

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA

F.O.B. 24-B

3:00 PM

February 23, 1982

Chair, Tim Kersten
Vice Chair, Ron Brown
Secretary, Harry Sharp

I. Minutes

II. Announcements

III. Business Items

- A. Resolution on Academic Calendar (Simmons) (Attachment)
- B. Resolution on the Faculty Professional Record (Executive Committee) (Attachment)
- C. Resolution on Tuition (Conway) (To be distributed)
- D. Resolution on Adequate Funding (Conway) (To be distributed)
- E. Resolution of Censure (Conway) (To be distributed)
- F. Resolution Regarding the Curriculum Process (Butler) (Attachment)

IV. Discussion Items

- A. Status of the Assigned Time Request of the Academic Senate (Kersten)

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-129-82/LRP
February 23, 1982

RESOLUTION ON THE ACADEMIC CALENDAR

WHEREAS, The early semester academic system provides substantial advantages for students:

- a. there is better access to summer jobs with a spring term ending in May;
- b. because of decreased pressure, there is more time available for participation in student affairs, cultural activities, co-curricular activities, and intramural sports;
- c. course subjects can be explored in greater depth, with time not just for gathering information, but for analysis and synthesis as well;
- d. there is more time at the beginning of a term to get into a subject, and more at the end to review course work before exams (dead week);
- e. there is less pressure to choose a research topic or term paper subject in a hurried and uninformed way, and more time for substantive library and laboratory investigations;
- f. there is more time to do collateral readings and more time for reflection on them;
- g. less time proportionately is spent in taking exams and more in learning;
- h. there is a significant reduction in administrative procedures and red tape involving add/drop, CAR, schedules, grades, etc., with a consequent reduction in the possibility for error; and

WHEREAS, The early semester academic calendar system provides substantial advantages for faculty:

- a. there is more time to get to know individual students, to structure class material to meet individual needs, and to grade more perceptively;
- b. there is more time to develop subject material, to allow application of the information, and to reinforce it throughout the course;
- c. there is less pressure and more time to prepare ahead for lectures;

- d. there is more time at the beginning of a course to develop essential rapport with students and to establish a common set of expectations and language;
- e. less time proportionately is spent in testing and more in teaching;
- f. the possibility exists for giving a more meaningful midterm grade for student guidance;
- g. because there is more lead time for planning and preparation, there can be more varied instructional methods, including speakers, films, and teaching aids of all kinds; and

WHEREAS, The early semester academic calendar system provides substantial advantages for administrators:

- a. there are reduced costs in administering a two-term academic year;
- b. there is improved articulation with other components of California's higher education system (86 to 104 community colleges use a semester system; as do eleven of nineteen universities, and, after 1983, U.C. Berkeley) and with other universities across the nation (55% use a semester system, 48% the early semester);
- c. with more lead time, there can be more accurate and complete schedules and bulletins;
- d. less time proportionately is spent in starting up and concluding terms and more in administering programs; therefore be it

RESOLVED: That the university calendar be converted to the early semester; and be it further

RESOLVED: That a fully-funded summer term be continued; and be it further

RESOLVED: That savings derived from operating the new calendar be used for improvement of instruction.

RESOLUTION ON FACULTY RESUMES

Background

In October, 1981, President Baker sent the Faculty Professional Record Form to the academic senate for study and recommendation at the same time that it was forwarded to all faculty subject to personnel actions to be included in personnel files. In the discussions that followed, it was expressed that each faculty member needs to update his/her personnel file when applying for personnel action consideration and that a well prepared resume is essential to the careful review of the file. Legitimate concerns were raised, however, regarding the advisability of using standardized resume forms - either within a school or university wide.

The pertinent C.A.M. section (342.2.A.2) requires that faculty submit resumes (in a format that the dean may prescribe) and deals with how promotion consideration is initiated.

