

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

Academic Senate Executive Committee Agenda
Tuesday, February 3, 1987
UU 220, 3:00-5:00 p.m.

| | | | |
|------------------|--------------|--------------------------|--------------|
| MEMBER: | DEPT: | MEMBER: | DEPT: |
| 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 | MetEngr | 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. | |

- I. Minutes:
Approval of the January 20, 1987 Executive Committee Minutes (attached pp. 2-5).
- II. Communications:
- III. Reports:
 - A. President
 - B. Academic Affairs Office
 - C. Statewide Senators
- IV. Consent Agenda:
- V. Business Items:
- VI. Discussion Items:
 - A. What is the role of the Academic Senate with respect to graduate studies?
 Example: Last spring, the university-wide Graduate Studies Committee submitted a recommendation to Administration stipulating that only 400 and higher series courses be acceptable in graduate programs. Then, on January 20 this recommendation was before the Deans' Council. Coordination with the Academic Senate was not achieved. Currently, a proposal for changes in CAM which would affect the responsibilities of the Graduate Studies Committee is reportedly under consideration.
 - B. At Cal Poly, one can be both a part-time lecturer and a graduate student. Should the title lecturer be reserved for nongraduate students? Or to rephrase the question, should graduate students involved in teaching automatically carry the title of graduate assistant? Personnel has advised that there are no real salary differences.
 - C. Currently, the appointed senator position representing the part-time faculty is a nonvoting position. Should the position be changed to voting so as to encourage the best possible representation in behalf of part-time faculty?
- VII. Adjournment:

*1.20.87
minutes
removed*

Memorandum

RECEIVED

: Lloyd Lamouria, Chair
Academic Senate

JAN 29 1986

Date : January 28, 1987

File No.:

Copies : M. Wilson

Academic Senate

From : Warren J. Baker
PresidentSubject : ACADEMIC SENATE RESOLUTION REGARDING
MEMBERSHIP AND RESPONSIBILITIES OF
THE STATUS OF WOMEN COMMITTEE
(AS-238-87/CBC)

This will acknowledge your January 20 memo with which you transmitted the resolution adopted by the Academic Senate on January 13 relative to changes in the membership and responsibilities of the Status of Women Committee. I have no problems with the membership and responsibilities as proposed, but feel that I should call to your attention the fact that the Women's Council of the State University is not an officially recognized organization of the CSU, that is, it does not have the same status as the Academic Senate, or other officially appointed system-wide committees and task forces. In discussing this matter with personnel in the Chancellor's Office, it is my understanding that it was the choice of the organization not to be constituted as an officially recognized CSU organization in order that it might have greater flexibility of its own operations. I raise this issue only in regard to whether or not the Academic Senate wishes to include within its specified membership of Academic Senate committees representatives of organizations that are not an official part of the CSU. I am not sure that the issue is a critical one, and if the Academic Senate does not have a concern with this, then as far as I am concerned, the recommendation as submitted is approved.

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5584

JUN 2 1979

Code: FSA 79-33

Date: 25 June 1979

To: Presidents

From: Marjorie Downing Wagner
Vice Chancellor
Faculty and Staff Affairs

Marjorie Downing Wagner

Subject: Graduate Assistant Appointments

In late March, a technical letter (FSA/PCOS 6100, 79-06) was sent to the Academic Vice Presidents discussing appointment and payroll procedures for Graduate Assistants. After discussion with the Academic Vice Presidents and other campus administrators, the following policy is adopted:

While Graduate Assistants may not be assigned full responsibility for a class, they should be assigned to assist faculty in the direct instructional program. This class (Graduate Assistant) has been placed in Work Week Group 4-D-7. It is assumed that Graduate Assistants will work the academic calendar, although it may be necessary to adjust individual work schedules to begin prior to commencement of the term or to terminate subsequent to the end of the term. There should be a comparable adjustment in their work schedule during the academic term so that an adjustment in their stipend is not required.

