

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE EXECUTIVE COMMITTEE

Minutes - July 1, 1975

- I. The meeting was called to order at 3:20 p.m. by Chair Lezlie Labhard in MHE 152.
- II. Members in attendance were: Norm Eatough, Bob Burton, Joe Weatherby, Luther Hughes, Charles Jennings, Hazel Jones, Nancy Jorgensen, Bill Krupp, Lezlie Labhard, Steve McCutchan, Paul Murphy, and Michael Wenzl.
- Members not in attendance were: David Saveker, Louis Pippin (Ex.), Barton Olsen, and Paul Wolff.
- Guests were: Gerald Sullivan and Jacob Sabto.
- III. It was M/S/P (Eatough/Wenzl) that the minutes of the June 3 meeting be approved.
- IV. Reports
- A. Support Budget Meeting - Tim Kersten reported on the 1976-77 Support Budget (campus requests) meeting at the Chancellor's Office including funding for on-going programs, program change proposals (limited to five items and a maximum of \$300,000), replacement equipment, and the progress of the new faculty staffing formula. Mr. Kersten expressed his pleasure in attending the meeting and the need for an on-going process of faculty involvement in the budget-making process.
- Dr. Jones also gave a brief report about the meeting and discussed the desirability of new formulae for staffing and replacement equipment.
- B. Academic Council Meeting - Gerald Sullivan reported on the last meeting of the Academic Council including the Master Plan (Attach. IV-B), and policy regarding withdrawals after the seventh week.
- Dr. Jones reported that new deadlines for the Master Plan were likely.
- C. President's Council Meeting - Lezlie Labhard reported on the President's Council meeting including the progress of funding for the Life Science Building, the faculty office building, Crandle Gym, the moving of the High School Equivalency Program, and general campus construction.
- D. Foundation Board Meeting - Lezlie Labhard reported on the meeting with the Foundation Board including the funding of KCPR's conversion to stereo, a new program for lunch only meal tickets, and several budget items that were approved. Lezlie also briefly discussed the structure of the foundation and reported that the Board of Directors for the Foundation lists as follows:

Robert E. Kennedy	President
Dale W. Andrews	Vice President
Everett M. Chandler	Secretary-Treasurer
J. Cordner Gibsen	Director
Walter Holtz	Director
Hazel J. Jones	Director
Eugene M. Rittenhouse	Director

- E. SIC Meeting - Steve McCutchan reported on the items of concern discussed among the student representatives for summer (SIC). These items included optional senior projects, student evaluations, and alcohol on campus.

#### V. Old Business

- A. Committee Nominations - It was M/S/P (Wenzl/Hughes) to approve the nominations for Academic Senate Committees as listed in Attach. V-A.
- B. Grievance Panel Selection Procedures - It was M/S (Eatough/Murphy) to table the ad-hoc committee's recommendation on Grievance Panel Selection Procedures (Attach. V-C) until the Fall Quarter.

There was much discussion regarding the importance of the item and the need for its careful consideration.

The motion passed with two abstentions. Joe Weatherby urged that the item be given committee priority in the Fall.

#### VI. New Business

- A. Kranzdorf Memo - It was M/S/P (Jennings/Weatherby) that the Executive Committee pass the memo from Richard Kranzdorf (Attach. VI-A) to the Personnel Policies Committee and the Student Affairs Committee for their recommendations.
- B. Meeting Schedule - It was M/S/P (Wenzl/Eatough) to approve the meeting schedule for 1975-76 as presented by Lezlie Labhard. The schedule is as follows:

September	23	Executive Committee
October	14	Academic Senate
October	28	Executive Committee
November	18	Academic Senate
November	25	Executive Committee
December	9	Academic Senate
January	6	Executive Committee
January	13	Academic Senate
January	27	Executive Committee
February	10	Academic Senate
February	24	Executive Committee
March	9	Academic Senate
March	30	Executive Committee
April	13	Academic Senate
April	27	Executive Committee
May	11	Academic Senate
May	25	Academic Senate
June	1	1976-77 Executive Comm.

#### VII. Announcements (Labhard)

- A. CSUC Center for Professional Development - Bob Alberti attended the policy board meeting at the Chancellor's Office; his report is on file in the senate office.
- B. Election Results were presented in Attach. V-B, Exec.Comm. Agenda, July 1, 1975.