C.A.M. Section 342.2.A.5:

Only those technically eligible faculty members who request consideration by a date specified by the school dean shall be evaluated for promotion. Such faculty members requesting promotion consideration shall submit a resume or supplementary statement of experience and accomplishments which demonstrates evidence of promotability (i.e. merit and ability) to those involved in the evaluation process. The resume or supplementary statement shall be presented in a format prescribed by the dean or the school statement of criteria for personnel actions. This material shall become a part of the faculty member's personnel file.

This resolution proposes a separation of the procedure for initiating a promotion consideration from the resume requirement, better deliniation of the responsibilities of the dean and faculty member, and a process by which a professional resume can be generated without some of the problems inherent in a standardized resume or professional record form.

WHEREAS, it is appropriate to request faculty to update their files and professional resumes for the purposes of personnel action review, and

WHEREAS, a wide range of professional activities are appropriate to be included in the files and in resumes - and should be suggested to faculty, and

WHEREAS, use of a standardized form which includes an appropriately large number of categories of professional activity may lead some faculty to perceive it to be in their own best interest to participate in many activities rather than make sustained and significant contributions in those areas in which they have special talent and interest, and

WHEREAS, a university or school standardized form has the potential for being inappropriately used as a quick comparison of faculty to determine relative merit which could then enhance the perception that it is the number and not the quality of the entries that matters,

therefore be it

RESOLVED: That the academic senate recommends that C.A.M. Section 342.2.A.5 be replaced by:

5. The dean of each school shall notify all faculty who are eligible for promotion consideration by the beginning of the academic year in which they are eligible. Only those technically eligible faculty members who submit a written request to the school dean for promotion consideration by a date specified by the school's statement of personnel action procedures shall be evaluated for promotion.

To assist each faculty member in preparing his/her resume or summary of professional activity, the dean of each school shall forward a copy of the following statement requiring an updated resume (C.A.M. 342.2.A.6) and a copy of the Faculty Resume Worksheet appearing in Appendix at the time of notification of eligibility for promotion consideration.

6. Each faculty member requesting promotion consideration shall update his/her personnel file and submit a resume which indicates evidence of promotability to those involved in the evaluation process. This resume should include all categories pertinent to promotion consideration: Teaching activities and performance, professional growth and achievement, service to the university and community, and any other activities or interests which indicate professional commitment, service, or contribution to the discipline, department, university, or community.

and be it also

RESOLVED:

That the existing C.A.M. Section 342.2.A.6 be renumbered 342.2.A.7.

That the attached Faculty Resume Worksheet be placed in C.A.M. as Appendix .

Appendix

FACULTY RESUME WORKSHEET

This worksheet is intended to assist you in preparing your resume. Included are many categories of professional activity which may be appropriate. There may be other activities which should also be included in individual cases. The form of your resume is not prescribed. It might be appropriate to index the entries on the resume to any support material which also appears in your file.

NAME: _____ DEPARTMENT: _____

RANK, STEP: _____ HIGHEST DEGREE CURRENTLY HELD: _____

I. BACKGROUND

EDUCATION:

CURRENT CERTIFICATION OR LICENSING:

ACADEMIC EXPERIENCE:

RELATED PROFESSIONAL EXPERIENCE:

II. TEACHING

1. COURSES TAUGHT:
2. NEW PREPARATIONS OR COURSES:
3. MAJOR REVISIONS AND INNOVATIONS IN EXISTING COURSES:
4. CURRICULUM DEVELOPMENT:
5. SENIOR PROJECTS OR STUDENT RESEARCH:
6. STUDENT ADVISING:
7. OTHER:
8. CURRENT INSTRUCTION RELATED PROJECTS:

III. PROFESSIONAL GROWTH AND DEVELOPMENT ACTIVITIES

(Include accomplishments since employment at Cal Poly or since last tenure/promotion review)

9. PROFESSIONAL ACTIVITY (Be specific, including dates, about activities such as consulting, commissions, patents and copyrights, relationships with business and industry, projects completed, and ongoing research):
10. PARTICIPATION IN PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS:

