

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

Executive Committee
Academic Senate Agenda
Tuesday, November 1, 1988
 UU220 3:00-5:00 p.m.

| | | | |
|-----------------------|-----------------|--------------------------------|--------------|
| <u>Member:</u> | <u>Dept:</u> | <u>Member:</u> | <u>Dept:</u> |
| Andrews, Charles (CH) | Acctg | Murphy, James | IndTech |
| Borland, James | ConstMgt | Peck, Roxy (Secty) | Stat |
| Burgunder, Lee | BusAdm | Terry, Raymond | Math |
| Crabb, A. Charles | Int As Dn, SAGR | Vilkitis, James | NRM |
| Dobb, Linda | Library | Weatherby, Joseph | PoliSci |
| Gooden, Reg | PoliSci | Wilson, Malcolm | VPAA |
| Kersten, Timothy | Econ | Zeuschner, Raymond | SpCom |
| Lutrin, Sam (VC) | StLf&Actvs | Copies: Warren J. Baker | |
| Moustafa, Safwat | MechEngr | Bill Rife | |
| | | Howard West | |

*10.11.88
minutes
removed*

- I. Minutes: Approval of the October 11, 1988 Executive Committee minutes (pp. 3-5).
- II. Communications and Announcements:
 - A. Sam Lutrin, as Vice Chair of the Academic Senate, will be the Academic Senate representative to the Student Senate.
 - B. Memo from Hanner to Presidents re 1988/89 Budget - Revised Reduction Implementation Plan (pp. 6-8).
 - C. Memo from Geigle to Academic Senate Members re Proposition 98 (pp. 9-11).
 - D. Memo from Rodriguez to Schools/Departments re Sun Workstation Proposals (p. 12).
 - E. Follow-up information on Faculty Acquisition Funds Resolution (to be announced).
 - F. Follow-up information on Enrollment Growth and Long-Range Planning Resolution (to be announced).
- III. Reports:
 - A. President
 - B. Academic Affairs Office
 - C. Statewide Senators
 - D. Landreth/Ramirez - update report on the CSU budget reduction
- IV. Consent Agenda:
- V. Business Items:
 - A. Resolution in Support of Merit Salary Adjustments for All Non-faculty Employees-Dobb, PCS Caucus Chair (pp. 13-14).
 - B. Resolution to Provide a Generic Set of Operating Procedures for Academic Senate Standing and Ad Hoc Committees-Rogalla, Chair of the Constitution and Bylaws Committee (pp. 15-17).
 - C. Academic Senate and committee appointments/vacancies (p. 18).
 - D. Reappointment of Donald Floyd to the Academic Council on International Programs.

Continued on Page Two >>>>>>>>>>>>

- E. Replacement for Marylud Baldwin to the Affirmative Action Faculty Development Program Review Committee.
- F. Appointment of James Howland, English, as Academic Senate representative for part-time faculty.
- G. Appointment of Quintard Taylor and Daniel Villegas to the Human Corps Task Force.
- H. Approval of the GE&B Committee response to the "General Education Transfer Curriculum and the California State University" report (pp. 19-20).

VI. Discussion Item:

- A. Scheduling of distribution and enactment of the the Academic Senate Ad Hoc Review Committee Report.
- B. Use of external peer reviewers for the State Faculty Support Grant proposals.
- C. Opportunities for disadvantaged faculty.
- D. Major issues for the Academic Senate to address this year.
- E. Proposed Modifications to Executive Order No. 476 (pp. 21-25).

VII. Adjournment:

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
P.O. Box 1590
Long Beach, California 90801-1590
(213) 590- 5725

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OCT 4 1988

Academic Senate

Code: BP 88- 60

DUE DATE
NOVEMBER 1, 1988

Date: September 23, 1988

To: Presidents

From: *D. Dale Hanner for*

D. Dale Hanner
Vice Chancellor
Business Affairs

Subject: 1988/89 Budget - Revised Reduction Implementation Plan

Coded memo BP 88-38 set forth the specifics of the systemwide plan for dealing with the unidentified budget reduction of \$66,858,483 which was included in the CSU Final Budget. The memo also specified that the campus-administered expenditure freeze was to remain in effect until rescinded in writing. The purpose of this memo is to readdress both of those issue in terms of the budgetary relief which has been provided to the CSU as an augmentation of the Budget Act of 1988. This relief is provided by Chapter 974, Statutes of 1988 which appropriates \$18,345,000 to the CSU by reducing the unspecified reduction included in the Budget Act as Item 6610-025-001.

The original unidentified reduction of \$66,856,483 was composed of \$16,823,483 of unfunded non-faculty merit salary adjustments and an unspecified reduction of \$50,033,000 related to the 1987/88 revenue shortfall. The CSU reduction implementation plan addressed the total deficit in two phases in anticipation of budgetary relief in the amount of \$13,087,000. Consequently, the appropriation of \$18,345,000 allows us to completely eliminate implementation of Phase II of the reduction plan and in addition to mitigate by \$5,258,000 that portion of Phase I which prorated \$9,615 620 of unidentified savings to the campuses and the systemwide offices. Details of the specific revision of the initial budget reduction plan are listed in Attachment A.

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents/Deans of Students
Financial Managers
Business Managers
Budget Officers
Accounting Officers
Payroll Supervisors
Payroll Officers
Chancellor's Office Staff

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SEP 27 1988

Academic Senate CSU
Chancellor's Office

REVISED BUDGET REDUCTION PLAN

The specific revisions of the initial plan are as follows:

1. DELAY COMPENSATION INCREASES \$5,891,000

Funding is now available to allow for implementation of compensation increases, subject to collective bargaining, on June 1, 1989 in accordance with the funding provided in the Budget Act. Allocation Orders will be issued during the fourth quarter of the fiscal year as funds become available by allocation from the Department of Finance pursuant to Item 6610-031-001 of the Budget Act.

2. ELIMINATE PRICE INCREASE \$6,596,000

Funds are now available to implement the price increases which were included in the Final Budget. Further discussion of this subject together with the detail of campus allocations will be provided in a subsequent Budget Letter.

3. REDUCE SYSTEMWIDE PROVISIONS \$ 600,000

Funding in the amount of \$600,000 will be restored to various programs in Systemwide Unallocated. This restoration will not effect current campus allocations.