- C. Year-End Reports were referred to the President.
- D. Steady State Enrollment and Staffing. See Attach. V-D, Exec. Comm. Agenda, July 1, 1975.
- E. Next meeting will be August 5, 3:15 p.m., MHE 152 if needed.
- F. An item on a proposed revision of CAM 371.1 and 542 has been postponed until fall because Mr. Thomas was unable to attend the meeting. See Attach. IV-B, Exec. Comm. Agenda, July 1, 1975.
- G. Academic Master Plan as approved by the Academic Council was noted as in Attach. IV-B and will be forwarded to the Curriculum Committee.
- H. The new senate office will be in Chase Hall in the 1975-76 school year.
- I. The Executive Secretary position for the Commission on New Directions in the Educational Process is still open and applications are needed.
- J. The SIC representative will be Dale Federer.
- K. President Kennedy approved the Academic Council proposed change in CAM 733 and the campus guidelines for articulation.
- L. The openings remaining on University Wide Committees are as follows:

<u>Committee</u>	<u>Term of Office</u>
ADP Advisory Committee	1975-76
Advisory Committee on International Education Programs	
A faculty member from:	
School of Agriculture and Natural Resources	1975-77
School of Architecture and Environmental Design	1975-77
School of Human Development and Education	1975-77
3. Advisory Committee on Marine Science and Technology	1975-76
4. Athletic Advisory Commission	1975-76
5. Campus Environmental Health and Safety Committee	1975-76
6. <del>Campus Planning</del> <b>FILED</b> Committee	1975-76
7. Commencement Committee	1975-76
8. Continuing Education Committee	1975-76
9. Coordinating Committee for Teacher Education	1975-76
10. El Corral Bookstore Advisory Committee	1975-77
11. Emergency Preparedness Committee	1975-76
12. Facilities Use Committee	1975-76
13. Graduate Studies Committee	1975-76
14. Registration and Scheduling Committee	1975-76
15. University Convocations and Speakers Coordinating Committee	1975-76
16. University Union Board of Governors	1975-77

M. The senate office still needs to know summer schedules of a few Executive Committee members.

N. President Kennedy's letter concerning the senate recommendations on library space was noted.

The meeting was adjourned at 5:07 p.m.



**Memorandum**

To : Academic Senate Committee Members 75-76

Date : July 1, 1975

File No.:

Copies :

From : Lezlie Labhard, Chair  
Academic Senate

Subject: Academic Senate Committee Meetings

As noted in the printed program for the Fall Conference, committees of the Academic Senate will meet on Tuesday, September 23, at 3:00 p.m.

This time has been scheduled for Senate Committee meetings since it is particularly difficult for faculty committees to arrange a mutually convenient meeting time once classes are under way. This week's meeting should make it possible for all committee members to be present, to jointly schedule a regular time for committee meetings, and to select a chair (if not already done). I would appreciate it if the persons listed would chair the first meeting of the respective committees.

All Senate Committees will meet in Erhart Agriculture Classroom Building. Rooms have been arranged as follows:

Executive Committee	Ag 241	Lezlie Labhard
Budget Committee	Ag 115	Keith Nielsen
Constitution & Bylaws	Ag 200	Corwin Johnson
Curriculum Committee	Ag 201	Gerald Sullivan
Election Committee	Ag 214	Tony Buffa
Instruction Committee	Ag 215	Charles Jennings
Personnel Policies Committee	Ag 216	Lloyd Beecher
Student Affairs Committee	Ag 220	Bill Jacobs
General Education & Breadth		
Requirements Committee	Ag 221	Max Riedlsperger
Personnel Review Committee	Ag 222	David Kann
Research Committee	Ag 223	Guy Thomas
Fairness Board	Ag 225	James Langford
Faculty Library Committee	Ag 226	William Krupp
Long Range Planning	Ag 111	Dave Saveker
Distinguished Teaching Awards	Ag 227	Alice Roberts

After the meeting, please send the following information to the Senate Office, Chase 218 (by September 30, 1975):

1. Name, office, phone number and class schedule
2. Time and location of meetings
3. Items which your committee has "on the drawing board."

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO

Additional Information on New Degree Programs  
Proposed for Inclusion in Academic Master Plan

1. B.S. in Civil Engineering, 1977-78

The program is to provide appropriate job entry education for the engineering profession in the Civil Engineering discipline. More specifically, it is to provide graduates especially trained for the expanding needs of California in transportation and public works projects engineering.

