

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE
EXECUTIVE COMMITTEE - MINUTES
February 24, 1976

Chair, Lezlie Labhard
Vice Chair, David Saveker
Secretary, Charles Jennings

- I. The meeting was called to order by the Chair, Lezlie Labhard, in Ag. 241 at 3:15 PM.

All members were present except: Barton Olsen and Mike Wenzl.

Excused absences: Joe Weatherby, Bill Krupp, Nancy Jorgensen, Hazel Jones.

Guests: Art Duarte and Tom Hale.

Substitute: Fred L. Heaton (for Hugo Hurtado).

- II. The minutes for the meeting of January 27 were approved.

III. Business Items

- A. Records Office Policy Regarding Change of Grades (Buffa)(Att. III-A) - It was M/S/P (Buffa) to forward the matter to the Student Affairs Committee for study and that they report back to the Executive Committee by the middle of spring quarter.
- B. Faculty Input on School Councils (Hale)(Attachment III-B) - It was M/S/P (Saveker) that the Chair pass the conclusions of the Personnel Policies Committee on to the Academic Vice President and the Deans as an information item.
- C. Time Delay in Transmission of Tax Shelter Funds (Connely)(Attachment III-C)- It was M/S/P (Jennings) to refer the matter to the Budget Committee for study and that they report back to the Executive Committee by the next meeting in March.
- D. Resolution in Support of Collegial Governance (Hale)(Attachment III-D)- It was M/S/P (Saveker) that the resolution be made a business item at the next meeting of the Academic Senate.
- E. Naming Buildings (Murphy) - There was concern expressed regarding the need for consultative procedures for the naming of campus buildings. Paul Murphy agreed to write a resolution to be presented at the next meeting in March.
- F. Committee Membership - It was the consensus of the Executive Committee to approve the replacement of Billy Mounts by Lloyd Hennig on the Faculty Library Committee.

IV. Discussion Items

- A. Department Heads Role in Writing Job Descriptions (Murphy)(Att. IV-A) -
The draft on the Role of Department Heads was noted and discussed. It was the consensus of the committee that a copy of the document be attached and that the matter be referred to the Personnel Policies Committee as an information item. Comments on the draft should be referred to the Personnel Policies Committee.

V. Announcements (Lezlie Labhard)

- A. The Chair asked that the Executive Committee consider and suggest persons to speak at commencement. These suggestions are to be forwarded to the Academic Senate Office as soon as possible.
- B. The Ad Hoc Committee on the Co-Sponsorship of Campus Events met on Feb. 23. At present there is no student representative. The committee will report back to the Executive Committee at the next meeting.

The meeting was adjourned by the Chair, Lezlie Labhard, at 4:15 PM.

The next meeting of the Executive Committee will be March 30 in Ag. 241 at 3:15 PM.

Memorandum

To : Lezlie Labhard, Chair
Academic Senate Executive Committee

Date : January 23, 1976

File No.:

Copies :

From : Tony Buffa *TB*
Physics Department

Subject: Attached possible agenda item for executive committee

If possible I'd like to get the attached as a business item for the January 27 meeting. If we have too many items, then February's meeting is OK.

I believe the problem is well explained by Professor Hoffman's covering memo and I will move that it be forwarded to an appropriate committee for study and recommendation as soon as possible.

Memorandum

To : Tony Buffa, Academic Senate

Date : January 23, 1976

File No.:

Copies :

LabhardVia Buffa

From : Ken Hoffman (PHYSICS)

Subject: Records Office Policy Regarding Change of Grade

I wish to bring to your attention a policy presently being practiced by the Records Office. Last week I had submitted to the Records Office a properly filled out "Change of Grade" form. Earlier this week the student involved showed me a copy of her transcripts, which are attached, and which display the manner in which the change had been made. As can be seen, the incorrect grade had been merely crossed out with the correct grade placed next to it. The Records Office informed the student that in order to have the incorrect grade erased, I would have to submit an additional memo to the Records Office indicating that indeed I had made a "clerical error". (My response to this is also attached.)

When asked to explain the policy the Registrar replied that they try to distinguish between a "change of grade" and a "clerical error" and that only the latter would show a complete erasure of the incorrect grade.

