

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
ACADEMIC SENATE
EXECUTIVE COMMITTEE - AGENDA
January 29, 1980

Chair, Max Riedlsperger
Vice Chair, Stu Goldenberg
Secretary, Allan Cooper

- I. Minutes
- II. Announcements
- III. Business Items
 - A. Resolution on the Add/Drop Procedures (Brown) (Attachment)
 - B. Resolution on Credit/No Credit Grading in Support Courses (Brown) (Attachment)
 - C. Curriculum Committee Resolutions (Greenwald) (Attachment)
- IV. Discussion Items
 - A. Resolution on Department Heads vs. Department Chairs (Weatherby)
 - B. Students on RPT Committees (Riedlsperger)
 - C. 1980-1981 Alternate Financial Planning (Riedlsperger) (Attachment)

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY

RESOLUTION ON ADD/DROP PROCEDURES

Background: There has been considerable faculty reaction to the introduction of the new computer readable add/drop forms. Many faculty feel that too much time is unnecessarily spent completing forms for students who wish to add or drop a course and that there should be some way that the student involved can handle the forms.

WHEREAS, A student who does not attend the first class meeting must, by some mechanism, be dropped (in order to make room for another who wishes to add) according to current policy; and

WHEREAS, It is desirable for faculty to have the right of approval in adding students to their classes; and

WHEREAS, There may be a considerable increase in the number of schedule changes until the new CAR system has been worked with a few times; and

WHEREAS, The responsibility for completing add/drop forms should lie with the student who is involved in the schedule change; therefore be it

RESOLVED: The Academic Senate of California Polytechnic State University, San Luis Obispo recommends that the following sequence be adopted as the procedure for processing schedule changes during the first two weeks of classes:

1. Faculty will line out the names of those students not in attendance the first class meeting and submit the amended class list to the Records Office for processing of the first-day drops.
2. Any student desiring a schedule change will submit a computer readable add/drop form to the Records Office after receiving the approval of each instructor involved via faculty signatures. The changes will not be processed unless accompanied by the approval signatures.
3. An official up-dated class list including all adds and drops will be sent to the instructor of each class as soon as possible following the second week of classes.

COMMENTS:

1. The former difficulties associated with using key punch operators to

process all add/drops is now reduced considerably since the list submitted in step 1 above only deletes names of those not in attendance at the first class meeting.

2. The faculty maintains approval rights regarding adds and is immediately notified of drops by virtue of the required signature.
3. The official amended class list can be checked against the instructor's own class records for consistency soon after the last day to drop.
4. The responsibility for processing schedule changes lies with the person benefiting from the change.

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY

RESOLUTION ON CREDIT/NO CREDIT GRADING IN SUPPORT COURSES

Background: Credit/No Credit grading was implemented to ease the burden on students taking elective courses outside their own areas of concentration. The intent was to allow, or even encourage, students to take courses well outside their own disciplines by reducing the grade competition with majors in those areas.

Many students taking courses on a credit/no credit basis will set their goals on obtaining credit rather than on obtaining an in depth understanding of the material covered. In courses which offer support to a major program, this can mean that a student will be underprepared in later major courses.

Also, it sometimes happens that students take required support courses on a credit/no credit basis without realizing some of the ramifications of doing so. It can happen, for example, that a change of major to a department in which "support courses" had been previously taken credit/no credit will now require a letter grade if the course is to be used toward the new major. And many students are not aware at the time they apply for credit/no credit grading in a support course that future employers or graduate schools often look at the performance in both major and support courses in their evaluation of an applicant.

In April 1979, the Academic Council unanimously passed a resolution to change CAM to disallow credit/no credit grading in courses which appear in the support column on a major curriculum sheet.

THEREFORE BE IT RESOLVED:

The Academic Senate of California Polytechnic State University, San Luis Obispo recommends that CAM Section 617.5.E. be revised as follows:

- f. Courses required for the student's major which are specified in either the major or support column (designated with the "M" on the student's major curriculum sheet) may not be taken for credit/no credit grading, with the exception of those taken as credit by examination.

Background for Resolution on School Committees

Some schools have no school curriculum committee at the present time. Many conflicts concerning catalog proposals occur between departments within a school. In the absence of a school curriculum committee, the curriculum committee of the Academic Senate has been forced to attempt to settle these conflicts. These settlements could have been made more easily at an earlier stage. A school committee would have provided a better forum for dealing with the problems since all departments involved in the dispute would be represented. The level of expertise should presumably also be higher within a given school.

