

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**

San Luis Obispo, California 93407

**ACADEMIC SENATE**

*Executive Committee*

**Academic Senate Agenda**

**Tuesday, July 14, 1987**

UU 220, 3:00-5:00 p.m.

219

Member:

Andrews, Charles

Baldwin, Marylud

Borland, James

Burgunder, Lee

Crabb, A. Charles (CH)

Forgeng, William

Gooden, Reg

Kersten, Timothy

Lamouria, Lloyd H.

Dept:

Acctg

PE/RA

ConstMgt

BusAdm

CropSci

MetEngr

PoliSci

Econ

AgEngr

Member:

Lutrin, Samantha

Peck, Roxy

Sharp, Harry Jr

Terry, Raymond

Weatherby, Joseph

Wheeler, Robert

Wilson, Malcolm

**Copies:** Warren J. Baker

Howard West

Dept:

StLf&Acts

Stat

SpCom

Math

PoliSci

AnSci/Ind

VPAA

*all minutes removed*

- I. Minutes:
 

Approval of the May 5, May 19, May 26, May 28, June 2 and June 9 Executive Committee/Senate Minutes (pp. 4-41).
- II. Communications:
  - A. Materials Available for Reading in the Academic Senate Office (p. 3).
  - B. Catalog Changes forwarded by President Baker to VPAA for his review and recommendation.
  - C. AS-256-87 (Establishment of...Design Institute) forwarded by President Baker to VPAA for his review and recommendation.
  - D. AS-255-87 (GE&B Course Additions) forwarded by President Baker to VPAA for his review and recommendation.
  - E. AS-254-87 (GE&B Area F Courses) Glenn Irvin has forwarded his approval of this resolution.
  - F. President Baker's response to AS-251-87 (Fairness Board Description & Procedures) (pp. 42-47).
  - G. President Baker's response to AS-246-87 (Cheating and Plagiarism) (pp. 48-51).
  - H. Resolution In Memoriam of Dorothy Stein Wright (pp. 52-53).
- III. Reports:
  - A. President
  - B. Academic Affairs Office
  - C. Statewide Senators
- IV. Consent Agenda:
- V. Business Items:
  - A. Resolution on Definition of "Close Relative"-Andrews, Past Chair of the Personnel Policies Committee, First Reading (p. 54).
  - B. Resolution on Employment of "Close Relatives"-Andrews, Past Chair of the Personnel Policies Committee, First Reading (pp. 55-57).
  - C. Resolution on Affirmative Action Facilitators-Loe, Past Chair of the Status of Women Committee, First Reading (pp. 58-66).

- D. Finalization of Academic Senate Calendar for 1987-1988 (pp. 67-68).
- E. Vacancies Remaining on Academic Senate and Senate Committees (p. 69).
- F. Review Consultative Procedures for the Appointment of Dean of Students-Crabb, First Reading (pp. 70-71).

VI. Discussion Items:

- A. Academic Senate Release Time Allocation: The Senate has been given 1.4 FTEF release time for the '87-'88 academic year. **Please be prepared to discuss your recommendations for the allocation of release time among Senate officer(s) and committee chair(s).**
- B. Method of distribution (from Senate office to Executive Committee/Senators) of correspondence and other communications received by the Academic Senate office.

VII. Adjournment:

**Materials Available for Reading in the Academic Senate Office (FOB 25H)**

- |           |  |
|-----------|--|
| June 1987 | Documents/statistics/reports/etc. provided at the Student Retention Conference in June 1987.   |
| 6/10/87   | Correspondence from Eric Seastrand re allocation of lottery funds to the CSU and Board of Trustees' Committee on Finance Report on the Lottery Revenue Budget Process. |
| 6/22/87   | Publications from the Office of the Chancellor re Teacher Education.   |

**Memorandum**

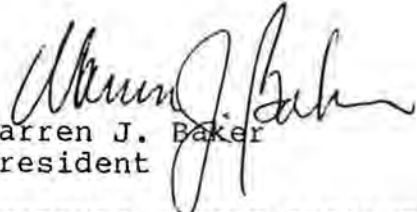
JUN 11 1987

To : **Academic Senate**  
Lloyd Lamouria, Chair  
Academic Senate

Date : June 5, 1987

File No.:

Copies :  
M. Wilson  
S. Van Vleck,  
ASI Pres.-elect  
G. Beardsley  
L. Howard  
H. West

From :   
Warren J. Baker  
President

Subject : **ACADEMIC SENATE RESOLUTION REGARDING FAIRNESS BOARD**  
(AS 251-87/FBC)

On May 4 I responded to the Academic Senate resolution regarding the Fairness Board indicating that I was forwarding this item to the Vice President for Academic Affairs for review. I have now received the results of that review and, in addition, have received a resolution adopted by the Student Senate, a copy of which was forwarded to you by Kevin Swanson, ASI President, on May 21. My review of these materials makes it clear that the concerns focused on Item 13 regarding the role of the Vice President for Academic Affairs. Your transmittal memo of May 4, along with the attachments also focussed on this issue.

As a result of this review, I am taking the following action: The revisions in the Fairness Board's Procedures as recommended by the Academic Senate, with the exception of Item 13, are approved; and Item 13 is amended as follows:

The Vice President for Academic Affairs will inform the Board and each principal party what action, if any, has been taken. The Vice President for Academic Affairs shall have final authority regarding any change of grade with the provision, however, that no grade change will be made unless it is recommended by the Board. If the recommendation of the Fairness Board is not accepted, the Vice President for Academic Affairs shall indicate the reason(s) why in writing to Board.

The revisions in the Fairness Board's procedures, with this revision as noted, are hereby approved effective immediately. By copy, I will ask Howard West, Editor of the Campus Administrative Manual, to issue a revised appendix relative to the Fairness Board at the earliest possible date.

ASSOCIATED STUDENTS, INC.  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO, CALIFORNIA 93407  
(805)546-1291

**RECEIVED**

MAY 26 1987

**Academic Senate**

21 May, 1987

President Warren J. Baker  
California Polytechnic State University  
San Luis Obispo, CA 93407

Dear President Baker,

Last night, the student senate voted unanimously in support of Resolution 87-31, "Opposition to the Fairness Board Amendment." This is directed towards the April 28th Amendment to the CAM "Fairness Board Procedures", as passed by the Academic Senate on April 28, 1987.

