

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
ACADEMIC SENATE
EXECUTIVE COMMITTEE - AGENDA
February 26, 1985
FOB 24-B 3:00 PM

Chair, Reg Gooden
Vice Chair, Barbara Weber
Secretary, Sam Lutrin

I. Minutes

II. Announcements

III. Reports

Provost's Report

IV. Business Items

- A. Resolution Granting Meritorious Performance and Professional Promise Awards to Distinguished Teaching Award Recipients (Ruehr; DTA) ATTACHMENT
- B. Request for exception to CAM 314.6 - Emeritus status ATTACHMENT
- C. Resolution on Add/Drop Policy (Forgeng; SAC) ATTACHMENT
- D. Resolution on MP & PP (Andrews; PPC) ATTACHMENT

V. Discussion Items

- A. Discretionary Funds (Lamouria; Budget)
- B. Professional Ethics Committee

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION GRANTING MERITORIOUS PERFORMANCE AND
PROFESSIONAL PROMISE AWARDS TO DISTINGUISHED TEACHING AWARD RECIPIENTS

- WHEREAS, Teaching is the primary emphasis at Cal Poly ; and
- WHEREAS, The intention of the Meritorious Performance and Professional Promise section of the MOU is to provide special incentives for meritorious performance in the area of teaching; therefore, be it
- RESOLVED: That the Administration set aside monies equivalent to three Meritorious Performance and Professional Promise Awards (\$2500 each) to be granted each year to the three campus Distinguished Teachers.

Memorandum

To : Reg Gooden, Chair
Academic Senate

Date : February 15, 1985

File No.:

Copies : R. McIntire

From : *L.V.*
Larry Voss
Executive Assistant to the President

Subject : REQUEST FOR EXCEPTION TO CAM 314.6 - Emeritus Status

As we discussed, I am forwarding a copy of Dr. McIntire's memorandum requesting emeritus status for Robert F. Williams.

According to the Payroll Office, Professor Williams has not taught at Cal Poly since he retired in June, 1980 under the Faculty Early Retirement Program.

You agreed to discuss this request at the next Senate Executive Committee Meeting as an exception to CAM Section 314.6. I have advised Dr. McIntire of the status of his request.

Attachment

RECEIVED

FEB 19 1985

Academic Senate

Memorandum

RECEIVED
FEB 12 1985

JAN 24 1985
California Polytechnic State University
San Luis Obispo, California 93407

o : Larry Voss, Executive Assistant
to the President
President's Office

PAYROLL

Date : January 18, 1985

File No.:

Copies :

From : *Robert H. McIntire*
Dr. R. H. McIntire, Head
Management Department

Subject: Emeritus Status for Robert F. Williams

Robert F. Williams began teaching in the School of Business September 1971. In June 1980, he entered the Faculty Early Retirement Program. He will teach full time in the Spring 1985 Quarter. This will be his last regular teaching assignment as he has now reached 70 years of age.

It is requested that Professor Williams be granted Emeritus. He is actively engaged in research in the field of artificial intelligence and is anxious to retain his library and Computer Center privileges.

Professor Williams was a member of the faculty at UCLA from 1952 to 1960.

314.6 Emeritus Classification

A. Eligibility

Faculty and staff personnel, including employees of the university's official auxiliary organizations, who have a minimum of 15 years of full-time service at California Polytechnic State University, San Luis Obispo, upon retiring will be honored by the emeritus title. Emeritus faculty and staff are entitled to the following privileges:

1. Library Service
2. Use of Staff Dining Room
3. Participation in faculty and staff social affairs
4. Receiving Cal Poly Report by mail
5. Use of Campus Store and El Corral Bookstore
6. Attendance at classes with instructor's permission
7. Admission to areas reserved for faculty and staff
8. Use of University computer facilities subject to the restrictions stated in CAM 251
9. Parking Permit upon request
10. Emeritus business cards upon request
11. Photo identification card
12. University catalog listing
13. Golden Years' Card upon request from ASI for reduced admission to campus events (limited to those 62 years and over)
14. Group Discount Tickets authorizing reduced admission fees for many attractions in California (available in Personnel Office)
15. Office space and staff assistance for continued University service (upon availability and department authorization)
16. Admission to campus events the same as an active employee

B. Special Considerations

Retired personnel who desire special privileges or wish to render additional formal service to the university, or whose services are requested by the university after retirement, may receive special consideration through the following procedure:

1. An annual request in writing to the tenured members of the department from which retired, specifying the added privileges desired.
2. Endorsement by a 65 percent vote of the tenured members of the department.
3. Approval through all administrative channels necessary to provide the special provisions requested.