RESOLUTION ON SCHOOL CURRICULUM COMMITTEES

Whereas, Many conflicts concerning curriculum proposals occur between departments within a school, and

Whereas, It is to the mutual advantage of all concerned to settle these disputes as soon as possible, and

Whereas, In the absence of a School Curriculum Committee, the Dean is forced to attempt these settlements, be it

Resolved: That each School/Division be required to set up a Curriculum Committee, and be it further

Resolved: That this committee shall be charged with determining guidelines for dealing with curriculum issues, and be it further

Resolved: That these guidelines shall be approved by the appropriate School Council, and be it further

Resolved: That this committee and the appropriate Dean shall coordinate a timetable for dealing with catalog proposals, and be it further

Resolved: Each department in the appropriate School/Division shall elect a representative to this committee, and be it further

Resolved: That the School Curriculum Committee shall contact and consult with all departments involved in a dispute or problem involving curriculum issues.

Background for Resolution on Department Curriculum Committee

Some departments have no curriculum committee at the present time nor written guidelines for dealing with catalog proposals. As a result procedural disputes have occurred at the departmental level which in many cases, have been difficult or impossible to settle at a higher level. Concerns have also arisen about the lack of faculty involvement.

Resolution on Department Curriculum Committees

Whereas, Procedural disputes have occurred concerning curriculum issues, and

Whereas, Curriculum development should originate with the faculty of a department, be it

Resolved: That each department establish a Curriculum Committee, and further

Resolved: That this committee shall be responsible for review and revision of the curriculum of the department, and further

Resolved: That this committee and the appropriate Department Head shall coordinate a timetable for dealing with catalog proposals, and further

Resolved: That this committee shall consult with the appropriate Department Head in determining guidelines for dealing with curriculum issues, and further

Resolved: That these guidelines shall be approved by the appropriate Dean.

RESOLUTION REGARDING TIMETABLE
for the Curriculum Committee
and the Academic Affairs Staff

Whereas, No timetable exists for the review by the Academic Affairs Staff and the Curriculum Committee for the Academic Senate, be it

Resolved: That the Academic Affairs Staff and the Curriculum Committee for the Academic Senate shall coordinate a timetable for dealing with catalog proposals.

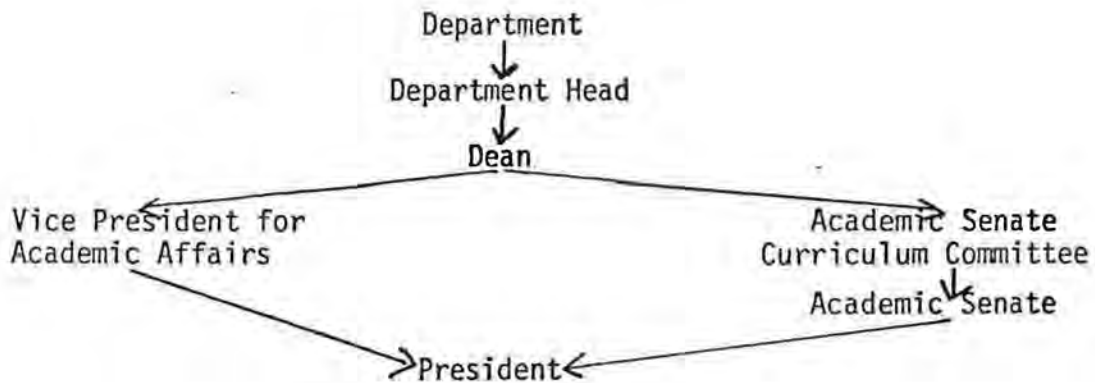
Background for Resolution Regarding the Curriculum Process

At present, we have a dual track curriculum process whereby catalog proposals are simultaneously reviewed by the Academic Affairs Staff and the Academic Senate. This process has led to considerable duplication of effort since both groups are doing the same review. At the same time this process has made communications between the two groups difficult since the two groups are rarely at the same point in their respective reviews.