Traditionally, the Fairness Board has been duly respected by faculty and students alike as the appropriate means to appeal grades. The proposed amendment essentially revokes power for the Vice President for Academic Affairs to accept a Board recommendation in favor of a student grade change. It is the position of the students that this amendment undermines the integrity as well as the influence of a functioning university appeals board.

We would respectfully request that you not sign this amendment into policy. I would encourage further discussion on this item between students, faculty and administration before further action be taken.

I would appreciate your consideration in this matter.

Very truly yours,



Kevin Swanson  
ASI President

encl: ASI Resolution 87-31

cc: ✓ Lloyd H. Lamouria  
Malcolm Wilson  
Lorraine Howard  
George Beardsley



-44-  
Associated Students, Inc.  
California Polytechnic State University

RESOLUTION #87-31  
OPPOSITION TO THE FAIRNESS BOARD AMENDMENT

- WHEREAS: The Fairness Board is a committee of the Academic Senate responsible for providing due process of review for students who appeal grades they believe have been assigned unfairly, and,
- WHEREAS: On April 28, 1987 an amended form of the Campus Administrative Manual Appendix XI "Fairness Board Description and Procedures" was passed by the Academic Senate, and,
- WHEREAS: The amendment rescinded the power of the Vice-President for Academic Affairs to accept a Board recommendation in favor of a student and change a grade against the instructor's wishes, and,
- WHEREAS: This amendment is strongly opposed by the Fairness Board itself, and,
- WHEREAS: If this amendment is signed into policy, an instructor could theoretically issue grades for the most prejudicial and unfair reasons, and,
- WHEREAS: The Vice President of Academic Affairs could not cause a grade change in favor of a student, even if the board finds the grade to be discriminatory, unreasonable, and unfair, and,
- WHEREAS: The Fairness Board would cease to be a legitimate body providing due process for student grade appeals.

THEREFORE  
BE IT

RESOLVED: That the ASI Senate strongly urges the President of the University to not sign into policy the amendment to the Fairness Board Descriptions and Procedures.

Certified as true and  
correct copy in witness  
whereof, I have set my  
hand and the Seal of the

Associated Students, Inc.  
this 20th day of  
May, 1987.

  
Secretary, Student Senate

ADOPTED at the regular  
meeting of the Student Senate  
by unanimous vote on  
May 20, 1987

  
Chair, Student Senate

  
Ratification by ASI President

Sponsored by: John Ryan, Student Senator, School of Engineering

**FAIRNESS BOARD**  
**Description and Procedures**

**Description**

The Fairness Board (see CAM Appendix XI) is the primary campus group concerned with providing "due process" of academically related matters for the students and instructors at California Polytechnic State University, San Luis Obispo, particularly in terms of student/faculty relationships. The Board hears grade appeals based on the grievant's belief that the instructor has made a mistake, shown bad faith or incompetence, or been unfair. (For cheating, see CAM 674.3)

Although in grade appeals the Board operates under the presumption that the grade assigned was correct, should its members find that the evidence indicates that such was not actually the case, the chair will recommend to the Vice President for Academic Affairs that the grade be changed. In all cases, the Board's authority is limited to actions consistent with CSU system policy.

**Procedures**

- A. Any student who still feels aggrieved after requesting relief from both the instructor and instructor's department head, may initiate an appeal for redress by writing to the chair of the Fairness Board. The chair may counsel a student as to the relative merit of his/her case, but must accept all written complaints which are ultimately submitted. The chair will provide the student with a copy of "Fairness Board Description and Procedures." The student's letter should contain all pertinent details of the situation, name of the course, section, instructor and term in question, list any witnesses to be called, state redress sought, and include as attachments all relevant documents, including items such as course grade determination handout, exams, papers, letters of support, etc. The student has the responsibility of identifying evidence to overcome the Board's presumption that the instructor's action was correct. If the Board decides the case may have merit, then the following actions will then take place:
1. The chair will forward a copy of the above letter to the challenged party and request his/her written reply to the chair within one week. The chair will share a copy of any reply with the student grievant. The Chair will also send a copy of "Fairness Board Description and Procedures" to the challenged party.
  2. The chair will make scheduling arrangements as soon as possible for the hearing which will be conducted informally. At least six Board members must be present before a hearing may begin, and the same six members must be present for the full hearing.
  3. When a hearing is scheduled, the chair will notify the Board's members and the two principal parties.
  4. Board members will disqualify themselves from participation in any case if they are a principal or if they feel they cannot be impartial.
  5. The Board will allow each principal party, who may be accompanied by his/her advisor, (not a practicing attorney of law) to present his/her case personally, call and question witnesses, and present exhibits. The Board may ask for copies of any material it believes relevant to the hearing. The student grievant will usually appear first.
  6. Each Board member may ask questions of either party or any witness.