A Graduate Assistant should be required to meet his or her assignment without regard to the specific number of hours

- o v e r -

Distribution:

Vice Presidents, Academic Affairs
Vice Presidents, Administration
Business Managers
Personnel Officers ✓
Payroll Supervisors
Affirmative Action Officers
Auxiliary Organizations
Chancellor's Office Staff

L/K Neganti

25 June 1979

required in the same manner as faculty. Therefore, attendance records should reflect whether or not the Graduate Assistant has met her or his assignment, rather than arbitrary number of hours. Appropriate appointment fractions for Graduate Assistants are 1/4, 1/2, 3/4, and full time. If the assignment requires other work schedules, consideration should be given to the use of a more appropriate classification, i.e., Student Assistant.

Advertisements for Graduate Assistants should stress that the salary is a stipend for work during the academic year or term and is not an hourly rate. The full stipend is earned upon the completion of the work required and the faculty member's certification of such completion.

The dock method for Graduate Assistants has been a source of confusion to some campus personnel. When the Graduate Assistant class was established, it was apparent that docking on the academic calendar involved a substantial reduction in earnings. This appeared unfair, since in most cases, the work was made up prior to or subsequent to the absence. It was agreed at that time, that Graduate Assistants would be docked on a fiscal year basis. It was also agreed that the Graduate Assistants would be docked only for extended absences and then, only if the assigned work would not be accomplished.

"Full time" Graduate Assistants (those whose work assignment is approximately 20 hours per week) may not be appointed concurrently in another CSUC class.

Beginning with the fall term 1979, documents will not be processed for individuals appointed to the Graduate Assistant class other than 1/4, 1/2, 3/4, or full time; appointed with an effective date after the beginning of the term; or appointed to a full time Graduate Assistant position with a concurrent appointment in other CSUC classes.

Questions concerning this matter may be directed to Bill Lahey on ATSS 635-5605 or Gary Duerner on ATSS 635-5584. Also refer to PIMS Memorandum 77-04, dated March 1, 1978.

3 paychecks / yr.

GD/BL/MLM/M

S.

Fall

Oct, Nov, Dec

Winter

Jan, Feb, Mar

Spring

Apr, May, Jun

Summer

Jul, Aug, Sep

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5584

RECEIVED
DEC 15 1979

Code: FSA 79-33
Supplement No. 1

Date: December 4, 1979

To: Presidents

From: Marjorie Downing Wagner
Vice Chancellor
Faculty and Staff Affairs

Marjorie Downing Wagner

Subject: Graduate Assistant Appointments

FSA 79-33 clarified the policy governing appointment of Graduate Assistants. It appears that a number of campuses have experienced some problem with the appointment date for Graduate Assistants because individuals who accepted an appointment failed to report at the beginning of the term and it then became necessary to obtain replacements.

The policy concerning the effective date of appointment of Graduate Assistants is modified to provide for effective dates of appointment after the beginning of the term provided that the appointment is to replace a Graduate Assistant who failed to report at the beginning of the term or to replace a Graduate Assistant who fails to complete the term of service because of illness, employment elsewhere, or other reasons.

Your Personnel/Payroll Office(s) should be instructed to include a statement on the appointment document that the late appointment is a replacement.

MDW:MLM:ns

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administration
Business Managers
Personnel Officers
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Auxiliary Organizations
Chancellor's Office Staff

GRADUATE ASSISTANT

Definition:

Under close supervision, to assist a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work.

The purpose of the assignment is (1) to provide graduate students part-time employment offering practical experience in fields related to their advanced study and (2) to provide professional non-teaching assistance to faculty members.

The graduate assistant positions may involve supervision of students in a classroom, workshop, or laboratory, (where final responsibility for the class and its entire instruction, including the performance of the graduate assistant, is vested in a member of the faculty), research assistance, or help to the faculty in preparation of course materials, participating in the evaluation of students' work, tutoring of students, etc.

This classification should not be confused with undergraduate student help in the instructional program, which would continue to be used for clerical or other routine tasks (grading examinations, recording grades, etc.), nor should it be confused with the faculty classification of Assistant, or a contemplated category of Teaching Fellow, to whom can be assigned responsibility for direct instruction with only the normal supervision accorded new staff by the department chairman.