314.7 Instructor Ranks

Full time probationary or tenured faculty positions will be assigned professorial titles according to the instructional faculty payroll classification codes of 2360 and 2361. Vocational Instructor payroll classifications (2462, 2463, or 2464) shall be used only for certain positions specifically approved in advance and in writing by the Vice President for Academic Affairs. (See CAM 393)

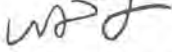
Added December, 1980

Added February, 1983 *

Revised May, 1983 **

February 11, 1985

To: Reg Gooden
Chairman
Academic Senate

From: W.D. Forgeng 
Chairman
Student Affairs Committee

Subject: Resolution on Add-Drop Policy

At a meeting held on February 8, 1985, the Student Affairs Committee passed the following resolution of endorsement for the proposed change in the present add-drop policy by a vote of 7 to 0 (with one abstention):

Whereas The Registration and Scheduling Committee has proposed a change in the add-drop policy that would give students enrolled in a class one week longer than the present policy to evaluate a course before deciding whether or not to drop, and

Whereas This new policy still provides more time to add a class than to drop thus ensuring maximum class availability for those students wishing to add a class, and

Whereas this new policy would still allow the Instructor the final decision about adding a student, and

Whereas a substantial majority of those students voting in a referendum on add-drop favored the proposed policy, and

Whereas institution of the proposed new policy earlier than Fall Quarter 1985 would not allow for full discussion of the proposed policy and for smooth transition from the present policy, be it therefore

Resolved that the Academic Senate endorses the Add-Drop policy proposed by the Registration and Scheduling Committee on December 6, 1984, and be it further

Resolved that this new policy be implemented beginning with the Fall 1985 Quarter.

We hereby request that the Executive Committee place this resolution of endorsement on the Academic Senate agenda.

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION ON MERITORIOUS PERFORMANCE
AND PROFESSIONAL PROMISE AWARDS

WHEREAS, The MOU specifies that the faculty and administration have to agree to a mutually acceptable process for awarding Meritorious Performance and Professional Promise Awards; therefore, be it

RESOLVED: That the Academic Senate of California Polytechnic State University adopt the following procedure:

MERITORIOUS PERFORMANCE AND PROFESSIONAL PROMISE AWARDS

I. PREAMBLE

This policy is designed to implement Articles 31.11 through 31.19 of the Memorandum of Understanding for Unit Three (faculty), agreed to in December, 1984.

II. ELIGIBILITY

All persons covered by the Memorandum of Understanding for Unit Three are eligible to apply for or be nominated for Meritorious Performance and Professional Promise Awards.

No awards shall be made except under criteria mutually developed and approved by the Campus President, and the body of the Academic Senate, CPSU.

No MPPP Award shall be granted without a positive recommendation from the particular school or appropriate administrative unit MPPP Committee.

III. CRITERIA

Meritorious Performance and Professional Promise Awards shall be given: 1) retrospectively, to recognize excellence in one or more of the following areas--teaching, professional activity, service and/or 2) prospectively, to promote excellence in one or more of the same areas.

IV. APPLICATIONS/NOMINATIONS

Applications and nominations for MPPP Awards must document a candidate's excellent performance in teaching, professional activity, and/or service. Or,

Applications and nominations for MPPP Awards must document proposed projects which would enhance a faculty member's performance in teaching, professional activity, and/or service. (Examples of some appropriate uses are: travel, research support, technical/clerical support, released time, etc.) Or,

Applications and nominations for MPPP Awards may combine the above.

V. SELECTION PROCESS

All members of Unit Three may submit applications or nominations to appropriate department heads or equivalent by December 1.

If departments choose to recommend or rank their own candidates, they must do so no later than **January 15**, and must forward the applications/nominations for the candidates they recommend to the school/appropriate unit MPPP committee.

If a department chooses to take no action, the department head shall forward all applications/nominations to the school/appropriate unit MPPP committee no later than **January 15**.

Every school/appropriate administrative unit shall elect a committee of Unit Three members to review and recommend applications/nominations for MPPP Awards.