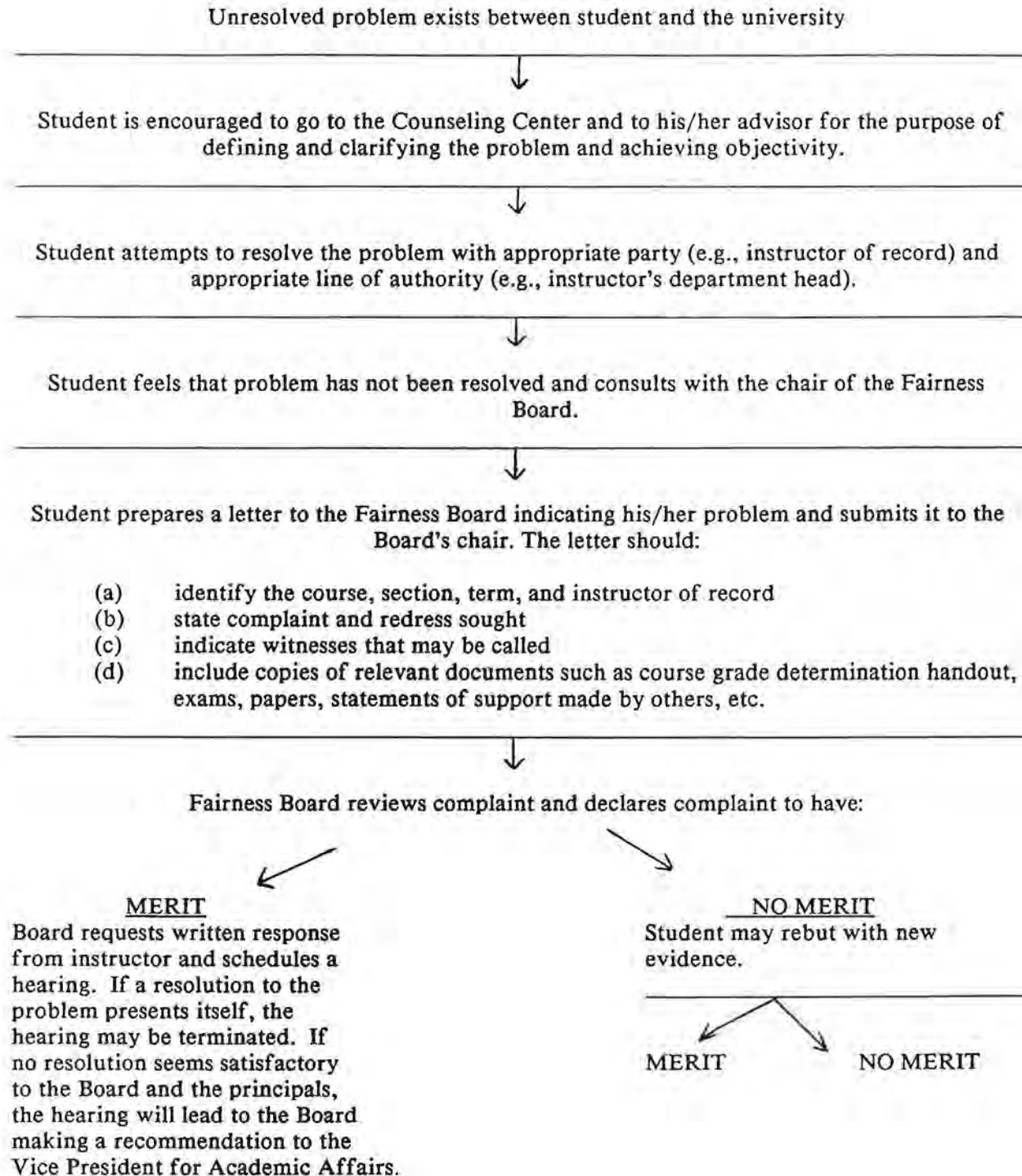
7. The Board itself may call witnesses or recall witnesses.
  8. The Board will handle all proceedings without undue delay, will keep a summary file of each case, and will tape record the hearing.
  9. The Board will close the hearing when satisfied that both sides have been fully heard.
  10. The Board will deliberate in private and will make a written summarization of the facts of the case and of the Board's reasoning in its recommendation to the Vice President for Academic Affairs.
  11. The chair will send a copy of its recommendation to each principal party, to the instructor's department, and to each Board member.
  12. Should any member(s) of the Board desire to file a minority recommendation, it will be attached to the Board's majority recommendation.
  13. The Vice President for Academic Affairs will inform the Board and each principal party what action, if any, has been taken. The Vice President for Academic Affairs shall have final authority regarding any change of grade with the provision, however, that no grade change will be made unless it is recommended by the Board. If the recommendation of the Fairness Board is not accepted, the Vice President for Academic Affairs shall indicate the reason(s) why in writing to Board.
- B. The hearings are closed to all persons except the Board and the two principal parties and advisors. Witnesses, if any, shall be present only when testifying. No testimony shall be taken outside the hearing room, but written statements from persons unable to attend are admissible. Exceptions to these rules are possible if the Board and both principals have no objections.
- C. Students should ideally initiate any grade complaint within one quarter as instructors are obligated to retain evaluation instruments for only one quarter. However, the Board will accept grievances for two quarters after an evaluation. If special circumstances exist, such as when an instructor is on leave and not available to the student, the Board may choose to entertain grievances involving grades issued more than two quarters earlier.
- D. In the event a situation arises wherein the Board unanimously deems the above rules inappropriate, the Board will modify its procedures to insure that fairness prevails.

#### **Membership**

One tenure-track faculty member from each school, and one tenure-track member from Student Affairs, all appointed by the chair of the Academic Senate for two-year terms. Two student members selected by ASI, with no less than junior standing and three consecutive quarters of attendance at Cal Poly preceding appointment. The Fairness Board chair is elected by the Board.



## ACADEMIC SENATE FAIRNESS BOARD PROCESS



# Memorandum

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JUN 25 1987

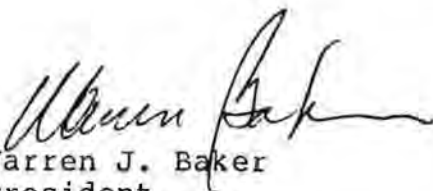
To : Charles Crabb, Chair  
Academic Senate

Academic Senate

Date : June 15, 1987

File No.:

Copies : M. Wilson  
G. Irvin

From :   
Warren J. Baker  
President

Subject :  
ACADEMIC SENATE RESOLUTION REGARDING  
CHEATING AND PLAGIARISM (AS-246-87/SA&FBC)

I have had an opportunity to review and discuss with the Vice President for Academic Affairs the Academic Senate Resolution regarding Cheating and Plagiarism which Lloyd Lamouria transmitted to me on March 11. I agree that the policy needs to be broadened in its definitions of cheating and plagiarism and that it should contain some guidelines regarding due process. In addition, there are areas of the resolution adopted by the Senate which we feel need additional expansion and clarification. The attached draft expands on those areas further than does the Senate Resolution. I would appreciate the review and comment of the Academic Senate on these suggested changes in the revised CAM statement.

Attachment

DRAFT

Deletions from CAM 674 as proposed in Senate Resolution AS-246-87/SA&FBC are underlined.

Additions to the resolution are in bold face type.