4. PRORATION OF UNIDENTIFIED SAVINGS \$5,258,000

The initial reduction plan prorated \$9,615,000 to the campuses and the systemwide offices as an unidentified budget reduction (BP 88-38, Attachment D). The appropriation of budgetary relief totalling \$5,258,000 more than was anticipated now allows us to mitigate this unidentified savings by approximately 54.7% as displayed on the attached table. Our intent expressed in BP 88-38 remains unchanged. That is, the expenditure reduction should not result in a disruption or diminution of the campus' Instructional program. Every effort should continue to be made to mitigate layoffs or reductions in workforce.

Due to the delay in enactment of Chapter 974, the due date for submission of Requests for Allocation Order (RAO) to identify and explain specific reductions to be made in achieving the required savings is extended to November 1, 1988. The guidelines shown on page 5 of BP 88-38 must be adhered to in the preparation of your RAO. Campuses which have already submitted the required RAO should contact Mr. Howard Hicks for further instructions.

5. NON-FACULTY MERIT SALARY ADJUSTMENTS

No relief for this aspect of the reduction plan has been provided in the appropriation even though it has generated concern over the calculation of costs on many campuses. The reduction of \$10,044,767 represented new non-faculty MSA funds which were included in the CSU 1988/89 budget request to the Department of Finance. However, the request also included a small portion of the continuing cost of prior year MSAs which has neither been funded in the prior year nor included in the base budget for 1988/89. Campuses should be cognizant of this fact in applying the mitigation of their prorated savings requirement.

6. RESTRICTIONS

The campus-administered expenditure freeze imposed in BP 88-34 continues in effect until rescinded. In addition, all other aspects of the reduction plan continue in effect including the freeze on the use of excess student fees imposed in BP 88-38.

1988/89 GENERAL FUND
REVISED REDUCTION PLAN
PRORATA REDUCTION

| CAMPUS | ORIGINAL PRORATION BP 88-38 | RELIEF | NEW PRORATION |
|----------------------------------|-----------------------------------|---------------------|---------------------|
| Hayward | \$ -378,945 | \$ 207,214 | \$ -171,731 |
| Pomona | -560,671 | 306,585 | -254,086 |
| San Luis Obispo | -625,279 | 341,914 | -283,365 |
| Chico | -520,533 | 284,637 | -235,896 |
| Fresno | -621,457 | 339,824 | -281,633 |
| Humboldt | -299,824 | 163,949 | -135,875 |
| Bakersfield | -178,201 | 97,444 | -80,757 |
| Long Beach | -735,346 | 402,101 | -333,245 |
| Los Angeles | -547,655 | 299,468 | -248,187 |
| Fullerton | -546,317 | 298,736 | -247,581 |
| Dominguez Hills | -238,396 | 130,359 | -108,037 |
| Sacramento | -620,579 | 339,344 | -281,235 |
| San Bernardino | -253,958 | 138,869 | -115,089 |
| San Diego | -879,973 | 481,186 | -398,787 |
| Northridge | -659,701 | 360,737 | -298,964 |
| San Francisco | -619,627 | 338,824 | -280,803 |
| San Jose | -692,302 | 378,564 | -313,738 |
| Sonoma | -219,654 | 120,111 | -99,543 |
| Stanislaus | -176,279 | 96,393 | -79,886 |
| TOTAL, CAMPUSES | \$-9,374,697 | \$ 5,126,259 | \$-4,248,438 |
| Chancellor's Office | \$ -112,168 | \$ 61,335 | \$ -50,833 |
| Computing & Communications | -97,166 | 53,132 | -44,034 |
| International Programs | -13,152 | 7,192 | -5,960 |
| Trustees' Audit | -5,575 | 3,049 | -2,526 |
| Statewide Academic Senate | -5,525 | 3,021 | -2,504 |
| Library Development | -7,337 | 4,012 | -3,325 |
| TOTAL, SYSTEMWIDE OFFICES | \$ -240,923 | \$ 131,741 | \$ -109,182 |
| GRAND TOTAL | \$-9,615,620 | \$ 5,258,000 | \$-4,357,620 |



ACADEMIC SENATE
OF
THE CALIFORNIA STATE UNIVERSITY

-9-

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400 Golden Shore, Suite 134, Long Beach, California 90802-4275 • (213) 590-5578 or 5550, ATSS: 635-5578 or 5550

Office of the Chair

Academic Senate

M E M O R A N D U M

DATE: October 20, 1988

TO: Members, Academic Senate CSU
Chairs, Campus Senates

FROM: Ray Geigle, Chair
Academic Senate CSU

SUBJECT: Proposition 98

On behalf of the Governmental Affairs Committee of the Academic Senate CSU, I am sharing with you a position paper on an initiative to be voted on in the November election, Proposition 98. This is an exceedingly important initiative with significant long-term implications for the CSU budget. I urge you to give their analysis and recommendations serious consideration and take the course of action you feel is most appropriate.

Thank you for your immediate attention to this item.

RG/he

Enclosure

The Governmental Affairs Committee has asked me to share their concerns about Proposition 98 (the CTA initiative) with you. While it was the Committee's opinion that the Academic Senate should take no official position on the measure, they also argued that this was a measure which was likely to have a significant and negative impact on future funding for the CSU.

The California Taxpayers Association has made an in-depth analysis of the fiscal impact of Proposition 98. The crux of the proposition's opponents' concern appears in the concluding paragraph of that analysis:

If Prop 98 passes, it will be effective the day after the election, November 9. As of that date K-14 will be constitutionally unfunded by nearly \$800 million. Conceivably, a special session could be called--certainly demanded--and sources found for the legally-defined shortfall. Basically, there are only 3 sources--reserves, existing programs, and taxes. Where will the money come from?

An analysis by the staff of the Assembly Ways and Means Committee provides us with a possible answer to that question. The Sacramento Bee (September 29, 1988) reported the committee's breakdown for the allocation of the \$800 million, based on the assumption that the cuts would be spread evenly over the "vulnerable programs."

\$140 million cut in the University of California budget;
\$135 million cut in the California State University system budget; \$43 million cut in local mental health budgets; \$21 million cut in local courts; \$78 million cut in public health services, such as AIDS funding; \$177 million cut in state employee salaries and other administrative programs; \$50 million cut in child welfare services; \$135 million cut in state payments to Teachers Retirement System; and \$28 million cut in local assistance for other important programs.