A graduate assistant is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students. Neither is he to be assigned responsibility for instructing the entire enrollment of a course or for providing the entire instruction of a group of students enrolled in a course.

The workload of a graduate assistant should not exceed 50% employment as a graduate assistant, so that he may carry at least a one-half load of course work.

2-2-87

w/ Frank Sobers
JMS

BUDGET REDUCTION PLAN

ACADEMIC AFFAIRS

1986-87

Total Requirement ~~\$130,683~~ 130,681
 Less:
 Off the Top Savings:
 0.75 Vacant Instr. Adm. Pos. ~~43,533~~ 43,501
 2.25 Fac. Positions in Reserve ~~63,666~~
 Balance to Assess to Units ~~\$23,484~~ 23,514

(Based on step 3 asst prof salary only)

Recommendations for Achieving Balance:

- Prorate assessments based on budget allocations to date plus estimate of allocation of remaining 10% in Instructional O&E.
- Exclude following units from proration based on lack of flexibility in budgets and/or undue adverse effects in making reduction to budget (e.g. books and periodicals):

Student Affirmative Action
 Enrollment Support Services
 Books and Periodicals
 Faculty Recruitment Funding

Assumptions in estimating school budgets -

Avg. August S&W + staff benefits for a faculty position = \$53,311
 Avg. August S&W + staff benefits for Instructional Support (including Instructional Administration) = \$33,206

are sel + S/B.

| UNIT | ESTIMATED BUDGET | % OF TOTAL | ASSESSMENT |
|--------------|------------------|------------|----------------------------|
| SAGR | \$ 9,088,141 | 14.2 | \$ 3,335 |
| SAED | 6,072,975 | 9.5 | 2,231 |
| SBUS | 4,205,526 | 6.6 | 1,550 |
| SENG | 10,710,018 | 16.7 | 3,922 |
| SLA | 10,338,684 | 16.1 | 3,781 |
| SPSE | 7,291,416 | 11.4 | 2,677 |
| SSM | 10,917,158 | 17.0 | 3,992 |
| Library | 3,188,032 | 5.0 | 1,174 |
| AV/TV | 1,020,948 | 1.6 | 376 |
| College Farm | 1,197,275 | 1.9 | 476 |
| TOTAL | \$64,030,173 | 100.0 | \$23,484 23,514 |

2-2-87
w/ Frank Leber
JL

ACADEMIC AFFAIRS 1986/87 BUDGET REDUCTION PLAN DETAIL

redplan/ftl/013086

| Area | Account No. | Faculty Pos. | \$ Fac. Pos. | \$ Non-fac Pos. | \$ Supp. & Serv. | \$ Reg. Equip. | \$ Total |
|------------|--------------|--------------|-----------------|--------------------|---------------------|-------------------|-------------|
| SAG | 1-11100-3310 | .12 | 3335 | | | | 3335 |
| SAED | 1-11259-7770 | | | | | 2231 | 2231 |
| SBUS | 1-11100-3310 | .05 | 1550 | | | | 1550 |
| SENG | 1-11100-3310 | .14 | 3922 | | | | 3922 |
| SLA | 1-11364-4500 | | | | 3781 | | 3781 |
| SPSE | 1-11456-4500 | | | | 2677 | | 2677 |
| SSM | 1-11506-4500 | | | | 3992 | | 3992 |
| Library | 1-14100-4500 | | | | 1174 | | 1174 |
| V/TV | 1-14200-4500 | | | | 376 | | 376 |
| Coll. Farm | 1-14513-4500 | | | | 476 | | 476 |
| VPAA | 1-11100-3310 | 2.25 | 63666 | | | | 63666 |
| | 1-1100-3100* | | | 43501 | | | 43501 |
| TOTAL | ----- | 2.56 | 72473 | 43501 | 12476 | 2231 | 130681 |

*origin of blanket funding is disencumbered
positions that were earmarked for 0.75 instr. admin. position