vacancies (appointed term 1986-87)

SSM	2 vacancies
SSM	1 replacement for Richard Saenz
ASI	2 representatives (ex officio, nonvoting)
Temporary Faculty	1 representative (ex officio, nonvoting)

Academic Senate Standing Committees

(Appointed terms are 1986-88 for schools/1986-87 for others)

	ASI
Constitution & Bylaws	SPSE ASI
Curriculum	ASI
Disting Teachg Awards	ASI (2 members)
Elections	SSM
Fairness Board	ASI (2 members)
GE&B	ASI Curriculum Committee Representative
Instruction	ASI
Library	SSM ASI
Long-Range Planning	ASI
Personnel Policies	ASI
Research	ASI
Status of Women	SBUS SPSE ASI
Student Affairs	SSM ASI

Memorandum

RECEIVED

SEP 16 1986

Lloyd H. Lamouria
Chair
Academic Senate

Academic Senate

Date : September 5, 1986

File No.:

Copies : Malcolm Wilson

From : Warren J. Baker
President

Subject : Assigned Time for use by the Academic Senate

Based on my discussions with Malcolm Wilson regarding his review of the assigned time needs of the Academic Senate, I am taking the following actions. For academic year 1986-87 I am increasing the assigned time allocation for the Academic Senate to 1.20 AY positions as the first step in a phased movement toward future annual allocations of 2.0 AY positions. First priority on this year's reserves has gone to addressing curricular backlogs which interfere with student progress.

A breakdown of the proposed distribution of the 1.20 AY assigned time positions for the Academic Senate for 1986-87 should be submitted to the Vice President for Academic Affairs for final approval. I believe that it is important for the leadership of the Senate to be actively involved in teaching, therefore it is my intent that not more than 0.5 assigned time be devoted to the function of Chair. As with all assigned time, you are reminded that a post-activity report briefly describing the use of the assigned time is required at the conclusion of the academic year.

RESOLUTION ON LOTTERY FUND CONSULTATION

WHEREAS, C.S.U. Lottery Education Funds for 1986-87 will be distributed to our campus and will include six broad categories including Continuing Commitments, New Program Authorizations, Discretionary Allocation, Administration, Reserve for Cash Flow, Endowment Allocation, and these funds will amount to \$1,611,537.00, and

WHEREAS, currently no body exists on campus to provide consultation to the President on how funds should be allocated/distributed in each of these categories, where discretion is allowed, and

WHEREAS, the President's newly proposed Advisory Committee on Budgets and Resource Allocation does not have as one of its functions the overseeing of the distribution and allocation of campus funds, another body that does address these concerns is needed, and

WHEREAS, the campus and the President is facing an October 31 deadline to propose of the Discretionary Allocation component of the Lottery Education Funds coming to the campus, and consultation is called for in the Chancellor's Office directive dated August 12, 1986, where it states,

"Each campus President must request the funds via submission of a letter describing his/her planned uses of the Discretionary Funds. The uses identified in this submission must be in accordance with the guidelines which were approved by the Board of Trustees and which are provided as Attachment D. The request is to be directed to the attention of Mr. Louis V. Messner, Assistant Vice Chancellor, Budget Planning and Administration. Implementation of the request will be by Request for Allocation Order (RAO) which should be submitted with the expenditure plan. Both the plan and the RAO must be submitted no later than October 31, 1986. This date will provide time for the consultative process involving faculty, students, staff, and alumni."

} delete emphasis

THEREFORE, BE IT RESOLVED, that the Academic Senate ~~Budget Committee~~ recommends ~~to the Academic Senate~~ that a representative University standing committee be formed to make recommendations in respect to the distribution and allocation of CSU Lottery Education Funds on this campus, and that said committee report its recommendations to the President.

in conjunction with A.S.

----- (Added emphasis ~~not~~ found in the original document.