While the CSU has taken no official position on the proposition, some campus' presidents are actively opposing the measure. There are also a number of important groups that have registered opposition to the proposition: most of the unions of state employees (firefighters, AFSCME, police, operating engineers, professional scientists, Alliance of Trades and Maintenance, state attorneys and administrative law judges), important business groups (California's Business Round Table, California Taxpayers Association, California and Los Angeles' Chambers of Commerce), local government bodies (League of California cities, County Supervisors Association, California Association of Public Hospitals), and a variety of other constituency groups (California's Medical Association, California Dental Association, Senior Coalition, California Commission on Aging).

It is important that the faculty be provided with as much information about this proposition as possible to enable them to make the most informed choice on this terribly significant proposition. The Governmental Affairs Committee would like to encourage each member of the statewide Academic Senate and the chairs of the local senates to inform the local campuses of the full impact of this proposition on the future budgetary directions of a state already severely reduced in its fiscal flexibility by the Gann limit.

In conclusion, I would like to share with you the editorial that appeared in the San Francisco Chronicle in opposition to the proposition as it seems "to say it all."

We look forward to seeing the state meet its responsibility of improving the sad condition of California's public school system. But Proposition 98 is not the answer.

The initiative, sponsored by the California Teachers Association, would guarantee additional money for schools no matter what happens to state tax collections. It would provide for higher pay for teachers and administrators (but not for other school employees), and it is designed to encourage smaller class sizes and other things worthy of support.

Yet it would also have the effect of reducing the money available for the University of California, the State University system and other programs like law enforcement, fire protection, libraries, transportation and services to seniors.

The measure provides that when state receipts exceed the Gann tax collection ceiling, surplus funds would no longer be returned as rebates to taxpayers but would instead be devoted to school and community college support. The tricky part is that the new funding level produced by any one-time bonanza from the Gann surplus would form a permanent floor for school financing.

In other words, if public school entitlement for state tax support rises by \$796 million (the estimate for the current fiscal year), the new level would become a permanent part of the school financial base. In addition, the state would continue its present policy of making payments to cover cost-of-living expenses and enrollment growth.

The extra funds for which the schools would be entitled would have to be taken from other parts of an already tight state budget.

We think the Legislature and Governor Deukmejian should face up to the financial problems of the schools. But this initiative is a reckless approach to a serious problem.

Erwin L. Kelly, Jr.
October 19, 1988

State of California

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California Polytechnic State University
San Luis Obispo, CA 93408

M e m o r a n d u m

Academic Senate

To : All Schools and Departments

Date : 10/18/88

Via : Dwight Heirendt, Manager *D.H.*
Academic Computing Services

Copies : A. Gloster
E. Kennedy

From : Peggy Rodriguez *Pgr*
Instructional Computing Consultant

Subject: Sun Workstation Proposals Due November 20

Proposals are now being solicited campuswide for award of a Sun workstation to be used for teaching. Through a grant coordinated by the Office of the Chancellor, Sun Microsystems is prepared to award one advanced workstation to Cal Poly. Proposals, due by November 20, should be submitted to Academic Computing Services, Building 12, East Entrance.

Phase I of this grant has already provided a chemistry workstation to each of six campuses in the CSU system. In the current phase, all disciplines, including non-scientific disciplines, are invited to submit proposals. One workstation will be awarded to each of the remaining 13 campuses. Cal Poly's winning proposal will be selected by an ad hoc committee appointed by the Instructional Advisory Committee for Computing.

Proposals should emphasize teaching "with" rather than "about" technology, through use of existing commercial or academic software. A team of at least two full-time faculty is required for any proposal. Other criteria for proposals are attached herewith. Additional information about Sun workstations and possible applications is available from Academic Computing Services, extension 2516.

Please help us circulate this announcement throughout your department.

Criteria for proposals are available in your department office.

Academic Senate Resolution In Support of Merit Salary Adjustments
For All Non-Faculty Employees

Background:

For the past three years no specific provision has been made in the California state budget for Merit Salary Adjustments (MSAs) for non-faculty employees.

In 1985-86, 1986-87 and 1987-88, the Chancellor's Office of the CSU made cuts in other areas of its budget to assure MSAs for CSU staff. However, for 1988-89, it made no such adjustment.

The failure to find room in its operating budget to fairly compensate non-faculty employees has led to a demoralization of staff, inequities between staff and faculty employees, and threatens to undermine the effectiveness of employees to contribute to the mission of the California State University system.

It is not enough as faculty that we sympathize with the plight of support staff. We know that the lack of a Merit Salary Adjustment in a year of increased medical and parking fees means less pay. We should use every avenue possible to give concrete evidences of support to their quest for compensation.

Therefore, the attached resolution has been drafted to give evidence of our concern and our desire for speedy action to restore non-faculty Merit Salary Adjustments to the CSU budget.

Linda S. Dobb
Chair, PCS Caucus
Robert E. Kennedy Library
Cal Poly

Resolution in Support of Non-Faculty MSAs:

Whereas: Funds for non-faculty merit salary adjustments (MSAs) have been cut from the California State budgets for the past three years, and

Whereas the administration of the California State University system cannot shift funds from within its own budget to award non-faculty MSAs this year, and

Whereas failure to grant such increases is a denial of economic parity and contravenes CSU employment policy to base salary adjustments on merit evaluations, and

Whereas inflation and other increases in basic employee expenses, such as medical care and parking, have effectively reduced living wages, and

Whereas these inequities threaten both the productivity of these non-faculty support staff and the contributions that they may effectively make to the mission of the California State University system,

Therefore, be it Resolved That:

Members of the California Polytechnic State University Academic Senate urge the CSU Chancellor's Office to seek every means possible for restoring the Merit Salary Adjustments to non-faculty support staff, and be it further resolved that this resolution be forwarded to the appropriate bodies for immediate action. (and/or)

The Cal Poly, San Luis Obispo Academic Senate communicate its concern about this issue to the Statewide Academic Senate and urge it to take an official position in support of restoration of State funds for non-faculty merit salary adjustments.