**PLAGIARISM AND ACADEMIC CHEATING**

674     **The University will not condone academic cheating or plagiarism in any form. The faculty is expected to uphold and support the highest academic standards in this matter. Instructors should be diligent in reducing potential opportunities for academic cheating and plagiarism to occur.**

**For purposes of this policy:**

674.1     **[academic cheating is defined as any work in which assistance, unauthorized by an instructor or department, has been given by another entity. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.] Cheating includes, but is not limited to: lying, copying from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.**

674.2     **[plagiarism is defined as the passing off as one's own any work that is not original with the student. Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source.] Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.**

Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming without credit or originality.

Plagiarism may be considered a form of cheating and subject to the policies governing cheating. However, as there may be a fine line between plagiarism and editorship with poor attention to format, some discretion exercised by the instructor is appropriate with regard to the severity of the penalty. In the event of plagiarism, an instructor may choose to counsel the student and offer a remedy which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. An appeal is possible through the Fairness Board.

In the event that the Dean of Students identifies a student to be guilty of more than one cheating offense, this shall be considered sufficient cause for the initiation of disciplinary action.

It is critical at all times that due process be afforded the student and that proper procedures be followed to ensure the student's rights.

674.3

Cases involving plagiarism and academic cheating should first be addressed by the individual or unit most directly affected. In most instances this would be the instructor. Cheating requires an "F" course grade and further attendance in the course is prohibited. The instructor is obligated to place evidence of the cheating in writing before the Dean of Students with copies to the department head of the course involved, to the student, and to the department head of the student's major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should notify the student that an appeal is possible through the Fairness Board. The instructor should inform the student of the offense and possible disciplinary actions and provide the student an opportunity to refute the charge. The instructor may impose no penalty that is beyond his authority, which is limited to matters of course and assignment grade and credit. If the student wishes to protest the charge or the punishment at the departmental level; the department head shall designate an impartial third party or a departmental committee formed to review the matter. In reviewing the matter, this entity will inform the student in writing of the charge and the review, and will provide the student an opportunity to prepare a defense, appear before the reviewing entity, and respond to the charges. If the entity reviewing the matter confirms the judgment of the instructor, the penalty recommended by the instructor will be carried out. If the entity reviewing the matter determines that the charges are not substantiated, no penalty will be imposed.

If the department head determines that, in addition to the penalty involving course grade and credit, the offense may be grievous enough to a more severe penalty, the Dean of Students should be notified, as matters of this magnitude may require his/her involvement in ensuring due process for the student and in recommending action.

Any student who still feels aggrieved after requesting relief from the instructor or instructor's department head may initiate an appeal for redress by writing to the chair of the Fairness Board.

674.4

Students involved in plagiarism and academic cheating are subject to a

penalty which may be as severe as dismissal from the university. Other disciplinary actions may include, but are not limited to the following penalties:

- a. reduction in grade for an assignment or course, or loss of credit for assignment or course;
- b. suspension or dismissal from undergraduate or graduate programs;
- c. loss of membership in professional and honor societies;
- d. loss of teaching or research appointment.



# CAL POLY

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO, CA 93407  
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS  
(805) 546-2186

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JUN 18 1987

Academic Senate

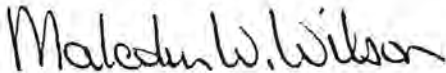
June 17, 1987

Mr. Thomas Wright  
Mrs. Alan Ghidossi  
c/o 110 Orange Drive  
San Luis Obispo, CA 93401

Dear Mr. Wright and Mrs. Ghidossi:

The enclosed memorial statement was developed by Dorothy's colleagues on campus. It will become a part of the permanent records of the Academic Senate at Cal Poly. I hope the sentiments expressed somehow communicate to you a sense of Dorothy's contributions to Cal Poly and the community, and of our common sense of loss at her passing.

Sincerely,



Malcolm W. Wilson  
Vice President for Academic Affairs

cc: Warren Baker  
Charles Crabb  
Stan Bernstein  
David Walch

## In Memoriam Dorothy Stein Wright (1901-1986)

Dorothy Wright, Librarian, died at her home on Sunday, December 21, 1986. She served as a librarian at Cal Poly from 1946 until 1966 after which she assumed the responsibility for organizing the Cuesta College Library. Among her many professional accomplishments was directing the transfer of the Cal Poly Library into the then-new Walter F. Dexter Memorial Library after its completion in 1949.

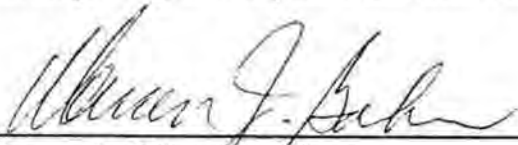
Born in Chicago on July 7, 1901, Mrs. Wright graduated from Occidental College and later obtained a degree in librarianship from the University of California, Berkeley. Before coming to Cal Poly, she worked as a librarian in Pasadena and at Occidental College.

Mrs. Wright was an active participant in numerous on- and off-campus activities, most often assuming major responsibilities. She was an early member and eventually president of the San Luis Obispo chapter of the American Association of University Women, and a member of the World Affairs Council, the N.A.A.C.P., the Council for Civic Unity, Delta Kappa Gamma, the League of Women Voters and the Unitarian Universalist Fellowship of San Luis Obispo County. She was also active in the California and the American Library Associations.

Involvement with students of all kinds and origins was perhaps Mrs. Wright's proudest accomplishment. Her home and office were always open, no matter how serious or trivial the problem. She served as sponsor to foreign student representatives at the 1955 Model United Nations meeting in San Francisco and, in 1957, represented the World Affairs Council at the Sixth Annual Convention for the United Nations Educational, Scientific and Cultural Organizations, also in San Francisco.

Thorough professional and dedicated citizen that she was, Dorothy Wright will be remembered most of all as a person of letters and a kind, gentle but spirited humanitarian. It is this attribute above all others which forged local, national and international networks of understanding to which she was true and faithful until the very end, living her fervent commitment to peace and international cooperation.

The university and the extended community are fortunate indeed to have benefited from Dorothy Wright's selfless dedication and service, both most worthy of grateful remembrance.



