Chair, Timothy Kersten  
Vice Chair, Rod Keif  
Secretary, John Harris  

I. Minutes  

II. Announcements  

III. Reports  
  Academic Council (Keif)  
  Administrative Council (Harris)  
  CSUC Academic Senate (Hale, Riedlsperger, Weatherby)  
  Foundation Board (Kersten)  
  President's Council (Kersten)  

IV. Committee Reports  
  Budget (Conway)  
  Constitution and Bylaws (O'Toole)  
  Curriculum (Harris)  
  Distinguished Teaching Award (Fierstine)  
  Election (Al-Hadad)  
  Faculty Library (Swansen)  
  Fairness Board (Swansen)  
  General Education and Breadth (Wenzl)  
  Instruction (Brown)  
  Long Range Planning (Simmons)  
  Personnel Policies (Goldenberg)  
  Personnel Review (Duarte)  
  Research (Dingus)  
  Student Affairs (Moran)  

V. Business Items  
  A. Resolution Regarding Survey of Graduates (Simmons) (Second Reading)  
  B. Resolution Regarding Guidelines for Withdrawal from Classes After the Census Date (Brown) (Second Reading)  
  C. Resolution to Modify the Dates for Personnel Actions (Goldenberg) (Second Reading)  
  D. Resolution Regarding Enrollment Quota Determination (Conway) (First Reading)  
  E. Resolution Regarding Space and Facility Allocation (Conway) (First Reading)  
  F. Resolution Regarding University Resources and Controversial Information (Beecher) (First Reading)  
  G. Resolution Regarding Grade Definitions and Guidelines (Brown) (First Reading)  
  H. Resolution on Physical Education Department Curriculum (Harris) (First Reading)
WHEREAS, A major goal of the university is to prepare students for employment in fields for which they were educated or in related fields; and

WHEREAS, The education received should prepare graduates for promotion to positions of increasing responsibility and leadership; and

WHEREAS, Data on the success of graduates is necessary to modify curricula to meet changes in employment fields; and

WHEREAS, The Placement survey questionnaire mailed to students at graduation provides only limited information and not the data needed for effective long-range planning; therefore be it

RESOLVED: That the Academic Senate recommends to President Baker that the Placement Office be authorized and financed to begin a revised schedule of surveys of graduates beginning with the class of 1980-1981; and be it further

RESOLVED: That continuing surveys be conducted of graduates in their fifth, tenth, and fifteenth years after graduation; and be it further

RESOLVED: That the faculties of the University, with the assistance of the Placement Office and other appropriate campus agencies, design the survey forms for their disciplines; and be it further

RESOLVED: That the confidentiality of individual responders be ensured; and be it further

RESOLVED: That data and interpretations of data be available to those responsible for long-range planning.
RESOLUTION REGARDING GUIDELINES FOR WITHDRAWAL FROM CLASSES AFTER THE CENSUS DATE

Background: A student may currently petition to withdraw from a class after the census date, but prior to the start of the eighth week. According to the catalog, the petition will be approved and the withdrawal authorized "only if there are serious and compelling reasons for the withdrawal in the judgment of the instructor and the department head." The petition requires the signature of both the instructor and the department head.

The definition of "serious and compelling reasons" recommended by the Academic Council in December 1976 were approved by President Kennedy in February 1977. But the definitions were never addressed by the Academic Senate nor have they been published in the catalog. In January 1980, the CSUC Academic Senate recommended local campus Senates to develop guidelines for evaluating the "serious and compelling reasons."

WHEREAS, the university is impacted and many courses are oversubscribed, students should be expected to make a commitment to their courses prior to the census date; and

WHEREAS, the university recognizes that there are "serious and compelling" reasons for which a student might need to withdraw from a class or classes; and

WHEREAS, each student should have available both the procedures and the kinds of reasons the university considers sufficiently serious and compelling to warrant withdrawal; and

WHEREAS, the instructor of the course is the proper person to be consulted on the options available to the student with respect to progress within the course; and

WHEREAS, the student's advisor is the proper person to be consulted concerning the ramifications of dropping a particular class or classes in terms of progress toward graduation; and

WHEREAS, neither the instructor nor advisor should be in the position of evaluating the serious and compelling reason for the petition to withdraw; and

WHEREAS, the Academic Council has determined that the department heads are able to evaluate the serious and compelling reasons for withdrawal petitions; therefore be it
RESOLVED: That the following procedures for withdrawing from classes after the census date be adopted and be included in the catalog and the Campus Administrative Manual:

Procedure:

a. Any student wishing to withdraw from a class between the third and seventh weeks of a quarter must petition to do so. Withdrawal petitions are available at the Records Office.