I for one, have always thought a change of grade implied an error during the grading process. Hence, I do not understand how the Records Office can make such a distinction. Moreover, CAM gives no provision for such an obviously arbitrary practice.

Apparently, there are an innumerable number of transcripts displaying an unerased incorrect grade. The ramifications of this practice with regard to the subsequent use of such a transcript (i.e., employment, graduate school, etc.) is obvious and is clearly unfair and potentially destructive to the students concerned.

I ask that this matter be brought to the attention of the Academic Senate.

Thank you.

ENTRIES ARE QUARTER, UNITS									
4	550151571	FALL 74							
147	INSTRU ENSEMB	A	1.0	4.0					
151	BAND	A	1.0	4.0					
280	FIRST AID	A	2.0	8.0					
117	ALGEBRA/TRIG	A	5.0	20.0					
114	ENGLISH COMP	C	4.0	8.0					
101	FORTRAN PROG	W							
OVERALL			CAL POLY						
S.P.A.	UNITS COMP.	UNITS ATT.	GRADE POINTS	UNITS ATT.	GRADE POINTS	Cum.G.P.A.	CUR. G.P.A.		
2.38	13.0	13.0	44.0	13.0	44.0	3.28	3.36	13.0	44.0
144	550151571	WINTER 75							
147	INSTRU ENSEMB	A	1.0	4.0					
151	BAND	A	1.0	4.0					
250	HEALTH EDUC	A	2.0	8.0					
X201	GENERAL PSYCH	B	3.0	9.0					
101	FORTRAN PROG	B	2.0	6.0					
141	ANALYTIC CALC	D	4.0	12.0					
OVERALL			CAL POLY						
S.P.A.	UNITS COMP.	UNITS ATT.	GRADE POINTS	UNITS ATT.	GRADE POINTS	Cum.G.P.A.	CUR. G.P.A.		
2.59	60.0	56.0	145.0	56.0	145.0	2.1	1.00	13.0	4.0

Change from F to D Course Units 4
(Grade) (Grade)

Instructor

K.A. Hoffman
(Signature)

K.A. HOFFMAN

(Instructor's Name Printed)

NOTE: This form must be handed in by the instructor involved.

Grade Change Forms will not be accepted from a student.

MS. ~~RECORD~~ RECORD. RATHER THAN ERASED!

THIS IS THE SECOND SUCH FORM
I HAVE SUBMITTED FOR THIS
GRADE CHANGE DUE TO AN
ERROR OF MINE. I SUSPECT IT
WAS YOUR ERROR THAT THE 'F'
GRADE WAS MERELY

Records Office Copy

CROSSED OUT ON

ENTERED
WITHDRAWN
52 1974

Memorandum

To : Executive Committee

Date : January 26, 1976

File No.:

Copies : Personnel Policies
Committee

From : Lloyd Beecher, Chair
Personnel Policies Committee

Subject: Faculty "Input"

At its Oct. 28, 1975 meeting the Executive Committee referred a memorandum regarding "faculty input" into the several school councils to the Personnel Policies Committee. After reviewing the procedures actually utilized in each of the schools, the Committee concluded that a recommendation concerning the composition or function of the Dean's councils would be inappropriate. However, since by law the meetings are open to the public, the Committee thinks that the several Deans should have agendas of their school meetings posted in faculty mail rooms at least 24 hours prior to the actual meeting. This courtesy would help faculty determine when it would be in their interest to attend a Council meeting.

Memorandum

To : Executive Committee of Academic Senate

Date : February 12, 1976

File No.:

Copies :

ACADEMIC SENATE

FEB 12 1976

From : John B. Connely

CAL POLY - SLO

Subject: Time Delay in Transmission of Tax Shelter Funds

WHEREAS, there is presently a delay of approximately 25 days in the transmission of funds deducted from the payroll checks of employees of the University to insurance carriers of tax-sheltered annuities; and

WHEREAS, such delay results in considerable loss of interest to those employees; now, therefore, be it

RESOLVED by the Academic Senate, that an investigation be conducted to determine whether the time required for the transmission of funds from the University to the respective insurance carriers of tax-sheltered annuities could be shortened.