Warren J. Baker, President



Lloyd Lamouria, Chairman  
Academic Senate



Adopted: \_\_\_\_\_

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

Background statement:

In a memo dated January 8, 1987, Malcolm Wilson, Interim Vice President for Academic Affairs, requested the Academic Senate's advice on the definition of "Close Relative" for University Interest Admits. This memo was forwarded to the Personnel Policies Committee for comment and any action deemed appropriate. The Personnel Policies Committee has reviewed the situation and submits the following resolution.

**AS-\_\_\_\_-87/\_\_\_\_**

**RESOLUTION ON**  
**DEFINITION OF "CLOSE RELATIVE"**

- WHEREAS,      There has been a practice to provide admission to "close relatives" of employees of Cal Poly; and
- WHEREAS,      Such policy represents a benefit to the employee; and
- WHEREAS,      There is a need for a definition of "close relative" to be applied in the implementation of the campus admissions policy which grants automatic admission to CSU qualified "close relatives" of employees; and
- WHEREAS,      A policy setting forth such a definition does not exist in the Campus Administration Manual (CAM); therefore, be it
- RESOLVED:    That the following be added as CAM 601.8:
- Admission shall be granted to the spouse, children, brother, sister, parent, grandchildren, grandparent, niece, or nephew of any employee or emeriti of Cal Poly or any of its official auxiliary organizations.

Proposed By:  
Personnel Policies Committee  
On May 12, 1987

Adopted: \_\_\_\_\_

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

Background statement: In reviewing the definition of "close relative", the Personnel Policies Committee determined that the definition in the Campus Administrative Manual (CAM) was not suitable nor was the entire section addressing the employment of a "close relative" suitable for current practices and life styles.

**AS-\_\_\_\_-87/\_\_\_\_**

**RESOLUTION ON**  
**EMPLOYMENT OF "CLOSE RELATIVES"**

- WHEREAS, CAM 311.5 places prohibitions on the employment of close relatives, and contains substantial editorial comment which may serve primarily to inhibit employment consideration of persons related to existing employees of Cal Poly; and
- WHEREAS, Such prohibitions do not appear to be in keeping with attaining equity and affirmative action successes in today's academic environment; and
- WHEREAS, Such prohibitions are not effective in view of changing life styles and living arrangements; and
- WHEREAS, The term "close relative" does not adequately define the relationship for employment purposes; therefore, be it
- RESOLVED: That the current three opening paragraphs of text of CAM 311.5 and all of CAM 311.5.A be deleted and the following text be substituted, and that 311.5 B be changed as noted:

311.5 Employment of Related Parties

A. Regular Full-time or Part-time Employees

1. When a related party is being considered for employment, the individual's application must be reviewed in accordance with all appropriate procedures customary for the type of position involved. Normal recruitment procedures must be followed in order to generate multiple applications for the vacant position. A related party may be employed only if determined to be the best available applicant
2. It is inappropriate for employees to initiate or participate in institutional decisions involving a direct benefit to their related party. "Direct benefit" includes, but is not limited to, initial appointment, reappointment, promotion, tenure, leaves, working

## RESOLUTION ON EMPLOYMENT OF "CLOSE RELATIVES"

Page Two

conditions, work assignments, evaluation, or other personnel actions.

3. The term "related parties" as used in this section (CAM 311.5) is defined as the spouse, cohabitant, son, daughter, brother, sister, mother, father, brother-in-law, or sister-in-law of an employee of the university or one of the official auxiliary organizations thereof.
4. Employees who become related parties subsequent to their initial appointments are subject to the limitations and conditions of CAM 311.5.A.

### B. Student Employees

CAM Section 311.5.A notwithstanding, any full-time enrolled student of this university (12 or more units undergraduate or 8 or more units graduate) who is ~~closely related~~ a related party to an employee of the university or its official auxiliary organizations may be employed as a student assistant or as hourly help subject to the conditions of CAM 311.5.A ~~2, 3, and 4.~~

When special circumstances exist which warrant consideration of employment of part-time students enrolled for 6 or more units, prior approval by the appropriate vice president of the university or the Dean of Students is required. In reaching a decision, the Vice President or Dean of Students will consider the special circumstances in the light of the university's obligation to encourage diligence on the part of all students in the pursuit of their course of study and the need to conserve quota space for students who will make best use of the State's facilities and services. (See also 662.)

Proposed By:  
Personnel Policies Committee  
May 19, 1987



The term "close relative" as used in this section (CAM 311.5) is defined as the son, daughter, brother, sister, mother, father, husband, or wife of an employee of the university or one of the official auxiliary organizations thereof.

While "close relative" relationship of an applicant is not of itself a bar to employment by the university or its official auxiliary organizations, it is recognized that concurrent employment of close relatives can create problems which would not otherwise exist. For example, the equity of an action in which a close relative participates becomes controversial when the action involves a direct benefit to a member of his or her immediate family.

To protect the university and its employees from accusations of favoritism based on family relationship while simultaneously preserving the rights of applicants against discrimination on any basis, including discrimination on the basis of sex, the following guidelines governing employment of close relatives are established.

#### A. Regular full-time or part-time employees

1. Prior approval of the President's designee, in the appointee's service area, is required for initial appointment or reappointment of a close relative.
  - a. Academic Affairs area - Vice President for Academic Affairs
  - b. Administrative Affairs area - Executive Vice President
  - c. Student Affairs area - Dean of Students

An annual summary report of such appointments should be made available to the president's office by the Director of Personnel Relations.
2. When a close relative is being considered for employment, the individual's application must be reviewed in accordance with all appropriate procedures customary for the type of position involved. Normal recruitment procedures must be followed in order to generate multiple applications for the vacant position. A close relative may be employed only if determined to be the best available applicant.
3. It is inappropriate for employees to initiate or participate in institutional decisions involving a direct benefit to their close relatives. "Direct benefits" include, but are not limited to, initial appointment, reappointment, promotion, tenure, leaves, working conditions, and other personnel actions.
4. Close relatives will not be placed or retained in positions in which one is:
  - a. under the direct supervision of another,
  - b. in a position of direct fiscal responsibility or accountability with regard to the employment of another, or
  - c. on a committee or in any other position in which one would be expected to initiate recommendations that could change the personnel status of the other.
5. Employees who become close relatives subsequent to their initial appointments are subject to the limitations and conditions of CAM 311.5.A.