- 11. GRANTS, CONTRACTS, FELLOWSHIPS, HONORS:
- 12. PUBLICATIONS, PAPERS PRESENTED, TALKS, PROFESSIONAL WORKSHOPS OFFERED:
- 13. OTHER:
- 14. PARTICIPATION IN PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS:

IV. SERVICE

- 15. UNIVERSITY:
- 16. SCHOOL:
- 17. DEPARTMENT:
- 18. COMMUNITY: (Include only that which is related to teaching and/or to professional development)
- 19. OTHER:

Signature of Professor

Date

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION REGARDING THE CURRICULUM PROCESS

Background: The current 1981-1984 catalog has been approved for extension through the 1983-1984 academic year. The extension, approved by President Baker upon Senate recommendation, was required because of the revision being made to the General Education and Breadth (GE & B) Requirements. Revision of the GE & B Requirements is scheduled for completion December 10, 1982.

- WHEREAS, Revised GE & B requirements will cause curriculum changes; and
- WHEREAS, GE & B requirements revision should be complete prior to curriculum revision; and
- WHEREAS The Academic Senate must complete review of curriculum changes prior to June 1983; therefore be it
- RESOLVED: That for the recommended catalog cycle, the Curriculum Committee of the Academic Senate be empowered to act for the Academic Senate in evaluating all proposed catalog changes except curriculum changes; and be it further
- RESOLVED: That the following schedule be adopted for preparation and review of the next catalog.

SCHEDULE

January 1, 1983 through March 1, 1983

Departments shall review and develop proposals. All approved proposals shall be forwarded to the Department Head. The Department Head shall review and evaluate the proposals and forward all proposals to this appropriate School Curriculum Committee.

March 1, 1983 through April 1, 1983

The School Curriculum Committee shall consult with the faculty in reviewing and evaluating the proposals. These proposals shall then be forwarded to the Dean. The Dean shall review and evaluate the proposals and forward all proposals to the Vice President for Academic Affairs.

April 1, 1983 through June 15, 1983

The Vice President for Academic Affairs and/or Academic Affairs staff shall review all proposals and forward all proposals to the Curriculum Committee of the Academic Senate. The Curriculum Committee of the Academic Senate shall review and evaluate the proposals and forward all proposals to the Academic Senate. The Academic Senate shall review and evaluate the proposals and forward all proposals to the President.

June 15, 1983 through August 31, 1983

The President or his/her designee shall review and make the final decisions.

September 1, 1983 through October 15, 1983

The Dean's offices shall proof the catalog layout and submit final copy to the Academic Affairs staff.

October 15, 1983 through May 1984

The manuscript shall be prepared and submitted to the printer. The galley and page proofs shall be checked. The catalog shall be printed, bound, and delivered.

RESOLUTION ON THE HONORS AT GRADUATION PROGRAM

- WHEREAS, At present, inclusion on the Dean's List and candidates for Honors at Graduation are selected by different methods; and
- WHEREAS, Inconsistencies may arise as a result of this difference, viz., students may receive Honors at Graduation but not qualify for the Dean's List; and
- WHEREAS, The method used to arrive at the Dean's List is not susceptible to fluctuations in grading patterns as is the method currently used to select candidates for Honors at Graduation; therefore be it
- RESOLVED, That the Academic Senate endorses a program of Honors at Graduation that encompasses the top 10% of each School's graduating class and assigns honors as follows:

Summa Cum Laude: the top 10% of the Honor Roll from each School

Magna Cum Laude: the next 30% of the Honor Roll from each School

Cum Laude: the remaining 60% of the Honor Roll from each School

Approved unanimously by
Student Affair Committee
22 Feb 82

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION OF CENSURE CONCERNING THE ADMINISTRATION'S
HANDLING OF ENROLLMENT TARGETS AND FACULTY ALLOCATIONS FOR 1982-1983

Background and Rationale: For some years now the Academic Senate of California Polytechnic State University has been making progress in furthering the consultative process in regard to important decisions made by the Administration, which affect the University community. It is unfortunate that now we must express our extreme displeasure with the handling of enrollment targets for 1982-1983. Although the Academic Senate was consulted in regard to the initially proposed enrollment targets, further adjustments were made in these targets in the last three week period, which involved no consultation with the Senate. By making these additional adjustments the Academic Vice President's Office also ignored dateline procedures as specified in CAM AB 74-3 (Revised), (See Attachment A), which indicates that targets are to be established for the coming year by no later than November 15.