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CALIFORNIA POLYTECHNIC STATE UNIVERSITY OCT 17 1988
San Luis Obispo

Academic Senate

MEMORANDUM

DATE: October 14, 1988
FILE: C&BLOperating
COPY:

TO: Charles Andrews, Chair
Academic Senate

FROM: John Rogalla, Chair
Constitution and Bylaws Committee 

SUBJECT: Generic Operating Procedures for Academic Senate
Committees

The Constitution and Bylaws Committee has approved these operating procedures. They are submitted for Senate approval. They will meet the requirement of Article VII Section D of the Bylaws for any committee wishing to accept them. Several committees and especially the Elected Committees should have their own operating procedures. Any committee may elect to draft their own operating procedures.

Background

The Bylaws specify that each Committee shall have written operating procedures on file in the office of the Academic Senate. These are to be reviewed by the C & BL Committee. The C & BL Committee is proposing this set of generic operating procedures to assist committees in meeting this requirement. It could be accepted as a blanket procedure unless a committee prefers to draft its own. This draft was accepted unanimously by the C & BL Committee in January 1988 and has been affirmed by a vote of 6 for, 0 against, on October 11, 1988. Vacant membership on the committee is SAED, SSM and the ASI.

AS _____ -88 _____

Resolution to Provide a Generic Set of Operating Procedures for Academic Senate Standing and Ad hoc committees

WHEREAS, Article VII Section D of the Bylaws specify each committee shall have a written set of operating procedures on file in the Senate office; and

WHEREAS, a generic set of procedures will be acceptable to many committees, and

WHEREAS, any committee requiring greater detail and specificity in operation can propose and have them accepted, be it

RESOLVED, that these generic operating procedures for Academic Senate committees be accepted.

OPERATING PROCEDURES FOR ACADEMIC SENATE COMMITTEES

The committees of the Academic Senate, both standing and ad-hoc, shall comply with the below listed operating procedures unless the By-laws or Constitution of the Academic Senate provide otherwise or they desire to propose specific procedures for their own committee.

- 1) Chairpersons shall be elected by the majority vote of the attending members at the first meeting of the academic year, called by the Chair of the Senate. Chairpersons serve until the end of the academic year. In the event that a chairperson must miss a meeting, the chairperson shall appoint a substitute chairperson for that meeting.
- 2) Meetings shall be called at the discretion of the chairperson except that the chairperson must call a meeting upon the request of three members of the committee.
- 3) Notice of a meeting must be sent by the chairperson no less than 3 working days before the meeting date. Nonetheless, decisions made at meetings may not be challenged for lack of proper notice if all members either show up for the meeting or sign written statements waiving the notice requirement.
- 4) A majority of the voting members shall constitute a quorum for a meeting.
- 5) Decisions of the committee must be made at meetings in which the attending members are in simultaneous communication with each other.
- 6) Members may not vote by proxy.
- 7) A vote by the majority of the members attending a meeting shall be the decision of the committee.
- 8) Voting shall take place by a show of hands unless one attending member requests a secret ballot. The record shall show the resulting vote.
- 9) A committee report explaining the decision and noting the vote leading to the decision of the committee shall be filed at the Academic Senate office. Minority reports also may be filed with that office.

November 1, 1988

**ACADEMIC SENATE COMMITTEE APPOINTMENTS
AND VACANCIES**

School of Agriculture

Status of Women

Kerry Cochran (Ag Mgt)

School of Architecture and Environmental Design

Constitution & Bylaws

VACANCY

Curriculum

VACANCY

Elections

VACANCY

School of Business

Review Committee replacement
for Mike Stebbins

Joseph Biggs (Mgt)

School of Liberal Arts

One-year Senate replacement
for Alurista

VACANCY

School of Professional Studies and Education

Elections

VACANCY

Long-Range Planning

VACANCY

Personnel Policies

VACANCY

School of Science and Mathematics

Constitution & Bylaws

VACANCY

Status of Women

VACANCY

UPLC (Replacement for Atwood)

VACANCY

Vacancies on university-wide committees:

AIDS Task Force

(several faculty requested)

Registration & Scheduling

(winter & spring replacement for Dianne Long)

Public Safety Advisory

(one-year replacement for Zahir Khan)

TRANSFER PROGRAM LANGUAGE NOW BEFORE CAMPUS SENATES

by Ray Geigle, Hal Charnofsky, and Nancy Carmichael

The recommended General Education Transfer Curriculum and the Academic Senate's supporting resolution have been circulated to all campus senates for final review. The recommended transfer curriculum contains 37 lower division semester units distributed among areas A-D, and fits within the minimum of 48 semester units prescribed by Executive Order 338. It introduces no change in upper division general education course work. Before the Academic Senate CSU takes final action, it seeks campuses' comments regarding the philosophical and descriptive language in each area.

The transfer curriculum has grown out of intersegmental cooperation among the California State University, the University of California, and the California Community Colleges begun in spring 1987 and continued through academic year 1987-88. The primary purpose of the program is to facilitate transfer of students from the community colleges to

either the CSU or the UC, a need clearly expressed by the Master Plan Review Commission. Such a provision was enacted into law in AB 1725 (Vasconcellos).

Because all three segments of public higher education are involved in the issue of transfer, the initial work of development was undertaken by the Intersegmental Committee of the Academic Senates (ICAS), comprised of the Executive Committees of the three systems' academic senates. The first draft was circulated to CSU campuses in November 1987, and both regional and systemwide campus chairs' meetings followed thereafter. In response to communication from campuses, the General Education-Breadth Advisory Committee incorporated as many suggestions as were feasible and, in cooperation with the Academic Affairs Committee of the statewide Academic Senate, produced the document now before us.

The program consists of 37 lower division semester units, with 31 of these common between CSU and UC. The remaining 6 units for the CSU are devoted to oral communication and critical thinking as required by Executive Order 338. Statutory requirements in American History and Government are not included in the G.E. Transfer Curriculum.

The final draft will be on the agenda of the Academic Senate CSU in January 1989 as a first-reading item. The Executive Committee of the statewide Academic Senate will meet with campus senate chairs on November 11, 1988, and the transfer curriculum will be on their agenda. Campus academic senates and relevant committees should act quickly in order for information to be exchanged at the November meeting. Following that meeting, the campus academic senates are asked to forward their final written recommendations to the statewide Academic Senate by December 1, 1988.

Several implementation issues remain to be developed after the curriculum is adopted. Intersegmental committees are working further to develop a transfer program for high-prerequisite majors and procedures on certification.