#### B. Student Employees

CAM Section 311.5.A. notwithstanding, any full-time enrolled student of this university (12 or more units undergraduate or 8 or more units graduate) who is closely related to an employee of the university or its official auxiliary organizations may be employed as a student assistant or as hourly help subject to the conditions of CAM 311.5.A.4.

When special circumstances exist which warrant consideration of employment of part-time students enrolled for 6 or more units, prior approval by the appropriate vice president of the university or the Dean of Students is required. In reaching a decision, the Vice President or Dean of Students will consider the special circumstances in the light of the University's obligation to encourage diligence on the part of all students in the pursuit of their course of study and the need to conserve quota space for students who will make best use of the State's facilities and services. (See also CAM 662.)

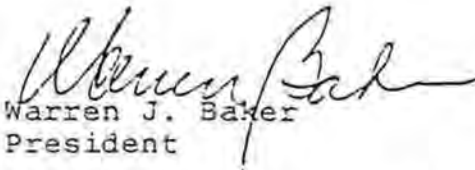
# Memorandum

To : Program Managers

Date : March 5, 1987

File No.:

Copies :: Smiley Wilkins  
EOAC Members  
Malcolm Wilson

From :   
Warren J. Baker  
President

Subject: APPOINTMENT OF AFFIRMATIVE ACTION FACILITATORS

Upon the recommendation of the Equal Opportunity Advisory Council and in an effort to strengthen Cal Poly's commitment to Equal Employment Opportunity and Affirmative Action, I am asking Program Managers to select an Affirmative Action Facilitator for each of your departments. The facilitators are expected to brief selection committees on the department's Affirmative Action goals and timetables. In addition, I would like to have these Affirmative Action Facilitators serve on selection committees, or insure that someone represent them, to assist in addressing issues related to Equal Opportunity and Affirmative Action at the earliest possible stage of the recruitment process.

The facilitators will be charged with insuring that Equal Opportunity/Affirmative Action actions are being addressed and that selection procedures do not have an adverse impact on under-represented ethnic groups and women. In consultation with the campus Affirmative Action Officer, the facilitator may recommend strategies to the committee for attracting qualified women and minorities to apply for vacant positions. When the selection committee's report and recommendations are forwarded, the facilitator will be responsible for recording the Affirmative Action efforts of the committee and the Affirmative Action Officer.

While there has been some progress made in achieving Equal Employment Opportunity at Cal Poly, the statistical evidence indicates that there is more that we could and should be doing. Your cooperation and support in implementing this request will greatly assist in meeting our Affirmative Action goals in the future. Please submit names of your facilitators to Smiley Wilkins, Admin. 110-C by March 20, 1987.

TO: SMILEY WILKINS

March 18, 1987

FROM: JIM STROM 

cc: S. Bernstein

Stan Bernstein will serve as Affirmative Action Facilitator for the entire University Relations Division, which includes the Vice President and Associate Vice President's offices, Annual Giving, Alumni Relations and Public Affairs.

AFFIRMATIVE ACTION  
FACILITATORS FOR 1987/1988

<u>NAME</u>	<u>SCHOOL OR DEPT</u>	<u>EXTENSION</u>
Robert Flores	Agriculture	2973
James Zetzsche	Agriculture	2383
Nancy Morris	Agriculture	2229
William Plummer	Agriculture	2113
JoAnn Wheatley	Agriculture	2509
Herman Richard	Agriculture	2425
Robert Noyes	Agriculture	2997
Norman Pillsbury	Agriculture	2271
Cheri Burns	Agriculture	2933
Brent Hallock	Agriculture	2261
Tom Ballew	Arch. & Env. Design	1371
Mike Martin	Arch. & Env. Design	1316
Linda Dalton	Arch. & Env. Design	2573
Jim Rodger	Arch. & Env. Design	1363
Dale Sutliff	Arch. & Env. Design	2610
Tania Shwetz	Arch. & Env. Design	1311
G. Day Ding	Arch. & Env. Design	1311
William Boynton	Business	1384
Dan Bertozzi	Business	2822
Ernest Miller	Business	2981
Artemis Papakyriazis	Business	2285
Mary La Porte	Comm. Arts	1155
Don Grinde	Comm. Arts	2068
Quintard Taylor	Comm. Arts	2845
John Culver	Comm. Arts	2984
Harry Sharp	Comm. Arts	2553
Dianne Michelfelder	Comm. Arts	2330
Calvin Wilvert	Comm. Arts	2579
Jim Hayes	Comm. Arts	1196
Pat Brenner	Comm. Arts	2133
Russell Whaley	Comm. Arts	2486
Gloria Trevino	Comm. Arts	2889
Tom Vies	Comm. Arts	2406
Jon Hoffman	Engineering	2976
H. Mallareddy	Engineering	2515
Elmo Keller	Engineering	2911
Joanne Freeman	Engineering	2633
Robert Leonesio	Engineering	1249
Eugene Fabricius	Engineering	1464
Nan Byars	Engineering	2119
Y.C. Yong	Engineering	1378
Kathleen Ryan	Pro. Studies & Ed	2674
Mary Stallard	Pro. Studies & Ed	2198
Harvey Levenson	Pro. Studies & Ed	1108
Raymond Wysock	Pro. Studies & Ed	2129

Page 2

David Sanchez	Pro. Studies & Ed	1239
Don Maas	Pro. Studies & Ed	1567
Barbara Weber	Pro. Studies & Ed	2225
Norman Rogers	Audiovisual Services	2211
Charles Beymer	Library	2344
Angelina Martinez	Library	1484
Dodie Imel	Library	2649
Janice Stone	Library	1222
Stan Bernstein	University Relations	1511
Princie Bowls	Enrollment Support	2311
Leigh Elfrink	Facilities Admin.	2326
Patricia Stewart	Student Affairs	1256
Sally Anderson	Student Affairs	
Betty Kroeze	Student Affairs	1211
Stephan Lamb	Student Affairs	3396
Shel Burrell	Student Affairs	2501
Gilbert Cabrera	Student Affairs	2301
David Yang	Information Systems	2008
Ray Macias	Business Affairs	2234
Vicki Stover	Business Affairs	2091