School committees will review nominations/applications, and by **February 15** forward to the dean/appropriate administrator no more than the same number of applicants/nominees as MPPP Awards allocated to the school/appropriate administrative unit. Only positive recommendations shall be forwarded.

If the dean/appropriate administrator concurs with the recommendations, the awards shall be granted as recommended no later than **March 1**.

If the dean/appropriate administrator disagrees with the recommendations forwarded by the faculty, both the recommendations of the dean or appropriate administrator and those of the faculty shall be forwarded to the President by **March 1**.

By **March 5**, the President shall transmit both sets of recommendations for review by the University Professional Leave Committee, which shall forward its positive recommendations by **March 20** to the President for his/her consideration in making a final determination by **April 1**.

If the President disagrees with the UPLC, he/she shall state his/her reasons therefor and shall return the denied application to the originating school committee with the request to forward a substitute recommendation to the dean/appropriate administrator as provided in the initial process. Each level of review shall be completed and forwarded to the next level within five working days. This process shall be repeated until all the awards are granted, or until the nominee/applicant pool is exhausted.

Recipients shall be notified in writing within five (5) days of concurrence. Awards shall be granted no later than **June 30**.

VI. SCHEDULE FOR 1984-85

For the academic year 1984-85, the following schedule shall be used:

Applications/nominations to be submitted	April 1
Applications/nominations to school committee	April 15
Positive school recommendations to Dean	May 1
Concur or send nonconcurrence items to UPLC and President	May 8
UPLC positive recommendations to President	May 15

This section (Section VI) shall be deleted as of June 30, 1985.

Memorandum

to : Executive Committee,
Academic Senate

Date : February 22, 1985

File No.:

Copies :

From : Lloyd H. Lamouria, Chair
Academic Senate Budget Committee

Subject: **ATTACHMENT TO February 26, 1985 agenda;** discussion item V, A
Discretionary Funds

Discretionary and restricted discretionary funds exist on this campus into the millions of dollars. Last fall, your Budget Committee established a subcommittee to develop background information. The subcommittee has met with polite resistance. The full Committee has played devil's advocate and argued both the pros and cons on full disclosure. As revealed in the attachment, non disclosure is indefensible.

The Academic Senate has an agreed responsibility to participate in the planning and allocation for this campus. Non disclosure of discretionary fund application violates this agreement and denies accountability to faculty. Essentially, only management has access to these funds which can be used as seed money, or even more directly, to steer campus development without Senate knowledge or participation.

Because the funds can have a significant impact on the college community, and because of the magnitude of the funds involved, the Budget Committee requests that:

The Executive Committee support the inquiries of the Budget Committee into discretionary and restricted discretionary funds for the purpose of developing recommendations for Senate consideration.

MEMBER NAME	SCHOOL	DEPARTMENT	OFFICE	PHONE
Drucker, Howard	SPSE	Education	BAE 112	2587
Greenwald, Harvey	SOSAM	Mathematics	MATH 108	2130
Landreth, James R.	ADM	Business Affairs	ADM 114	2171
Lebens, Frank	ADM	Office of the Provost	ADM 305	2186
Luthra, Sham	SOE	C. Sci. & Statistics	CSCI 215	2801
O'Flaherty, Susan	STUDENT AFF.	Financial Aid	ADM 211	2927
Pohl, Jens	SAED	Architecture	A&ED 217	2841
Ramirez, Rick	ADM	Budget Planning & Adm.	ADM 118	2091
Riener, Kenneth	SBUS	Business	BA&E 111	2010
Sebree, Michael M.	ASI	Student	ASI	543-8537
Shaffer, Richard	CA&H	Social Sciences	FOB 12B	1374

Copies: Gooden, Reg CA&H Political Sci. FOB 11Q 2895

From: Lloyd H. Lamouria [✓] SAGR Agr. Engr. AE 004 2241

Re: Arguments in Favor of Full Disclosure of Discretionary Funds
This is a collection of thoughts with some originating with the Chair and others stimulated by committee members and other faculty.

For the purpose of this discussion - full disclosure of discretionary funds is defined by example at two management levels:

- A. Department Head Reporting to Faculty - disbursements identified by date, amount, purpose and name of individual recipient.
- B. Dean Reporting to Faculty - disbursements identified by date, amount purpose, and name of individual recipient.