Att. III-C, Ex.Comm.
Minutes, 2/24/76

Memorandum

To : Executive Committee
Academic Senate

Date : February 9, 1976

File No.:

Copies :

From : Personnel Policies Committee
Academic Senate

Subject: Selection, Appointment, Term and Recall of Departmental Chairs

On January 9 we received from you a request to make a recommendation concerning the selection, appointment, term and recall of departmental chairs. Before so doing the Committee concluded that it would be useful to have the attached resolution discussed on the floor of the Academic Senate and forwarded to the University President.

Attachment

RESOLUTION IN SUPPORT OF COLLEGIAL GOVERNANCE

Whereas,

This Academic Senate has observed that Collegial Governance is a requirement for the advancement of University service and reputation,
and

Whereas,

Collegial Governance consists of more than consultation with this body, particularly in those areas in which the constituents of the membership have particular expertise,
and

Whereas,

This body has determined that a step toward Collegial Governance on this campus is the election of Departmental Chairpersons to fixed terms by the members of the department faculty,
now therefore be it

Resolved;

That the Academic Senate forward its views to President Kennedy together with a request for a clarification of his position regarding the election of Departmental Chairs.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo

ACADEMIC SENATE

NOV 19 1975

Department Head Role and Job Description

CAL POLY - SLO

ROLE

The department head is the key on-line administrator within the total structure of the campus academic administration in carrying out the work of the department.

He implements policy and serves as the middle-man advocate for the department, consults appropriate department faculty, provides feedback to school and campus levels, and makes independent judgments in the areas of assigned responsibility. The major responsibilities are described in the job description section.

JOB DESCRIPTIONI. Prepares Objectives

The department head prepares his performance objectives in consultation with the school dean and the department faculty. These objectives may vary from department to department, based on the organization and function of the department, yet all department heads are responsible for the tasks described in the balance of this description.

II. Recruiter

- A. The department head maintains staffing continuity to accommodate existing and anticipated long-term program needs and departmental objectives and to adjust for faculty turnover and leaves.
- B. He evaluates potential ~~faculty~~ appointees through recommendations, personal interviews, reference checks, and in-depth examination into areas involving each candidate such as (1) evidence of teaching ability; (2) scholarly productivity; (3) performance in previous teaching posts; (4) educational preparation and earned degrees; (5) evidence of ability to work with colleagues and maintain departmental cohesiveness and momentum.
- C. He recommends to the school dean each new member of the departmental faculty for appointment, whether full or part-time and whether in regular or lecturer status.
- D. He recruits and recommends for appointment clerical and technical staff to support the department's instructional program.

III. Evaluator - Orienter - Counselor

- A. The department head must evaluate the performance of faculty (1) to aid each faculty member in his individual professional growth in light of his perceived potential; (2) to motivate both below-average and average performers to improve; (3) to identify those who should be advanced and those who should be terminated; and (4) provide full and accurate data to all faculty committees and academic administrators who assist in making decisions on retention, tenure, and promotion. He likewise evaluates the departmental clerical-technical staff.

- B. In making an evaluation of each faculty member, the department head coordinates his own efforts and those appropriate faculty within the department in developing an evaluation profile with full perspective, which may include such factors as (1) student evaluation of teaching performance; (2) class visitation conducted by the chairman and other senior faculty; (3) information obtained from a faculty member's colleagues in assessment of his scholarly contribution; (4) the overall contribution of each faculty member to the department, school, campus, and community.
- C. The department head discusses with faculty individually the degree to which the work of each meets the needs of the department's instructional program and how he might upgrade his performance. He counsels each on his prospects for tenure, promotion, and merit salary adjustments.
- D. At the time of hiring and at regular intervals throughout the career of each faculty member the department head plans with him his professional objectives, correlates those objectives with departmental needs, and indicates to each faculty member the criteria upon which his performance will be judged.
- E. The department head is responsible for providing leadership in the development and coordination of activities to improve instructional performance, such as departmental conferences for interchange on the use of classroom materials and techniques of classroom teaching. This requires him to maintain liaison with audiovisual services and other related instructional support areas.
- F. In the case of joint appointments or team teaching he does everything possible to insure that reliable and fair evaluations are made.
- G. The department head ensures that new faculty are oriented to the demands and objectives of the basically instructional mission of the California State University and Colleges. In addition, he orients lecturers and part-time faculty, who are normally outside the mainstream of departmental activities, to assure that they properly complement the role of the regular, full-time departmental faculty.
- H. He must build and maintain the kind of general climate for personnel development which guides each faculty member and encourages him to grow throughout his career at the college in terms of his discipline, interpersonal relations with students and his effective involvement in departmental decision-making processes. He must be sensitive to the needs of individual faculty and foster cooperative interrelationships among departmental faculty.