UPDATED  
5-11-87

<sup>-61-</sup>  
**RECEIVED**

MAY 8 1987

Date: May 8, 1987      **Academic Senate**      Copies: Smiley Wilkins  
To: Lloyd Lamouria, Chair      Nancy Loe  
Academic Senate *MSO*      Committee  
From: Maria Elena Ortiz, Chair / Acting Chair      Members  
Equal Opportunity Advisory Council/  
Committee on the Status of Women

Re: Affirmative Action Facilitators

The Equal Opportunity Advisory Council and the Committee on the Status of Women request the cooperation of the Academic Senate to support the University's Affirmative Action Program. The goal of Affirmative Action is to achieve equity. Many faculty, staff, and administrators do not understand Affirmative Action. As a result, they are ineffective in complying with Affirmative Action.

The University's Affirmative Action Program includes the use of Facilitators to attract, retain, and advance the underrepresented employees. The EOAC has prepared a list of duties for the Affirmative Action Facilitator (Attachment 1). The Committee on the Status of Women has prepared a Resolution as well (Attachment 2). The EOAC and the Committee on the Status of Women request that the Academic Senate endorse and adopt these duties of the Affirmative Action Facilitator in resolution form. Thereby, the Academic Senate would assume leadership to support Affirmative Action. In addition, the faculty would take a positive step toward achieving equity on this campus.



## AFFIRMATIVE ACTION FACILITATORS

1. Facilitators should be familiar with the Affirmative Action Program and nondiscrimination policy in order to
  - a. Educate the faculty/staff to Affirmative Action issues
  - b. Monitor the recruitment, hiring, retention, and promotion procedures to ensure Affirmative Action procedures are being followed
  - c. Ensure that the working environment is free from discrimination, intimidation, harassment, or other adverse conditions affecting Affirmative Action personnel
  - d. Monitor the selection process to ensure no employee makes personnel decisions regarding status of any close relative
  - e. Inform employees that reasonable accommodations for religious observances will be provided
  - f. Inform disabled applicants and employees of Cal Poly's reasonable accommodation policy and the Affirmative Action Assistive Device Program; report any physical barriers for removal (structure or individual)
2. During the hiring process, Facilitators will
  - a. Be a member of the selection committee
  - b. Use the established goals and timetables set by the Dean, Department Head, and Affirmative Action Officer to achieve Affirmative Action parity
  - c. Assist the selection committee in determining appropriate job qualification and methods (standards) of evaluation (including the standards as issued by the board of Trustees and Affirmative Action criteria) to hire the best qualified applicant to fill the vacancy or position based on these standards
  - d. Recommend strategies to the selection committee to attract qualified minorities and women applicants. If recruitment efforts were not successful in attracting a competitive pool of Affirmative Action applicants, the Facilitator will identify problems in the recruitment process and determine alternatives to solve the problems

#### A.A. Facilitators

- e. Prevent the disqualification of minorities and women for inappropriate reasons
- f. Encourage that positions be filled with qualified minorities and women applicants to fulfill Cal Poly's commitment to Affirmative Action
- g. Train selection committee members as to interviewing techniques that assure nondiscrimination and sensitivity to the issues concerning minority and women
- h. Recommend the best qualified applicant on the basis of position requirements as set forth in 2c
- i. Ensure that the selection procedures do not have an adverse impact on hiring minorities and women
- j. Report on the activities of the selection committee to Program Managers and the A.A. Officer before and after the recruitment process
- K. Facilitator's recommendation should be submitted to the Program Manager with the appointment recommendation

Adopted: \_\_\_\_\_

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

AS-\_\_\_\_-86/ \_\_\_\_

Whereas, The Committee on the Status of Women and the Equal Opportunity Council is dedicated to aiding the Affirmative Action Facilitators in becoming more aggressive in their efforts to attract, retain, and advance underrepresented groups; and

Whereas, The Facilitators are charged to identify recruitment problems, and assess recruitment efforts; and

Whereas, The Facilitators brief selection committees on the department's Affirmative Action goals and timetables; and

Whereas, The Facilitators address issues related to Equal Opportunity and Affirmative Action before the recruitment process; and

Whereas, The Facilitators recommend strategies to the recruitment or selection committee for attracting qualified minorities and women to apply for vacant positions, e.g. identifying sources for generating underrepresented applicants; and

Whereas, The Facilitator take an active role as a member of selection committees; and

Whereas, The Facilitators ensure that Equal Opportunity and Affirmative Action are being addressed according to valid job-related criteria and degree of compliance to employment procedures; and

Whereas, The Facilitators ensure that selection procedures do not have an adverse impact on underrepresented groups; and

Whereas, The Facilitators document Affirmative Action efforts for recruitment ; and

Whereas, The Facilitators inform employees that a policy for accommodating religious observances and practices exist; and

Whereas, The Facilitators promote the elimination of procedural and/or physical barriers; therefore be it

Resolved: That the Facilitators shall assure the recommended candidates are selected based on recruitment criteria; and be it further

Resolved: That Facilitators shall assist the department in developing collegiality between current faculty and new faculty and encourage mentorship; and be it further

Resolved: That Facilitators will provide an annual report to Program Managers and Affirmative Action Officer; and be it further

Resolved: That the Affirmative Action Officer will provide an annual report to the Academic Senate through the Committee on the Status of Women.