Note: These arguments accept the fact that some donors prefer anonymity. The referenced disclosure pertains to disbursements from all discretionary funds, including those originating from anonymous donors.

The objectives being sought in the discussions on discretionary funds are the improvement in quality of management decisions, adherence to the collegial process of governance, and improved faculty morale.

Selected arguments in favor of full disclosure are as follows:

1. The funds belong to the University, not to the individual.
2. The funds are not protected from disclosure by any privacy act.
3. A higher percentage of the funds are directed to the intended purpose.

4. A higher percentage of the fund benefits reach lower echelons. Note: The classical arguments of the trickle down theory and/or the horse and the sparrow are appropriate in this instance.
5. The temptation to yield to favoritism and and patronage is minimized since the buddy system (you scratch my back and - - -) is unable to survive in the light of disclosure.
6. Essential to the collegial process of governance is openness and consultation.
7. Full disclosure is evidence of an administrator's self confidence.
8. Full disclosure is evidence of an administrator's trust and belief in his/her faculty.
9. Full disclosure ensures that the exercise of authority proceeds in step with attendant accountability.
10. The basic democratic premise of checks and balances is acknowledged and maintained.
11. Public trust is enhanced.
12. Debate sharpens the senses.
13. Debate deepens the search for truth.
14. Full disclosure protects administration from unwarranted criticism.
15. An idea worth cultivating will be strengthened by disclosure and conversely weakened by subterfuge.
16. In an effective system of collegial governance the planned progression of change (improvement) is a joint responsibility of faculty and administration. The secret application of funds to steer the destiny of any part of the campus is in violation of agreed principles and is most demoralizing.
17. Open reporting facilitates community involvement thereby making possible civic support rather than having them find out about it after the fact and thereby create a problem where none need have occurred.
18. The cloak of secrecy is dangerous in that it stifles democratic principles.
19. Differentials in assigned resources are an accepted part of American life. It is most beneficial that the campus community knows that an individual is successful in having acquired significant resources on behalf of our University. This not only provides recognition for the individual (status), but even more important - it serves as incentive (competition?) for others to also aggressively seek external funding. Dramatic proof of this fact is the outstanding success of our research grants publication. Without question, knowledge of the success of our colleagues in obtaining grants has been a great stimulus to those of us who participated at a later date.

20. Faculty morale is enhanced.

- a. Sooner or later the truth comes out.
- b. A faculty is not blind.
- c. Honesty begets honesty.
- d. Full disclosure is part and parcel of consultation. The negative aspect of failure to disclose was most evident in the Fall 1984 IBM 36 fiasco. The same goal could have been achieved without friction.
- e. Full disclosure creates an optimum climate for morale since rumors and suspicion breed only in darkness.
- f. Open reporting facilitates campus community involvement thereby making possible campus community support rather than having them find out about it after the fact which will normally aggravate the situation. As the old adage goes - at least they could have let me know.
- g. Open reporting recognizes the contribution of individuals who may have worked so diligently to raise discretionary funds. This earned status symbol would be denied the contributor under a cloak of secrecy rule. One can not accord status onto himself/herself, it is a result of others recognizing the achievements of the individual.

21. The quality of Administrative decisions is enhanced.

- a. Two heads are better than one.
- b. Disclosure signifies the willingness of administration to use the multitude of consultative talents available rather than deny their existence.
- c. When a manager recognizes that his disbursement is open to view, he may think twice as to the quality and consequences of his decision. This has far reaching implications which would help administration ensure that it retains the benefits of an informed faculty.
- d. The euphemism, "bending the rules for a worthy cause" immediately opens the question as to whose worthy cause. Accepting the fact that a cause is worthy, is it not incumbent upon administration to protect themselves (and the University) by seeking a change in the rules as contrasted to being in violation? Violation of the rules can be likened to cheating in a classroom situation. It is contagious as well as cancerous and works to the ultimate disadvantage of the student, the teacher and to the University.

There shall come a day of reckoning.