The program is needed to provide a reasonably complete engineering program in the largest undergraduate engineering school in the State. Nationally, Civil Engineering is the third largest engineering discipline (behind Electrical and Mechanical); yet, it is not offered at California Polytechnic State University, San Luis Obispo. The B.S. in Transportation Engineering would be subsumed as an option in Civil Engineering; the other option would be Public Works. The proposed degree would support a contention in the report, "A Study of Engineering Education in California" (more commonly referred to as the Terman Report) on page XV: "Many California institutions would have stronger engineering programs if they gave up some of the fields of engineering in which their enrollments are now very small and utilizing the resources thus released to strengthen other areas of engineering. The Coordinating Council should take steps to encourage such action in public institutions."

Four campuses in the CSUC system presently offer a degree in Civil Engineering: California State Polytechnic University, Pomona; San Jose State University; Chico State University; and Fresno State University.

All the latest employment forecasts for engineers indicate an increased need, especially for civil engineers. The latest edition of the Occupational Outlook Handbook states that opportunities for civil engineers should increase rapidly through the mid-80's due to the growing need for housing, industrial buildings, and transportation systems. Civil engineers are also needed to address the problems of our urban environment, such as water and sewage systems, air and water pollution, urban redevelopment, and transportation systems.

The implementation of the program would require no additional faculty or space. With the exception of two new courses in introductory Civil Engineering Fundamentals, all other courses are presently available and being taught.

2. M.S. in Foods and Nutrition, 1977-78

Currently the Home Economics Department offers a B.S. in Home Economics and a B.S. in Dietetics-Food Administration. In addition, a M.S. in Home Economics is offered.

Ex.Comm., 7/1/75  
Attach.IV-B 1/4

One of the objectives of the proposed program is to qualify the student for registration in dietetics (R.D.). Those students who do not plan on working in hospitals or other institutional settings will be able to teach in the California community colleges, work in government agencies or the food processing industry as nutritionists or food specialists.

Completion of the requirements for this degree and six months of approved hospital work experience will enable the student to qualify for registration in dietetics (R.D.) approved by the American Dietetic Association. The employment outlook for dietitians is good. According to the Report of the Study Commission on Dietetics (1972) in the early 1970's there were approximately 30,000 dietitians practicing in the United States and the report estimates a need for 38,500 professional dietitians by 1980. About sixty percent were employed in patient services, twenty-five percent in food service management, and the remainder in teaching. The report suggests that with the nation's increased emphasis on health care services, the projected need is probably underestimated.

No additional faculty, specialized facilities, or equipment will be needed to implement the program. No additional courses will be required, for it is proposed to utilize already existing courses in Biological Sciences, Chemistry, Education, Food Industries, and Home Economics.

No M.S. in Foods and Nutrition is presently available or projected for the CSUC system.



## ACADEMIC MASTER PLAN: 1975 - 1980

Academic Program and Resource  
Planning in the CSUC,  
April 1975

## CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

DEGREE TERMINOLOGIES	EXISTING PROGRAMS	PROPOSED DEGREE PROGRAMS To be implemented not earlier than:				
		1975-76	1976-77	1977-78	1978-79	1979-80
Agricultural Management	BS					
Agricultural Science		BS				
Agriculture	MS					
Animal Science	BS					
Animal Technology		BS				
Crop Science	BS					
Dairy Science	BS					
Food Industries	BS					
Fruit Science	BS					
Mechanized Agriculture	BS					
Natural Resources						
Management	BS					
Ornamental Horticulture	BS					
Pest Management				BS		
Poultry Industry	BS					
Soil Sciences	BS					
Architecture	BS-MS					
City and Regional Planning	BS-MCRP					
Landscape Architecture	BS		MS →	MS		
Biochemistry	BS					
Biological Sciences <sup>1</sup>	BS-MS					
Business Administration	BS-MBA					
Journalism	BS					
Computer Science	BS-MS					
Child Development	BS					
Crafts Design <sup>2</sup>						
Education	MA				BS	
Graphic Communications	BS					
Industrial Arts	BA-MA					
Industrial Technology	BS					
Physical Education	BS-MS					
Vocational Education	BVED					

**Note:** Italicized programs are nationally accredited subject areas.  
The campus proposes in 1977-78 to reorganize the baccalaureate level Biological Sciences into four separate degrees: Biological Sciences, Biological Technology, Environmental and Systematic Biology, and Microbiology.  
The campus is proposing a program which will incorporate merchandising with design; an appropriate terminology for the program remains under discussion.

Ex. Comm., 7/1/75  
Attach. IV-B 3/4



# ACADEMIC MASTER PLAN: 1975 - 1980

## CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

(Cont.)