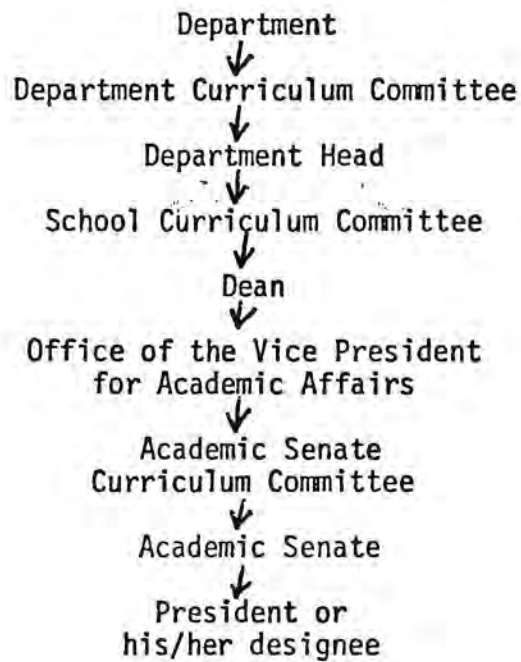
As a result, problems have arisen. Among the problems are the following:

- (1) Some Departments had thought that they had negotiated settlements only to discover that these settlements were not in the approved package.
- (2) The Academic Senate has had little input in the vital curriculum process.
- (3) Because of the sheer volume of proposals, this duplication of effort has resulted in difficulty in adequately reviewing all proposals.

EXISTING CATALOG CYCLE



PROPOSED CATALOG CYCLE



Resolution Regarding the Curriculum Process

Whereas, The current process has led to much duplication of effort, and

Whereas, The current process has led to a lack of communication between different groups involved in the process, be it

Resolved: That a single track curriculum process be established, and be it further

Resolved: That Section 490.3 of CAM be rewritten so as to read:

490.3 Schedule and Processing of Proposed Changes

Proposals for changes in the Catalog courses and curricula ~~generally~~ originate in the departments. The faculty of a department through a department curriculum committee shall be responsible for review and revision of its curriculum. Summary statements of proposed changes with supporting forms and attachments are developed on a departmental basis and forwarded through the Academic Council and the Academic Senate for review, consultation, and recommendation. All proposals which have been approved by the faculty of the department shall be forwarded at each step to the appropriate body as specified below. The faculty of the concerned department shall be provided with a written rationale for any negative actions by each of these bodies. Final action on changes of a policy nature is by the President or his/her designee.

The following procedural steps are intended for the information and guidance of those who are concerned and/or involved in the processing of proposed changes for the Catalog. The time schedule ~~for a two-year Catalog~~ indicated below will be followed as closely as circumstances permit. The first odd year of the catalog cycle shall be designated by A, the even year designated by B, and the final year shall be designated by C. (Forms for processing course proposals are available in the school offices.)

July, 1977 A through December 1, 1977 A:

~~Department review and development of the 1979-81 proposals~~ 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 the appropriate School Curriculum Committee.

December 1, 1977 A through
February 15, 1978 B:

~~Dean's review, evaluation, consultation with faculty and submission of catalog proposals~~ 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.

February 15, 1978 B through
May 15, 1978 B:

Review-by-Vice-President-for-Academic
Affairs,-Academic-Senate,-and-Academic
Council The Vice President for Academic Affairs and/or Academic Affairs staff shall review and evaluate the 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.

May 15, 1978 B through July, 1978 B:

Final-review-and-decisions-by-the-President-for-Academic-Affairs-and-President The President or his/her designee shall review and make the final decisions.

August, 1978 B through October, 1978 B:

Deans'-offices-prepare-layout-and-submit
final-copy The Deans' offices shall prepare the layout and submit the final copy.

November, 1978 B through March, 1979 C:

Preparation-and-submission-of-manu-
script-to-printer,-checking-of-galley-
and-page-proof,-printing,-binding The manuscript shall be prepared and submitted to the printer. The galley and page proofs shall be checked. The catalog shall be printed and bound.



ACADEMIC SENATE
OF
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

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Office of the Chair

JAN 28 1980

CAL POLY - SLO

M E M O R A N D U M

TO: Campus Senate/Council Chairs DATE: January 25, 1980
FROM: Robert D. Kully, Chair
Academic Senate CSUC *Robert D. Kully*
SUBJECT: 1980-81 Alternative Financial Plan, re Jarvis Proposition

Attached is a copy of the memorandum from Mary Ann Graves, Director of Finance, to State Agencies directing them to submit a "plan that includes General and special fund reductions of 30 percent of each fund." The deadline for submitting proposals to the Department of Finance is February 6.