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Memorandum

JCT 25 1988


CAL POLY
SAN LUIS OBISPO
CA 93407

To : Charles Andrews, Chair **Academic Senate**

Date : October 24, 1988

File No.:

Copies : GE&B Committee


From : John Culver, Chair
GE&B Committee

Subject: Committee Response to the "General Education Transfer Curriculum and The California State University" Report

As you requested, the GE&B Committee has discussed the GE Transfer Curriculum Report. While our reaction to the report is favorable for the most part, all of us are aware of how well intended ideas (e.g., intent of GE and narrative description of subject areas) are often difficult to operationalize. Clearly, it is up to community colleges and CSU institutions to ensure the spirit of general education by monitoring the academic integrity and validity of the courses offered in the subject areas. The transfer curriculum is an idea whose time arrived several years ago. We should move to implement it.

We are very supportive of the language in the Subject Area on English Communication which emphasizes "a substantive amount of activity to written composition." Similarly, the Subject Area on Mathematical Concepts and Quantitative Reasoning which excludes "courses on the application of statistics to particular disciplines" as fulfilling this requirement is sound.

As you are aware, our campus includes the statutory requirements in American History and Government in the Subject Area on Social and Behavioral Sciences in spite of the cover memo to the Report which says that this requirement should be separate from general education. Quite simply, the inclusive of 40404 with 40405 lessens the breadth of coverage our students receive in Area D on this campus.

-21-
THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275
(213) 590-

RECEIVED

OCT 26 1988

Academic Senate

Code: AAP 88-51

Date: October 21, 1988

To: Presidents

| |
|--|
| Response Optional by December 5, 1988 |
|--|

From: Lee R. Kerschner
Vice Chancellor, Academic Affairs

Subject: Proposed Modifications to Executive Order No. 476

In September, 1985, the Board of Trustees adopted amendments to Title 5, California Administrative Code, Sections 41100-41104, which established The California State University policy for the comprehensive assessment of applicants to and candidates in teacher education basic credential programs. On March 1, 1986, Executive Order No. 476 was issued to provide information and guidance to enable campuses to implement the CSU minimum admissions and exit requirements for teacher education programs established through Title 5. The implementation of Executive Order No. 476 has assured California's policy makers, educational community and the public that prospective teachers prepared by the CSU are academically able and have been assessed in regard to the knowledge and skills required for entrance into the teaching profession.

Upon adoption of this policy, the Board of Trustees requested the CSU to monitor and study its implementation. The Task Force to Study the Admissions and Exit Policy for Teacher Education Programs in The California State University, chaired by Dr. Henrietta Schwartz, Dean of Education, San Francisco State University, has completed this study and found that the policy has been implemented effectively by most campuses. The Task Force has also recommended modifications to Executive Order No. 476 to achieve greater clarity, campus flexibility, and technical adjustments.

Distribution:

Vice Presidents, Academic Affairs
Deans/Directors of Education
Deans of Undergraduate Studies
Deans/Directors of Admissions
Chairs, Academic Senates
Members, Task Force to Study Teacher Education
Admissions/Exit Policy
Chancellor's Office Staff

Presidents
October 21, 1988
Page Two

AAP 88-51

The purpose of this memorandum is to seek campus comments on the proposed modifications to Executive Order No. 476. The attachment to this memorandum includes the recommended modifications, and a report entitled "Minimum Scholarship Standard for Admission to Teacher Education Programs Based on Spring 1986 and Spring 1987 Grade Reports Effective for Students Seeking Admission for Winter and Spring Terms 1989-90 Through 1991-92 Academic Year". After reviewing campus comments, it is our intent to issue a modification to Executive Order No. 476 no later than March 30, 1989.

Should the campus wish to comment on these proposals, comments should be submitted no later than December 5, 1988 and directed to Ms. Jan Mendelsohn, Associate Dean, Academic Affairs, Plans, Office of the Chancellor. Questions may also be directed to Ms. Mendelsohn at ATSS 635-5760 or #213 590-5760.

LRK:kmp

Attachments

D R A F T

Executive Order No. XXX

NOTE: The proposed modifications to Executive Order 476 follow; all other sections not shown remain in effect. Additions are shown in italics; deletions are marked through.

Executive Order No: XXX

Title: Requirements for Admission to Teacher Education Basic Credential Programs, Student Teaching, and University Recommendation for a Teaching Credential

Effective Date: Immediately

Supersedes: Executive Order 476

I. General

Executive Order XXX establishes procedures for the administration of the admission of students to teacher education basic credential programs, student teaching, and a university recommendation for a credential pursuant to Section 41100 through 41104, Title 5, California Administrative Code. (See Attachment A.)

This Executive Order and the requirements, policies, and procedures adopted pursuant to it and Sections 41100 through 41104 of Title 5 shall be effective immediately and shall affect students applying for admission to basic credential programs at a CSU campus for enrollment ~~in the Fall of 1988~~ *commencing no earlier than the Fall term of the 1989-90 academic year or commencing no later than the Winter (quarter campuses) and Spring (semester campuses) terms of the 1989-90 academic year. The president of each campus shall determine the actual term of implementation.*

III. Conditions for Admission to Teacher Education Basic Credential Programs (See Attachment A - Title 5, Section 41100)

To be admitted to the basic credential program, a candidate must meet all entrance requirements.

A. Evaluation Procedure. Prior to admission to a teacher education program, the campus shall review the candidate's record and evaluate the candidate in terms of all entrance requirements and in accordance with procedures established by the campus. The teacher education faculty of the campus shall be

Executive Order No. XXX

involved substantially in this review and evaluation; other faculty and staff may also be involved in the review and evaluation. Final responsibility for determining eligibility of a student for admission to teacher education programs resides with the President or the President's designee.

Normally, a formal admission decision will be rendered by the campus prior to the candidate beginning the coursework of the basic credential program. If an applicant begins the program in the absence of an admission decision, a regular or exceptional admission decision must be rendered by the campus within one term and the candidate may not take more than six (6) semester or nine (9) quarter units in the credential program prior to the admission decision.