Memorandum

10 : Lloyd Lamouria
Chair, Budget Committee

for 31 Jan meeting
Date : January 18, 1985

File No.:

Copies :

From :

Subject: Disclosure vs. Non-Disclosure of Discretionary Funds at the School Level

This is in response to your request for arguments against the disclosure of discretionary funds by Schools and Departments. The principal arguments would appear to be:

1. Discretionary funds provide at least a modicum of flexibility within the rigidly regulated CSC system and we should, therefore, avoid any internal campus policies which could diminish the effectiveness of these funds.
2. Full disclosure of discretionary funds at all levels within the University could negatively influence the ability of a department or school to lobby effectively for an appropriate share of state funds. For example, a school with several million dollars in discretionary funds might find it difficult to obtain a sympathetic hearing by other departments or schools during campus-wide budget allocations.
3. Full disclosure of discretionary funds is likely to require departments and schools to provide the campus community with information relating to experimental projects which might be negatively impacted by early publicity.
4. Discretionary funds are often used in ways which might appear to be inappropriate without full knowledge of relating matters. The disclosure of all matters relating to the particular discretionary fund expenditure might jeopardize the intended outcome, or invade the privacy of individuals.
5. Discretionary funds are usually obtained through the hard work of deans, department heads and individual faculty. In many respects they represent an important status symbol, within a bureaucracy which strives to reduce everything to a common denominator. The benefits derived from embellishing this status symbol by surrounding it with an apparent shroud of secrecy would appear to outweigh the possible exposure of mismanagement through full disclosure.

Memo:
January
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6. The CSU system is beset by unwieldy reporting requirements. Anything we can do on campus to reduce the administrative burden will benefit our educational programs.
7. Finally, it is likely that if full disclosure of discretionary funds is mandated, other forms of privacy will be found to preserve this necessary management tool (e.g., private bank accounts, monies held by alumni or other groups, etc.).

For 31 Jan meeting

Pro's and Con's on Budget Committee monitoring Expenditures at the Departmental level.

PRO's:

1. Assure that money is spent in accordance with Legislature's, donors', and University Administration's intentions.
2. Limit the arbitrary use of money as a weapon by department heads.
3. Nobody who is certain he/she is using the money wisely should object to an outside review of their spending.
4. Budget committee has been charged with this duty by the Constitution of the Academic Senate.
5. The trend appears to be toward greater self-governance, less of an "industrial model" in the CSU system and at CalPoly. It is therefore appropriate that the Senate be more directly involved in monitoring the activities of the administration, through the Senate Budget Committee.

CON's:

1. Some necessary activities aren't adequately funded through the present formulae, and from grants and gifts, while others are overfunded, given the needs of a given department. These imbalances can only be corrected by "shifting" costs to budget areas that aren't as short. (E. g., the School of Business was only budgeted \$1181 for recruitment of new faculty, even though it has at least 10 vacant positions.)
2. Review of Department Head/Chair's activities is best done by the members of the department (or a department budget committee), and/or the Dean or Division Head.
3. The Senate's Constitution charges us with the responsibility to monitor these activities, but it is not clear that the Senate has the authority to delegate in the first place. ✓
Corollary: How do we compel compliance?
4. Expenditures and budgets are monitored and audited already, by several entities. (State auditors, boards of directors, CPA firms) Adding another level of monitoring activity entails more work for department heads, Foundation staff, etc. It is already difficult enough to recruit qualified department chairs for many departments, since the workload is so great compared to the teaching load reduction.
5. What do we expect to gain or find? Do we have any indication whatsoever that funds are misspent; that is, that they are not being spent in the best interest of the University? Who is to judge the best interest of the University?

Memorandum

To : Lloyd Lamouria
Ag. Engineering

January 30, 1985

File No.:

Copies :

From :

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Subject: Disclosure of Discretionary Fund

Below is my modest argument in favor of the disclosure of the discretionary funds for departments and schools. The argument should be viewed within the context of vertical rather than horizontal disclosure. It appeared to me that the "mood" of the committee seriously questioned horizontal disclosures (e.g., one department seeing what another department had done) within this framework, I was unable to develop an argument against disclosure.

The argument in favor of disclosure revolve around the central principle of supervision. Disclosure permits supervision of funds in three ways. First, in disclosing how funds were secured and dispersed would help in avoiding any improprieties. Secondly, disclosure would help assure that gifts given by a donor for a specific purpose were dispersed with the "spirit" of the gift in mind. Finally, it would help assure that general funds (e.g., not for a specific purpose) were dispersed evenly, and not in a way that favored a few students/faculty at the expense of other, equally deserving students/faculty.