Harry Harmon, Executive Vice Chancellor, and Dale Hanner, Vice Chancellor, Business Affairs, have asked for the Senate's suggestions and recommendations, to be submitted to them no later than February 4.

Please examine the memorandum from Graves and send your suggestions to me as soon as possible, certainly to arrive no later than February 1. I am calling a meeting of the members of the Statewide Senate's Executive Committee, chairs of standing committees, and liaison/specialists for Friday, February 1, to review the suggestions and recommendations and to prepare a response for the Chancellor's staff.

I am sorry that we don't have more time to consider this matter, but, as you will read in the memorandum, the Department of Finance established the timetable. I urge you to provide us with your best advice; I can think of no more important and critical issue facing us at this time.

Thank you for your cooperaton and help.

RDK/vlj

Attachment

Memorandum

Date : January 17, 1980

To : Agency Secretaries
Departmental Directors
Department Budget Officers
Department of Finance Staff

From : Department of Finance

Subject: 1980-81 Alternative Financial Plan

RECEIVED
VICE CHANCELLOR
BUSINESS AFFAIRS

JAN 21 1980

Trustees California State
University and College

The Governor has directed us to work together in preparing an alternative financial plan for the 1980-81 fiscal year.

Should the Jarvis Proposition (Reduction of Personal Income Tax and Elimination of Business Inventory Tax) on the June 1980 ballot be enacted by the voters, the General Fund's revenues will be reduced by \$4.8 billion for 1980-81. This is a reduction of about 25 percent in State General Fund revenues. The base level of State expenditures will have to be reduced permanently because of the ongoing effect of the Proposition.

Accommodating a reduction of this magnitude will be one of the biggest challenges ever for California Government. If passed, the voters of California will be mandating that we change our traditional views of State and local programs and program levels, as well as how services are delivered. We need the help of Agency Secretaries, Departmental Directors, and their staffs in preparing for this possibility.

Since the Jarvis Proposition would take effect on July 1, 1980 (voting on June 3), contingency plans must be started now. The Legislature has asked for alternatives since it will soon begin deliberations on the proposed 1980-81 Governor's Budget. As you know the Governor's Budget was based upon meeting existing needs within current resources and did not take into account the Jarvis Proposition. Consequently, the Governor will present an Alternative Financial Plan to the Legislature by mid March 1980.

To meet the changes called for in the Jarvis Proposition, we must study the whole of our effort and decide what programs or activities can be reduced or eliminated, including those which have been considered essential based upon our current philosophy of government. The proposed reductions must allow us to fund the most essential, high priority programs in the budget within the remaining estimated resources.

January 17, 1980

This will require our best thoughts, cooperation, and timely action. The timetable within which to accomplish the Alternative Financial Plan follows:

Instructions to departments to prepare proposals	January 17
Departments prepare and submit proposals to Agency Secretaries (where applicable) and to the Department of Finance by	February 6
Agency Secretaries, Departments, and Finance meetings begin	February 19
All final decisions through Department of Finance by	February 26
Go to Governor's Office for decisions	March 3
Plan to Legislature	March 15

To meet this difficult timetable, departments will have to speed up their own decision-making and administrative processes. Departments under a board or commission should call emergency meetings. If the board or commission cannot meet, the executive officer will be expected to prepare the proposals for submission. Most likely we will all have to put in considerable overtime on this over the next several weeks and set aside other urgent matters.

General policies to be used by departments in preparing their proposals are:

1. Each department will submit a plan that includes General and special fund reductions of 30 percent for each fund. Reductions will be made from the 1980-81 Governor's Budget proposed expenditure level. These reductions may include appropriations contained in statute, as well as Budget Act appropriations. Prepare the cost estimate as if the activity is to be reduced or discontinued on July 1, 1980 (i.e. full year cost). The part year savings and other costs of phasing out or reducing these activities will be determined and reported at a later date.

Special fund activities are an existing source of support for State programs. They are usually established as a protected source of revenues unrelated to the condition of the General Fund or other priorities. The Jarvis Proposition requires an entirely new approach, and the use of special funds represents a possible option. Therefore, in order for the Governor to determine statewide priorities and revised funding decisions, alternative proposals must also be submitted for special fund activities. Please remember that Special Accounts in the General Fund are considered Special Funds.