B. Evaluation Standards, Scholarship, #1, #2, and #5

Scholarship -- *Canndiādlēs/lor/adāissīōn/yo/yeācner ēduēāyīōn/prōgrāms/mūsy/prācē/in/ye/ūpper/ōne/hāly ēl/ūndergrāduāle/syūdenēs/in/ye/cāndiādlēs/ To meet the minimum scholarship requirement for admission to a basic credential program, a candidate must place in the upper one-half of undergraduate students in the candidate's discipline division. The CSU guidelines for administration of this requirement are provided below.*

1. *The/ūpper/hāly/ēl/ūndergrāduāle/syūdenēs/īs dēlēfīnēd/by/ye/mēdiān/grādē/pōīny/dvērāgē/ ēlāsīfīēd/by/dīscīplīnē/dīvīsiōn//sē/kyēdēhēny/ō lor/mēdiān/grādē/pōīny/by/dīscīplīnē/dīvīsiōn/ō ēācē/cāpūs/ The median grade point by CSU campus or system shall determine the "upper one-half" and establish the minimum scholarship requirement as follows:*
 - a. *For applicants who have earned a bachelor's degree at a CSU campus, the median grade point of the discipline division at the CSU degree granting campus shall determine the minimum scholarship requirement.*
 - b. *For applicants who have transferred from a CSU campus and have not completed thirty (30) units at the campus at which admission is sought, the median grade point of the discipline division at the campus from which they transferred shall determine the minimum scholarship requirement.*
 - c. *For applicants who have earned a bachelor's degree at a non-CSU campus, the median grade point of the discipline division for the CSU system shall determine the minimum scholarship requirement.*
 - d. *For applicants who have transferred from a non-CSU campus and have not completed thirty (30) units at the campus at which admission is sought, the median grade point of the discipline division for the CSU system shall determine the minimum scholarship requirement.*

Executive Order No. XXX

- e. For applicants who have completed thirty (30) units or more at the campus at which admission is sought, the median grade point of the discipline division at the campus at which admission is sought shall determine the minimum scholarship requirement.
- f. For applicants who earned a bachelor's degree more than ten years prior to the admission date sought, the campus may waive the current minimum scholarship requirement upon determination by the campus that an applicant has 1) academic ability equivalent to the current standard; 2) met the subject matter competency requirement pursuant to V. Conditions for Admission to Student Teaching; and 3) met all other admissions requirements.

2. The candidate's grade point average shall be based on the cumulative work completed at the campus in the absence of any leave of absence/ sabbatical/ unpaid leave/ work/ completed at the campus/ the grade point average shall be based on cumulative work/ completed at all colleges and universities.

The campus should determine if grades received by the candidate for graduate level work will be included in the grade point average calculation.

In all categories of applicants listed in III. B. 1 above, the applicant's grade point average shall be cumulative, based on all undergraduate grades. The campus may adopt a policy to include earned graduate and post-baccalaureate grades in grade point average calculations.

- 5. The median grade point by discipline division on the for each campus and for the CSU system shall be established for three-year cycles by the Chancellor's Office based on data provided by the campuses. (See Attachment B.)

Median grade point averages indicated on Attachment B shall be effective as the minimum scholarship requirement for candidates seeking admission to basic/credential/program/credential/ the 1988/89 academic year.

Info - Exec Com 11-1-88

RECEIVED

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo

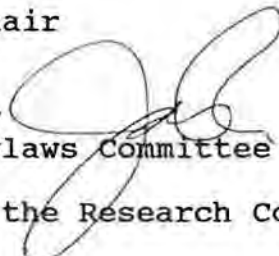
NOV 1 1988

Academic Senate

MEMORANDUM

DATE: October 31, 1988
FILE: Andrews31.5
COPY:

TO: Charles Andrews, Chair
Academic Senate

FROM: John Rogalla, Chair 
Constitution and Bylaws Committee

SUBJECT: Resolution to make the Research Committee an Elected
Committee

The committee has met and passed this resolution for consideration by the Senate. Additionally, we considered other topics you proposed in your memo of September 23. Some require additional discussion but items 4 and 5

Should there be a maximum number of years of service which a faculty member may serve on a committee? and should there be a maximum number of years of continuous service that a faculty member may serve as chair of a committee? were acted upon.

Since service on a committee is a working position there are definite advantages to continuity and such service should not be discouraged, no action should be initiated on the proposal.

In addition for the chair proposal

Since the chair is elected by secret ballot of the committee the wisdom of the committee should prevail and be accepted by the faculty: thus no further action will be taken on this proposal unless there are further instructions.

Draft 10/11/88

Background Statement:

The June 14 directive from the Chancellor's Office specifies that a faculty committee which evaluates State Funded Faculty Support Grants must be elected by the faculty. This provision was negotiated with CFA. The directive did not specify that elected faculty only should serve on the committee; however, the resolution is drafted to make it an elected faculty committee. The Research Committee has the expertise and has expressed a desire to be the committee to evaluate these proposals.

This will require changing the membership from appointive to elected positions.

Several concerns were expressed as this request was being discussed. They are reported here as an aid to senate deliberation. This will create a powerful committee which evaluates all competitive grants on this campus; the operating procedures should provide assurance that evaluation of different grants will be accomplished using distinct sets of criteria to assure that all types of proposals will have a chance of acceptance. The present practice of committee members abstaining from competition for grants during their tenure on the committee should be codified in the operating procedures as well.

An election is requested for this committee early in 1989 in order for operating procedures and criteria for evaluating State Funded Faculty Support Grants to be developed by the start of Spring Quarter. This will allow award winners a full year for completing their grants. Regular election would put off awards until the Fall Quarter and grantees would have but six months to complete these school-year grants.

The C&BL committee deliberated on this proposal on October 4 and October 11. The recommendation was passed with 5 positive and 1 negative vote. Members from SAED and SSM and the student representative seats are open.

AS _____ -88 _____

Resolution to Amend the Bylaws
making the Research Committee an elected committee.

WHEREAS, the committee evaluating State Funded Faculty Support Grants must be elected; and

WHEREAS, the Elections Committee has the expertise to perform this service; therefore be it

RESOLVED, that the bylaws of the Academic Senate be amended as follows:

Article VII Section I 5 A

5. Elections Committee

b. Responsibilities

The Elections Committee shall be responsible for supervising and conducting the election process for membership to the Academic Senate, Research Committee, University Professional Leave Committee, Senate offices, the statewide Academic Senate, appropriate recall elections for the preceding as per Section VIII of these Bylaws, and ad hoc committees created to search for such university positions as president, vice presidents, and school deans, etc. The committee shall notify the Chair of the Senate one week before the regular June meeting of the need to select alternate members for the executive Committee during the summer quarter.