b. The student shall consult both with the instructor of the course that is being dropped and with his/her advisor. Both the instructor and the advisor signatures must be obtained on the petition.

c. The student shall present his or her petition to the instructor's department head, and the department head, after any appropriate consultation, shall grant approval or not in accordance with the guidelines set forth below.

and be it further

RESOLVED: That the following guidelines for interpretation of "serious and compelling reasons for withdrawal" be adopted and be included in the catalog and Campus Administrative Manual:

Guidelines for Serious and Compelling Reasons

After the census date a student may not drop a class and receive a "W" on the permanent record unless there is a "serious and compelling" reason. Whether the reason advanced by a student is in fact serious and compelling is a matter that requires judgment and interpretation.

It is not possible to describe in advance all the reasons that are acceptable or not acceptable as serious and compelling. The guidelines below should serve to illustrate the intent. Each case should be considered on its own merits.

1. Medical. Serious illness or injury of the student or of his/her immediate family which has resulted in inability to make up course material missed. Verification by the University Health Center or by the student’s personal physician may be required.

2. Financial. For many different reasons a student's financial situation may become so critical that withdrawal from the University is the only recourse. In other cases, withdrawal from a part of the student's course list may be indicated. A student who requests withdrawal after the census date for financial reasons must offer an explanation for his decision to withdraw and may be asked for verification.

3. Personal. Problems of a psychological or other personal nature may indicate withdrawal from a course in order to preserve reasonable progress toward a student's educational goals. Depending upon the nature of the problem, appropriate verification by the University Counseling Center or the Health Center may be required.

4. Other. Withdrawals are permitted after the third week to correct faculty or administrative error as verified by the appropriate department head or
the Registrar.

There may be other serious and compelling reasons to withdraw from classes. Each such case is to be considered on its own merits.

It should be emphasized that poor grades, irregular attendance, or dissatisfaction with the course are not in themselves sufficient reasons to withdraw after the census date. The official drop period--the first three weeks of each quarter--is the proper time to evaluate preparation level, time commitment, normal progress, interest, etc., for each class.

Each school may further interpret these guidelines as to what constitutes "serious and compelling" reasons.
RESOLUTION TO MODIFY THE DATES FOR PERSONNEL ACTIONS

Background: Last year, the Personnel Review Committee requested a change be made in the calendar for personnel action in order to provide them a reasonable amount of time for their part of the process. The Personnel Policies Committee submitted a proposal, which was approved by the Academic Senate. The Academic Senate proposal did provide adequate time for the Personnel Review Committee, but would, as it turns out, cause many difficulties for the Administration. Vice President Hazel Jones considered the situation, and the wrote her own proposal. She sent her proposal to the Executive Committee of the Academic Senate. Copies of her proposal were then sent to the Personnel Review Committee and the Personnel Policies Committee. The Personnel Review Committee felt that the VPAA proposal for third, fourth, fifth and sixth year considerations, and the promotions sections were fine, but preferred the Senate plan for first and second year considerations. With additional consultation with the Personnel Review Committee, Don Shelton and Hazel Jones, it was learned that there is no activity in the first year or second year considerations. Also, Don Shelton stated that the September 20 deadline is impossible for his office.

It is felt that the new timetable will provide the needed time for the Personnel Review Committee, which was the original objective. It is therefore appropriate that the Senate pass the following resolution.

RESOLVED: That the Academic Senate endorse the proposed changes in the calendar for personnel actions, as proposed by Vice President Hazel Jones.

(All calendars under consideration are attached for your information.)
## PROPOSED DEADLINE CHANGES IN FACULTY PERSONNEL ACTIONS

### I. Three, Four, Five and Six Years Considerations

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<th>VPAA</th>
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<td>Jan. 10</td>
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### II. Promotions

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### IV. Second Year Considerations

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RESOLUTION REGARDING UNIVERSITY RESOURCES AND CONTROVERSIAL INFORMATION

Background: During the course of the last summer quarter, President Baker used the resources of his office to distribute material published by an off-campus organization. After several faculty members questioned the propriety of the mailing, President Baker explained that "one of the important reasons for the existence of a university is to provide a forum for constructive criticism of our culture." He added that if necessary to provide balance in that discussion, university facilities, at the Department and School level as well as the resources of President Baker's office, could be used to disseminate pertinent information.

RESOLVED: The university should encourage the discussion of religious, political, public or civic affairs, or other controversies. On occasion it will be necessary to use university facilities to disseminate pertinent information. The material so distributed shall first be reviewed by a standing subcommittee of the Academic Senate's Executive Committee comprised of its members and a representative of the President's Office.