The request for reductions is above the statewide average of 25 percent so the Administration can develop statewide priorities. Just as each department will make larger reductions in some areas and little or no reductions in others, based on departmental priorities, so must the Governor have this flexibility. Therefore, while each department will submit by fund its 30 percent lowest priority activities, the final selection may be less than the 25 percent average reduction required to compensate for the loss of State revenues.

2. THERE ARE NO EXCLUSIONS OR EXEMPTIONS FOR GENERAL AND SPECIAL FUND ACTIVITIES. All departments must submit a 30 percent reduction for General Fund and a 30 percent reduction for Special Funds. All departmental programs and activities are subject to reduction, but across the board reductions to all programs are not recommended. Transfer payments to individuals and local government may be considered for reduction even though it will require a change in statutes. Departments should reflect in their submission appropriate priorities of programs, i.e., programs to be reduced first should carry the lowest priority. Department's are also asked to identify probable effect (consequences) of their proposed reductions. Activities funded from nongovernmental cost, revolving funds, and reimbursements will be reviewed later once the impact of the General and special fund reductions are determined.
3. These reductions will be done separately and equally for State Operations and Local Assistance, i.e., a department may not propose all or a disproportionate share of the reductions in one or the other; each is to be reduced 30 percent.
4. Where Local Assistance cost of living increases proposed in the 1980-81 Governor's Budget, both statutory and discretionary, are included in a proposed reduction, those amounts attributable to cost of living must be separately identified.
5. Reduction of Capital Outlay projects cannot be proposed to meet any of the State Operations or Local Assistance reductions. All Capital Outlay projects will need to be re-evaluated once the impact of reductions in State Operations and Local Assistance is determined. Therefore, Capital Outlay will be considered later.
6. The proposal must include the number of related positions which will be eliminated in each of the reductions. A significant change in the size of the State work force will result because of the magnitude of these reductions. Of course, we want to be as sensitive as possible to State employees.

It is not necessary to identify specific positions now. However, the State Personnel Board needs to know the classifications that will be affected so that they can begin preparing to either transfer employees between departments or prepare for layoffs where transfers are not possible.

Departments, therefore, must send a list of classifications and the number of employees which would be affected to the State Personnel Board (SPB, 801 Capitol Mall, Attn: Wendell Coon). This list must be sent to the State Personnel Board at the same time you submit your proposed reductions to the Department of Finance. Specific positions by classification will be needed for budgetary purposes as soon as final decisions are made. Additional instructions will be issued later.

7. To accomplish such sizable reductions, some changes in law or regulation may be required and will be proposed where necessary. For such cases, pertinent codes and sections will be noted. Instructions for submitting "Request for Approval of Proposed Legislation" will be issued later. However, reductions requiring law change may only be proposed where the State has or can enact the laws or adopt the regulations. Reductions based on proposed changes to the State Constitution or Federal law, rule, or program cannot be included in the reduction package.

January 17, 1980

8. In cases where reducing General Fund expenditures will bring related reductions of revenues to General or special funds, reimbursements, or Federal funds (due to a matching, maintenance of effort or similar Federal provisions), that fact will be noted. In such cases, also include the approximate effect on related revenue. A department must still include 30 percent expenditure reductions in its submittal.
9. Because of time constraints, departments under an Agency Secretary will submit their proposals to their Agency and the Department of Finance simultaneously. An Agency Secretary may, in turn, submit changes or suggest alternatives to a department listing or propose a different sharing of the reductions by departments. The total reductions for the Agency must still equal the 30 percent General and special fund amounts in both State Operations and Local Assistance. In such cases, the Agency must notify the Department of Finance by February 13, 1980. Departments not under an Agency Secretary will submit their proposals to the Department of Finance.

Forms are attached which must be typed and submitted as required in the timetable above. Instructions are printed on the reverse side of the detail forms. Separate color coded forms are provided for General Fund (buff) and special fund (green) proposals. Departments should reproduce (using same color paper) if any extra forms are needed.

It is most important that your proposal is clearly and concisely presented on the forms provided. Departmental material will be used in discussions with the Governor and will be presented to the Legislature for its deliberations.

If you have any questions, please contact your Department of Finance budget analyst or Program Budget Manager.