(2) Election of Academic Senate members, Research Committee and Professional Leave Committee.

- (a) At the March meeting of the Senate, the committee shall announce impending vacancies in the Senate membership (according to the filled full-time equivalent faculty positions as of the first week of February, as listed by the university Personnel office), in the Research Committee, and in the University Professional Leave Committee. At the same time, each caucus shall be notified in writing of its vacancies.

I. 12 a. Membership

Members of the Research Committee shall be elected by the faculty. The ~~ex~~ ex officio members of the Research Committee shall ...

b. Responsibilities

- (3) Evaluate requests for State Funded Faculty Support Grants and make recommendations for funding when appropriate to the president through the Academic Senate. Ex officio members shall be non voting for these deliberations.

~~(3)~~ (4) Evaluate ...

c. This section becomes obsolete and will be stricken from these bylaws June 30, 1989.

- (1) Election for the Research Committee shall be held early in Winter Quarter 1989.

24r terms
if no one runs,
does off take over?
Does it become sub. to Rules
UPAC
what becomes
obsolete?

- (2) Members elected from the Schools of Agriculture, Architecture and Environmental Design, Business, and Engineering shall serve two-year terms. Members elected from the Schools of Liberal Arts, Professional Studies and Education, and Science and Mathematics and the representative from Professional Consultative services shall serve one year terms.
- (3) The committee shall develop detailed operating procedures and criteria for evaluating State Funded Faculty Support Grants to be approved by the Senate before March 17, 1989.
- (4) The committee shall develop criteria for evaluating Care proposals in 1989-1990 school year to be approved by the Senate before June 8, 1989.

Adopted: _____

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

AS-____-88/____

**RESOLUTION ON
ENDORSEMENT OF THE DRAFT EXECUTIVE ORDER AND DRAFT GUIDE
FOR STATE FUNDED CAMPUS-BASED STUDY ABROAD PROGRAMS**

- WHEREAS, There has been a lack of a systematic policy regarding state funded campus-based study abroad programs; and
- WHEREAS, A draft executive order and draft guide regarding stated funded campus-based study abroad programs has been prepared by The California State University Office of International Programs; and
- WHEREAS, The Academic Senate of The California State University has called for responses from campus senates concerning both the draft executive order and guide; therefore, be it
- RESOLVED: That the California Polytechnic State University Academic Senate approve in principle the draft executive order on campus-based study abroad programs subject to the exceptions to the proposed executive order; and be it further
- RESOLVED: That the California Polytechnic State University Academic Senate approve in principle the draft guide on state funded study abroad programs subject to the exceptions to the draft guide; and be it further
- RESOLVED: That the Chair of the California Polytechnic State University Academic Senate be directed to forward the exceptions to both the draft executive order and the draft guide to the Chair of the CSU Academic Senate and to the Office of the CSU Vice Chancellor for Academic Affairs.

Proposed By:
Joseph Weatherby
November 1, 1988

ACADEMIC SENATE
of
THE CALIFORNIA STATE UNIVERSITY

AS-1836-88/ACSP
October 27-28, 1988



ENDORSEMENT OF THE DRAFT STATEMENT "A PRACTICAL GUIDE:
STANDARDS AND PROCEDURES FOR STATE FUND SUPPORTED SEMESTER ABROAD PROGRAMS"

- WHEREAS, There has been a lack of a systematic policy relating the Chancellor's Office to state funded campus-based study abroad programs in the California State University; and
- WHEREAS, State funded, campus-based study abroad programs now service the majority of CSU students who study abroad; and
- WHEREAS, The need for cooperation and development of study-abroad programs as a major component of the CSU curricula has been made apparent in several studies and reports, e.g. Task Force on the Pacific Rim, Ad Hoc Committee on Study Abroad Programs (Detweiler) and The Master Plan Renewed; and
- WHEREAS, The Acting Director of International Programs of the CSU Chancellor's Office has prepared for review a draft statement, "A Practical Guide: Standards and Procedures for State Fund Supported Semester Abroad Programs; and
- WHEREAS, The draft Guide is intended to supercede the document titled "Guidelines for the Establishment, Administration, and Evaluation of Study Abroad Programs for CSU Students" (AS-1766-87/ACSP); therefore be it
- RESOLVED: That, subject to three exceptions, the Academic Senate of The California State University approves in principle the draft Guide; and be it further
- RESOLVED: That the draft Guide along with Senate exceptions be forwarded to the campus academic senates for their review and comment.

**EXCEPTIONS TO THE DRAFT
"A PRACTICAL GUIDE: STANDARDS AND PROCEDURES FOR STATE FUND
SUPPORTED SEMESTER ABROAD PROGRAMS"**

BACKGROUND STATEMENT:

The draft is twenty two pages long, divided into four parts: Academic Logistics, Services and Finances, Student Recruitment and Approval Requirements. Under these four topics, there are seventy procedural statements. The CSU Academic Senate takes exception to three procedural statements.

1. Item 14, Page 4 - would require that all cost which directly support instruction be paid for with state funds.

This narrow interpretation seems to be inconsistent with CSU policy as expressed in Executive Order 362 which delegates to campus presidents the authority to establish miscellaneous fees when they are for the actual pro rata cost of optional materials, services or facilities used in connection with courses.

If the broad allowances provided by Executive Order 362 are not continued, it will be difficult, if not impossible, to offer many campus-based study abroad programs.

2. Item 29, Page 9 - would prohibit the current practice of accepting free or reduced travel cost for faculty and administrators assigned to supervise students traveling on state funded campus based programs.

Some travel agents have indicated that the lack of faculty supervision could result in an increased cost to student groups.

The cost of budgeting faculty travel for state funded campus-based study abroad programs would have the effect of ending large overseas programs in the CSU.

Further, this narrow interpretation of travel policy could have a negative impact on continued faculty supervision of many campus-based state funded enrichment programs such as forensics, athletics, physical education at the club level, music, model United Nations activities, and optional field trips.

3. Item 56, Page 16 - would exclude concurrent enrollment students from participation in campus-based classes overseas. This conflicts with normal concurrent enrollment practices on campus.

