

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO  
ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA

August 29, 1978

AG 241

3:00 PM

Chair, Max Riedlsperger  
Vice Chair, Linda Atwood  
Secretary, Alan Foutz

- I. Approval of Minutes - Executive Committee - July 25, 1978
- II. Business Items -
  - A. Report on Curriculum, Subcommittee Report (Att. #1)
- III. Discussion Items -
  - A. Budget Cuts (Riedlsperger)
  - B. Meeting with President Kennedy (August 9, 1978) (Riedlsperger)
  - C. Year-round Operation Issue (Riedlsperger)
  - D. Academic Calendar (Att. #2)

**Memorandum**

: Executive Committee of the Academic Senate

Date : August 10, 1978

File No.:

Copies :

From : Max Riedlsperger, Chair *MR*  
Academic Senate

Subject: Meeting to Discuss Curriculum Schedule

As directed by your decision of June 6 to discuss problems with the the calendar regarding curriculum, Noel Schutt, Joe Weatherby and I met with Malcolm Wilson, Associate Dean of Curriculum and Instruction on July 31.

After an initial discussion about the reasons for the schedule difficulties in the recent curriculum cycle, the three members of the Curriculum Committee this past year concluded that the problems arose not out of the inadequacies of the calendar, but were due rather to other factors which were, it is hoped, unique to this past year.

Nevertheless, it was felt that the Senate role in reviewing curriculum could be improved by a more precise delineation of the procedures, role and responsibility of the Curriculum Committee, and that a thorough review is desirable. Therefore, I would like to propose that a subcommittee be created with membership from both the Curriculum Committee and the Constitution and Bylaws Committee, and charged with a thorough review of the functions, guidelines and procedures of the Curriculum Committee with the goal of writing a new description of the duties of the committee for the bylaws, to be introduced to the Academic Senate for action at the April 10, 1979 meeting.

Some of the points that may be considered by the subcommittee are:

1. Guidelines, rules and procedures for considering curriculum proposals.
2. Establish a schedule in September, by School, of the curriculum year, in order to insure that the proposals are ready at the time when the committee is ready to consider them.
3. Eliminate the potential problems posed by the Senate bylaw restricting the Chairmanship to Senate members, by having the Chair of the Academic Senate appoint the Chair of the committee.
4. Begin the term of all committee members in the off year for curriculum consideration.
5. Set aside a meeting time for the committee the previous year so that at least one block of time during the day would be preserved and to permit members to clear their schedules well in advance. This will require the cooperation of department heads, but it was felt that curriculum is of such vital concern to all departments that they should be willing to cooperate in scheduling for the two quarters of the curriculum cycle.

6. Integrate and negotiate potentially difficult issues with the Academic Affairs Staff after completion of consideration by the Curriculum Committee and before submission to the Academic Senate.
7. Review the meaning and purpose of the curriculum of the university as a whole in curriculum off years.
8. Define the functions of the curriculum committee members so that they realize the importance of the committee and its time demands before they agree to participate. It is hoped this would help insure that only people who are willing to make the sacrifices necessary would volunteer.

This list of points to consider is not intended in any way to limit the scope of the subcommittee's deliberations, but rather to provide a beginning basis for discussion.

MER:sh