DEGREE TERMINOLOGIES	EXISTING PROGRAMS	PROPOSED DEGREE PROGRAMS To be implemented not earlier than:				
		1975-76	1976-77	1977-78	1978-79	1979-80
<i>Aeronautical Engineering</i>	BS					
<i>Agricultural Engineering</i>	BS					
<i>Architectural Engineering</i>	BS					
<i>Construction Engineering</i>	BS					
<i>Electrical Engineering</i>	BS					
<i>Electronic Engineering</i>	BS					
<i>Engineering</i>	MEngr					
<i>Engineering Science</i>	BS					
<i>Engineering Technology</i>	BS					
<i>Environmental Engineering</i>	BS					
<i>Industrial Engineering</i>	BS					
<i>Measurement Science</i>					BS	
<i>Mechanical Engineering</i>	BS					
<i>Metallurgical Engineering</i>	BS					
<i>Transportation Engineering<sup>1</sup></i>	BS					
<i>Dietetics and Food</i>						
<i>Administration Foods and Nutrition</i>	BS					
<i>Home Economics</i>	BS-MS					
<i>English</i>	BA-MA					
<i>Speech Communication</i>	BA					
<i>Mathematics</i>	BS-MA, MS					
<i>Statistics</i>	BS					
<i>Chemistry</i>	BS-MS					
<i>Physical Science</i>	BS					
<i>Physics</i>	BS					MS
<i>Behavioral Science</i>						BS
<i>Recreation Administration</i>		BA				
<i>Economics</i>	BS					
<i>History</i>	BA					
<i>Political Science</i>	BA					
<i>Social Sciences</i>	BS					
<i>Liberal Studies</i>	BA					

Ex.Comm., 7/1/75  
Attach.IV-B 4/4

Note: Italicized programs are nationally accredited subject areas.

1 / Transportation Engineering will be incorporated in Civil Engineering if the latter is approved.

APPROVED NOMINATIONS FOR ACADEMIC SENATE COMMITTEES

CONSTITUTION AND BYLAWS STUDY COMMITTEE

Human Development and Education	Dwayne Head	1977
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CURRICULUM COMMITTEE

Human Development and Education	Kathy Friend	1977
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ELECTION COMMITTEE

Human Development and Education	Ruth James	1977
Professional Consultative Services	Robert Walters	1977

INSTRUCTION COMMITTEE

Human Development and Education	Mary Lou White	1977
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PERSONNEL POLICIES COMMITTEE

Human Development and Education	Robert Sorensen	1977
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STUDENT AFFAIRS COMMITTEE

Professional Consultative Services	Grant Miller	1976
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GENERAL EDUCATION AND BREADTH REQUIREMENTS COMMITTEE

Human Development and Education	Robert Christensen	1977
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RESEARCH COMMITTEE

Human Development and Education	David Sanchez	1977
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FACULTY LIBRARY COMMITTEE

Professional Consultative Services	Billy Mounts	1977
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DISTINGUISHED TEACHING AWARDS COMMITTEE (Chair Appointments)

Charles Quinlan	1977
Don Hensel	1977
George Suchand	1977

Attach.V-A  
Ex.Comm, 7/1/75

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

RESOLUTION REGARDING GRIEVANCE PANEL SELECTION PROCEDURES

Background and Rationale:

See May 14, 1975 memo from Tom Johnston to Joe Weatherby (copies Kennedy, Jones, Shelton, Coyes).

RESOLUTION:

WHEREAS, numerous difficulties have been experienced by the Chairman of the Grievance Panel in applying the procedures as outlined in the Executive Order 201 in the selection of Grievance committees,

RESOLVED: That the summer executive committee, acting for the Senate, accept the recommendations of the ad hoc committee on grievance procedures and forward to the President for implementation as soon as possible.

Ad hoc committee appointed by the Chair of the Academic Senate (see Executive Committee Minutes June 3, 1975 item IV-B): Johnston, Sabto, Weatherby, Jennings, Labhard.

## Memorandum

Joe Weatherby, Chair  
Academic Senate

Date : May 14, 1975

File No.:

Copies : President Kennedy  
Vice President Jones  
Donald Shelton  
Frank Coyes

From : Thomas Johnston *TJ*

Subject: Grievance Panel Selection Procedures

This memo is a follow-up to the discussion I initiated with the Academic Senate Executive Committee. After more than two quarters as the Chairman of the Grievance Panel, I believe it is appropriate that the difficulties experienced in applying the procedures as outlined in Executive Order 201, should be examined carefully and, if possible, resolved before further meetings of this panel become necessary.