The exclusion of concurrent enrollment students from campus-based study abroad programs will deprive some programs of the critical mass of students necessary to operate the program.

ACADEMIC SENATE
of
THE CALIFORNIA STATE UNIVERSITY

AS-1837-88/ACSP
October 27-28, 1988

12

ENDORSEMENT OF THE DRAFT OF THE EXECUTIVE ORDER ON STATE FUNDED
SEMESTER ABROAD PROGRAMS IN THE CSU

- WHEREAS, There has been a lack of a systematic policy relating the Chancellor's Office to state funded campus-based study abroad programs in the California State University; and
- WHEREAS, State funded, campus-based study abroad programs now service the majority of CSU students who study abroad; and
- WHEREAS, The need for cooperation and development of study abroad programs as a major component of the CSU curricula has been made apparent in several studies and reports, e.g. Task Force on the Pacific Rim, Ad Hoc Committee on Study Abroad Programs (Detweiler) and The Master Plan Renewed; therefore be it
- RESOLVED: That the Academic Senate of the California State University refer the attached documents to the local campus senates for review and comment; and be it further
- RESOLVED: That the Academic Senate CSU approve in principle the draft Executive Order on State Funded Semester Abroad Programs subject to the following exceptions attached to the draft of the proposed executive order.

**EXCEPTIONS TO THE PROPOSED
EXECUTIVE ORDER ON STATE FUNDED SEMESTER ABROAD PROGRAMS**

1. The Title, "State Funded Semester Abroad Programs," should be changed to read "STATE FUNDED CAMPUS-BASED STUDY ABROAD PROGRAMS." And all subsequent references to "semester" abroad programs should be deleted and replaced by the more appropriate "campus-based study abroad programs", e.g., in paragraphs 2, 3, 4, 4a., 4c., 4d., 4e., 4f., 4g., and 6.
2. Given the stated intention of the Commission for Extended Education to "mainstream" Extended Education into the campus curricula the second sentence in paragraph 4a. presents a problem.
3. Paragraph 4d. does not state the criteria and standards to be used.
4. Paragraph 4e. establishes unrealistic time frames for renewing program approvals.
5. Paragraph 4g. is too broadly constructed and gives veto power to a single study abroad program e.g. delete "or competes with".
6. Paragraph 6 should be more generally designated to accommodate planned reorganization of international education oversight in the Chancellor's Office, e.g. "is delegated to the Vice Chancellor of Academic Affairs or his designee."

Standard 1: Institutional Integrity

- A. Integrity is Pursuit of Truth
- B. Integrity in Respect for Persons
- C. Integrity in Institutional Relations
- D. Integrity in Institutional Operations
- E. Integrity in Relationships with the Commission

Standard 2: Institutional Purposes, Planning, and Effectiveness

- A. Clarity of Purposes
- B. Institutional Planning
- C. Institutional Effectiveness

Standard 3: Governance and Administration

- A. The Governing Board
- B. Administration
- C. Faculty
- D. Students

Standard 4: Educational Programs

- A. General Requirements
- B. Undergraduate Programs
- C. Graduate Degrees
- D. Research
- E. Special Programs and Courses for Credit
- F. Academic Planning
- G. Non-Credit Courses and Programs
- H. Admissions and Retention
- I. Academic Credit and Records
- J. Public Service

4.1 Student Admissions

4.2 Ability Measures of Freshman and Entering Graduate Students

Standard 5: Faculty and Staff

- A. Faculty Role in Academic Programs
- B. Faculty Selection and Evaluation
- C. Faculty Welfare and Development
- D. Staff Selection and Policies

Standard 6: Library, Computing, and Other Information and Learning Resources

- A. General Requirements

Library

- B. Quality of Holdings
- C. Acquisitions and Bibliographic Services
- D. Availability and Use
- E. Facilities

Computer and Associated Resources

- F. Information Technology

Standard 7: Student Services and the Co-Curricular Learning Environment

- A. Co-Curricular Educational Growth
- B. Coordination and Administration

Standard 8: Physical Resources

- A. Instructional and Support Facilities
- B. Equipment
- C. Physical Resource Planning

Standard 9: Financial Resources

- A. Sufficiency of Financial Resources
- B. Financial Planning
- C. Financial Management
- D. Fundraising and Development

THIS PAGE WAS OMITTED FROM YOUR 11/1/88 AGENDA AND SHOULD BE INSERTED BETWEEN PAGES 7 and 8.

ATTACHMENT A
Page 2 of 3

Due to the delay in enactment of Chapter 974, the due date for submission of Requests for Allocation Order (RAO) to identify and explain specific reductions to be made in achieving the required savings is extended to November 1, 1988. The guidelines shown on page 5 of BP 88-38 must be adhered to in the preparation of your RAO. Campuses which have already submitted the required RAO should contact Mr. Howard Hicks for further instructions.

5. NON-FACULTY MERIT SALARY ADJUSTMENTS

No relief for this aspect of the reduction plan has been provided in the appropriation even though it has generated concern over the calculation of costs on many campuses. The reduction of \$10,044,767 represented new non-faculty MSA funds which were included in the CSU 1988/89 budget request to the Department of Finance. However, the request also included a small portion of the continuing cost of prior year MSAs which has neither been funded in the prior year nor included in the base budget for 1988/89. Campuses should be cognizant of this fact in applying the mitigation of their prorated savings requirement.

6. RESTRICTIONS

The campus-administered expenditure freeze imposed in BP 88-34 continues in effect until rescinded. In addition, all other aspects of the reduction plan continue in effect including the freeze on the use of excess student fees imposed in BP 88-38.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California
ACADEMIC SENATE EXECUTIVE COMMITTEE

MINUTES

Tuesday, October 25, 1988

1. The meeting was called to order at 4:15 p.m.
2. The Executive Committee approved the selection of Roxy Peck as the representative from the School of Science and Mathematics to fill the vacancy on the UPLC.
3. The chair reported that the Student Senate had challenged our representative to the student senate because they did not feel that the Vice-Chair was a member of the faculty.

The Executive Committee unanimously agreed that the faculty constitution gives a clear definition of the faculty, and that this includes teaching as well as non-teaching faculty. It was decided that the chair should respond to the Student Senate, informing them that we intend to stand by our original choice of representation.

4. The meeting was adjourned at 4:36 p.m.