As indicated in AS-105-80/BC (See Attachment B), "The determination of enrollment quotas and long-range enrollment guidelines for each school at this University is potentially the single most important decision affecting the character, quality, and operation of the University . . . " This statement introduced a resolution which called for consultation with the administration in regard to enrollment quotas and long-range enrollment guidelines. The need for consultation concerning these matters was emphasized again with Senate resolution AS-125-81/BC (See Attachment C), which proposed that consultation procedures outlined in the earlier Senate resolution be made part of CAM as part of AB 74-3 (Revised). The Academic Vice President's Office was made aware of this resolution which was passed by the Academic Senate. Because of the Office of the Academic Vice President's disregard for procedures of Senate consultation and of procedures outlined in CAM, which specify procedures to be followed in determining enrollment quotas and guidelines, we find it necessary to propose the following resolution of censure. It should be noted that this is a procedural censure. Copies of this resolution and background material are to be sent to President Warren J. Baker, Academic Vice President Hazel Jones, Chancellor Glenn S. Dumke, Chair of the Board of Trustees, CSU, John F. O'Connell, the Chairman of the Statewide Academic Senate, Robert D. Kully, and to the National Office of the American Association of University Professors.

WHEREAS, The administration of California Polytechnic State University, San Luis Obispo via the Academic Vice President's Office did not follow proper procedures in regard to setting enrollment targets for 1982-1983; and

WHEREAS, Academic Senate resolutions calling for consultation concerning these matters were ignored:

1. The only way the Academic Senate became aware of the enrollment adjustments being made was through material obtained from a Department Head, who in turn had received the material from the Dean of the School.
2. At least three different proposals were made to the Dean's Council in regard to enrollment changes to determine faculty allocations for 1982-1983 during the time period from the last week in January to the second week of February of this year. These proposals involved no consultation with the Academic Senate.
3. Once the Academic Senate was aware of the new proposals being made, the Chair of the Senate set up a meeting with a staff member of the Academic Vice President's Office to discuss and consult about the issue. The meeting was canceled, and no word has been heard since from the Academic Vice President's Office in regard to this matter.
4. A memo dated February 10, 1982 was sent to each Dean instructing them to make adjustments in the number of new majors their school could admit for Fall, 1982. These adjustments were made on top of enrollment cutbacks specified in a memo from Vice President Hazel J. Jones dated November 24, 1981. The current memos received by the Deans appear to be the final decision in regard to enrollment targets for Fall, 1982; and

WHEREAS, The Academic Vice President's Office also ignored timeline procedures specified in CAM AB 74-3 (Revised), which indicate that enrollment targets for the coming year are to be determined by November 15 of the current year; and

WHEREAS, It is hoped that this resolution will foster increased consultation between the Academic Senate and the administration on the significant issues which affect the University; therefore be it

RESOLVED: That, we the members of the Academic Senate of California Polytechnic State University, express our extreme displeasure in the Office of the Academic Vice President's handling of the setting of enrollment targets for Fall, 1982; and be it further

RESOLVED: That the decision concerning enrollment targets expressed in the memos to the Deans dated February 10, 1982 be withdrawn and reconsidered utilizing the full and proper consultative processes of the collegial system at Cal Poly; and be it further

RESOLVED: That the Office of the Academic Vice President be encouraged to follow proper procedures as specified in CAM and in approved Academic Senate resolutions (AS-105-80/BC and AS-125-81/BC) in future matters involving the development and setting of enrollment targets.