The Chairman of the Grievance Panel is an appointee agreed to by the President, after he receives recommendation from the Academic Senate. The Chairman is charged with the responsibility of supervising the selection by lot of a three-member committee. Those who may attend selection committee meetings are specified in Section 5.2 of Executive Order 201. In the course of establishing a grievance committee, the inadequacies of Executive Order 201 have become apparent and, on several occasions, procedures have reached an impasse due to lack of clarity, omissions or semantics. Following is an outline of some of the difficulties encountered:

1. Executive Order 201 states that the grievance panel consists of all tenured academic employees of the campus, holding the rank of professor or associate professor, holding full-time appointment and assigned at least two-thirds time teaching and research or both. Technically, all eligible faculty constitute the panel. However, there are faculty who become temporarily or permanently unavailable for reasons of sudden illness, family matters, conferences, banked leave or immediate past service on a grievance committee or personnel committee. It has been argued by the grievants that these facts are not clearly prescribed as for cause in Executive Order 201, and the excusing of such a committee member or members constitutes one or both of the preemptory challenges available to the President. This is an unjust demand and more precise rules should be drawn to cover such exigencies.
2. No time factor is established or procedures defined governing the amount of time a grievant may take in agreeing to a committee. A Chairman is very much at the mercy of the grievant in this matter, and while common sense prevails in most cases, by mutual agreement, it has been my experience that from the time of initial drawing by lot to the acceptance by the grievant of the final committee, a period of six weeks had elapsed. Executive Order 201 gives no direction on this matter and leaves the Chairman in a difficult situation if the grievant chooses to employ delaying tactics.



May 14, 1975

3. Once a faculty member has served on a grievance committee, according to Executive Order 201, this fact does not preclude immediate eligibility for service again. This is most unjust, particularly on a campus the size of Cal Poly, where nearly 400 faculty are eligible for service. It would be appropriate to excuse such a member for a minimum of one calendar year from the time of completion of service.
4. As Executive Order 201 stands, selection of committee members is by lot. However, other than the stipulation concerning the grievant's own department, or persons involved in personnel action, it is possible, and experience has proven, that the total committee may be formed from one department or one school. Again, this is highly undesirable, both from a practical and ethical standpoint, and revision is in order. It is suggested that the final committee should not contain any more than one member from a given department or school.
5. Experience has shown that confidentiality at the level of committee selection has not always been agreed to. Candidates for committee assignment have been contacted by grievants prior to their final selection or rejection. Granted this is unprofessional, but nevertheless, the fact remains that such an action has occurred. Remedies for this situation should be sought.

The foregoing points have been, at one time or another, the cause for delay, offense, and mistrust in what is supposedly a simple action of committee selection. The Chairman cannot be placed in a position of inoperability because of poorly defined procedures. I therefore propose that the committee selection procedures be committed to writing and, at the initial meeting between the grievant and the Chairman, be agreed upon over the signatures of both grievant and Chairman.

A possible committee to formulate the procedures more precisely for submission to the President for approval, might consist of the Chair of the Academic Senate, Don Shelton, the present Grievance Panel Chair (myself) and the appointee for next year's Grievance Panel Chair.

# Memorandum

Leslie Labhard  
Chairwoman, Academic Senate

Date : June 11, 1975

File No.:

Copies :

**ACADEMIC SENATE**

From : Richard Krantzdorf

**JUN 12 1975**

Subject: Proposed formation of a new Academic Senate Committee

**CAL POLY - SIO**

In my teaching of American Government, as Academic Senate Representative to the Student Affairs Council, and as general observer of the University I have come to the conclusion that both the ASI and the Academic Senate have a void in the area of administrative records, files, dossiers, etc. on students and faculty. I know we have long had an open file policy here at Cal Poly and I know that Rights and Privacy Act of 1974 has opened student files to them or their parents. But I also believe that there is a smorgasbord of data on both students and faculty which is not open to them, about which they probably do not know, the uses to which they are put are in question, etc.

It is in this perspective that I would like to propose the setting up of an Academic Senate Committee on Records and Privacy which would explore the entire matter here on the Cal Poly Campus. This is a subject which perhaps is touched upon in one or more Committees existant but I believe it to be important enough on its own to warrant its own committee as an ongoing body.

I would be happy to discuss this subject with your further (I'll be on campus only through this Friday, then June 25-27, then from the end of August on.