Proposed By:  
Committee on the Status of Women  
on: May 8, 1987



**#1**  
**Academic Senate**  
**Calendar for 1987-1988**

June 9	Executive Committee
July 14	Summer Executive Committee
August 11	Summer Executive Committee
September 14	Fall Conference: 1:30 Standing Committees Meet (UU207) 2:15 Academic Senate General Session (UU207)
September 22	Executive Committee
September 29	Senate
October 6	Executive Committee (if needed)
October 13	Senate (if needed)
October 20	Executive Committee
October 27	Senate
November 3	Executive Committee (if needed)
November 10	Senate (if needed)
November 17	Executive Committee
November 24	Senate

**December 7 thru January 3 - Finals' Week and Quarter Break**

January 5	Executive Committee
January 12	Senate
January 19	Executive Committee (if needed)
January 26	Senate (if needed)
February 2	Executive Committee
February 9	Senate
February 16	Executive Committee (if needed)
February 23	Senate (if needed)
March 1	Executive Committee
March 8	Senate

**March 14 thru March 27 - Finals' Week and Quarter Break**

April 5	Executive Committee
April 12	Senate
April 19	Executive Committee (if needed)
April 26	Senate (if needed)
May 3	Executive Committee
May 10	Senate
May 17	Executive Committee (if needed)
May 24	Senate (if needed)

May 31	(New) Executive Committee
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**June 6 thru June 19 - Finals' Week and Quarter Break**

**#2**  
**Academic Senate**  
**Calendar for 1987-1988**

June 9	Executive Committee
July 14	Summer Executive Committee
August 11	Summer Executive Committee
September 14	Fall Conference: 1:30 Standing Committees Meet (UU 207) 2:15 Academic Senate General Session (UU 207)
September 22	Executive Committee
October 6	Senate
October 13	Executive Committee
October 27	Senate
November 3	Executive Committee
November 17	Senate

**December 7 thru January 3 - Finals' Week and Quarter Break**

January 5	Executive Committee
January 19	Senate
January 26	Executive Committee
February 9	Senate
February 16	Executive Committee
March 1	Senate

**March 14 thru March 27 - Finals' Week and Quarter Break**

April 5	Executive Committee
April 19	Senate
April 26	Executive Committee
May 10	Senate
May 17	Executive Committee
May 31	Senate
June 2	(New) Executive Committee

**June 6 thru June 19 - Finals' Week and Quarter Break**

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**  
San Luis Obispo, California 93407

**Academic Senate**  
805/546-1258

**Date:** June 25, 1987

**cc:**

**To:** Academic Senate School Caucus Chairs:

<u>School</u>	<u>Caucus Chair</u>	<u>Dept</u>	<u>Ofc/Dept</u>	<u>Exp Term</u>
SPSE	Baldwin, Marylud	PE/RA	2587/2583	1988
SAED	Borland, James	ConstMgt	2124/1323	1988
SBUS	Burgunder, Lee	BusAdm	2657/2822	1988
SLA	Sharp, Harry Jr	SpComm	2553/2553	1989
SENG	Forgeng, William	MetSci	1249/2568	1988
SAGR	Wheeler, Robert	AnSci/Ind	2442/2419	1988
PCS	Lutrin, Samantha	StLf&Acts	2476/2476	1989
SSM	Terry, Raymond	Math	2465/2206	1989

**From:** A. Charles Crabb, Chair  
Academic Senate

**Subject:** Committee/Senate Vacancies

Our first summer Senate meeting is scheduled for July 14. Please make every effort to fill those committee/Senate vacancies which still remain for your school:

SAG	Elections Committee GE&B or UPLC (according to which committee Lou Harper wishes to serve on)
SAED	Budget Committee
SPSE	Curriculum or GE&B (according to which committee James Murphy wishes to serve on)
SSM	Constitution and Bylaws Elections UPLC (one-year replacement for Ray Terry)
PCS	Curriculum

The following Senate positions must also be decided:

SENG	Of the five newly elected senators, one must serve a one-year term
SLA	A one-year replacement for Max Darnielle

In addition, we still need to nominate for the following university-wide committees:

Any School	Instructionally Related Advisory Committee
SAG & SPSE	Equal Opportunity Advisory Council

Thanks.

D R A F T

June 5, 1987

CONSULTATIVE PROCEDURE FOR APPOINTMENT OF DEAN OF STUDENT AFFAIRS

- A. When a vacancy occurs in the Dean of Student Affairs position, the President will notify the Student Affairs Department Directors and Associate Deans, the Academic Senate and the Student Senate that a consultative committee will be formed.
- B. Upon receipt of the notice of the position vacancy, the Student Affairs Department Directors and Associate Deans of Student Affairs will select an ad hoc chairperson to coordinate election and nominations of individuals in Student Affairs.
  - 1. The committee will include two representatives from among the Department Directors and Associate Deans elected by Department Directors and Associate Deans; three representatives from among Student Services Professionals (including Associate Directors), Associated Student, Inc./University Union and/or Health Care Professionals elected by the Student Affairs Professionals; and one staff representative from the Student Affairs Division elected by the Division staff. No more than one representative from any single program area will be among the six Student Affairs representatives.
  - 2. The following additional members will be appointed as noted.
    - a. <sup>TWO</sup> ~~One member~~ from the faculty at large named by the University President in consultation with the Chair of the Academic Senate.
    - b. One employee from Business Affairs Division appointed by the Vice President of Business Affairs.
    - c. One instructional dean appointed by the Vice President for Academic Affairs.
    - d. Two students of at least junior standing and a minimum of three quarters in residence, named by the ASI President.
    - e. Two individuals named by the University President.
    - f. Affirmative Action Coordinator (non-voting, ex-officio).
    - g. Director of Personnel or designee (non-voting, ex-officio).
  - 3. The committee will select its own chairperson at the first meeting which is to be called and presided over by the Director of Personnel Relations until the election of a chairperson.
- C. The President will receive all applications. The entire list will be forwarded to the consultative committee along with all information available on each candidate's educational and professional qualifications. The President may indicate which candidates on the list are considered not qualified for the position.

DRAFT - Consultative Procedure for Appointment of Dean of Student Affairs

Page 2

June 5, 1987

- D. No appointment as Dean of Student Affairs will be made except from the list submitted to the consultative committee.
- E. The President or designee will meet with the consultative committee in order to hear its advice on each of the candidates. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. The consultative committee has the prerogative of interviewing candidates.
- F. It is not anticipated that a candidate will be considered for appointment unless deemed acceptable to the consultative committee; however, the final responsibility is given to the President. (See 5 Cal. Adm. Code 42702).
- G. The committee will be free to report its deliberations to the Student Affairs Department Directors, Academic Senate and Student Senate in a manner appropriate to the handling of professional personnel matters.