MARY ANN GRAVES
Director of Finance

Attachments

1922D

of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

February 8, 1977
AB-20-77/2FC

RESOLUTION REGARDING APPOINTMENT OF INSTRUCTIONAL DEPARTMENT CHAIRS

Background Rationale: Amendment of CAM 315.5 to authorize appointment of department chairs for renewable fixed terms of four years in lieu of indefinite-term department heads could significantly improve faculty-administration communications and relations by providing the following:

- 1) a departmental leader who is an advocate of his faculty as well as a representative of the administration.
- 2) a channel for the introduction of new ideas.
- 3) possible reduction of long-term personality conflicts between faculty and departmental leaders.
- 4) a means for the administration to respond periodically to changed conditions, without undue disruption or excessive friction.
- 5) a means for departmental leaders to withdraw gracefully from positions which they no longer wish to occupy.

RESOLVED:

That the following proposed CAM 315.5 changes be made:

315.5

Appointment of Instructional Department Heads/Chairs

- A. Instructional department ~~heads~~ chairs are members of the ~~academic departments~~ ~~who are directly responsible to the appropriate school dean for administration of their respective departments.~~ They are appointed by the University President for ~~indefinite terms~~ renewable four year terms. The President will consult with the Vice President for Academic Affairs and the dean of the school to which the department is assigned, the departmental faculty, and any other individual or group as considered necessary in reaching a decision on instructional department ~~head~~ chair appointments. The dean will inform the faculty of all pertinent personnel information governing the appointment of the department ~~head~~ chair.
 - B. Variations in department size suggest flexible guidelines governing faculty participation in the consultative process. Consequently, the department, by majority
- (Continued)

APPROVED

FEBRUARY 8, 1977

vote of the full time faculty (tenured and probationary), will recommend for approval by the school dean, the Vice President for Academic Affairs, and the President, procedures for the selection of nominees for the department ~~chair~~ chair position. ~~At least three~~
Under normal circumstances, at least three nominees acceptable to the department are to be selected and presented to the President through the school dean and the Vice President for Academic Affairs. In the event that these procedures require the creation of ad hoc committees, their duties and membership shall be determined by a majority vote of the full-time faculty.

2. The department's full-time faculty may decide, by two-thirds majority vote, not to follow the guidelines specified in "E" above. In that case, the school dean will confer with the President or a designee in order to determine the nature and extent of the consultative procedures to be followed. In this ...
3. The appointment of the acting, interim or temporary department ~~chair~~ chair will also be made by the University President following consultation with the Vice President for Academic Affairs and the appropriate school dean and the department faculty. Consultation with the department faculty in selecting an acting, interim or temporary department ~~chair~~ chair will not follow the extensive procedure outlined for regular, ~~department~~
~~department~~ department chair appointments

Changes in the Procedures for Promotion, Retention and Tenure

In regard to statement #12, of the legislative intent in the final report on 1979-1980 Support Budget; the Personnel Policies Committee recommends that the faculty of Cal Poly, SLO forward the following statement to the CSUC Academic Senate:

It is the recommendation of the faculty of Cal Poly, SLO that a five year pilot study be undertaken to determine the advisability of implementing a process for students to serve as non-voting members on personnel committees for appointment, retention, tenure and promotion. This participation should be limited solely to a role of advocacy or representation for affected students in regard to an individual faculty members' teaching performance. The student representative should not have access to any information or personnel data not related to teaching. Any student participating in such a process should be of at least senior status, and should have attended the campus for at least three quarters.

ACADEMIC SENATE
of
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

AS-1132-80/CPSUSLO DELEGATION
January 10-11, 1980

USE OF THE TITLE DEPARTMENT HEAD IN
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

- WHEREAS, The Academic Senate of The California State University and Colleges has recommended implementation of Resolution AS-1129-80/EX concerning the role of the Department Chair in the CSUC; and
- WHEREAS, The title "Department Head," is used on occasion and implies a management role rather than the traditional collegial role of CSUC Department Chairs; and
- WHEREAS, The role of CSUC department leadership should be consistent throughout the system; therefore be it
- RESOLVED: That the Academic Senate of The California State University and Colleges recommend to the Chancellor that he take steps to see that the title "Department Head" be changed wherever it is used in the CSUC system to the traditional title "Department Chair."

FIRST READING RECEIVED

January 11, 1980

SECOND READING SCHEDULED

March 20-21, 1980