IV. Curricular Developer

- A. The department head must stimulate his faculty to keep abreast of developments within their disciplines, to develop and constantly re-evaluate innovative curricular programs such as those with an interdisciplinary approach, and to plan the department's long-range objectives with respect to the needs of both graduates and undergraduates.

- B. He encourages scholarly involvement and the pursuit by his faculty of instructionally related research.
- C. He encourages his faculty to undertake an ongoing program of updating existing instructional programs.
- D. He should seek active involvement in related professional organizations.

V. Middleman - Advocate

- A. The position of department head requires that the incumbent have the ability to share both a faculty and administrative perspective. He articulates the needs, problems and views of his faculty to school and campus administrative levels and is, at the same time, the most immediate on-line representative of campus administration. He is responsible for implementation and supervision within his department of policies developed at higher levels.
- B. Respecting allocation by the dean of school resources, he advocates and justifies his department's needs so as to assure continuation and further development of his department's instructional program.
- C. The department head is frequently called upon to provide contact as the representative of his department before civic and professional organizations and in hosting on and off-campus community related activities. He may also serve a key role in the articulation of departmental and school programs with the programs of high schools and community colleges.

VI. Student Counselor

- A. The department head is the member of the departmental faculty who may be the most frequently sought out to advise students at both graduate and undergraduate levels concerning their degree and career objectives. He provides coordination of the involvement of his faculty in their regular advisement responsibilities and insures the existence of an effective, on-going advisement program.
- B. He recommends action by the dean on student petitions for waiver of school and departmental regulations and has the responsibility of articulating student requests and recommendations on curricular matters to his faculty so that the departmental curriculum is appropriately responsive to student needs.

VII. Teacher

Along with the responsibility of overall departmental administration, he may also be a classroom teacher and thus be responsible for course preparations, presentations, assignments and examinations. His teaching must be of sufficient excellence to validate his position as the basic evaluator of the teaching competence of his faculty.

VIII. Budget Developer and Administrator

With implementation of program budgeting and the need to delegate the fiscal responsibility downward, the department head's function of preparing and administering his department's budget is of growing importance among his overall responsibilities. He must, therefore, be able to allocate the limited resources allotted him so as to strengthen his department.

IX. Guardian of Departmental Continuity Throughout the Calendar Year

A. The department head assures smooth, fully operative functioning of the department by means of appropriate class and faculty scheduling and space allocations well in advance of each academic year. All other advance planning and administrative chores required before each academic year are also the department head's responsibility and are often done during the summer months. The department head schedules his department's summer offerings and must make sure that sufficient curricular breadth and depth are offered to permit those students pursuing summer session course offerings reasonable program continuity. This adds to his staffing responsibilities. As regards campuses on quarter system year-round operation, these functions of the department head are intensified and there is even greater need for operational continuity since there is no summer hiatus.

B. The department head facilitates the administrative support operations of the department so as to insure effective use of clerical services, proper space allocation, adequate supplies, etc.

X. Committee Work

Not only may the department head serve ex officio on all departmental committees, (as well as some at school and campus levels), but he provides focus and direction for their attention to issues. Committee service is a keystone of academic governance, and the department head's role as chief departmental representative and spokesman places particular emphasis upon his skills of advocacy in committee service at higher levels.

Committee

School of Agriculture and Natural Resources	Wallace Glidden
School of Architecture & Environmental Design	William Phillips
School of Business and Social Sciences	Will Alexander
School of Communicative Arts & Humanities	Verland Stahl
School of Engineering and Technology	E. R. Owen
School of Human Development and Education	Walter Schroeder (chairman)
School of Science and Mathematics	Richard Nelson