

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE EXECUTIVE COMMITTEE

Agenda July 1, 1975

3:15 p.m. MHE 152

I. Minutes - June 3, 1975, Executive Committee Meeting

II. Reports

A. 1976-77 Support Budget (campus requests) meeting at the Chancellor's Office (Kersten)

B. Academic Council (Sullivan)

C. President's Council (Weatherby)

D. Foundation Board (Labhard)

E. SIC - Steve McCutchan

F. - Report from H. Jones on budget.

III. Old Business

A. Senate Committee Membership (Labhard) (Attachment III-A)

B. Grievance Panel Selection Procedures (Attachment III-B)

IV. New Business

A. Academic Senate Committee - Records and Privacy (Kransdorf memo, Attachment IV-A) - Refer to PPC.

B. Proposed Revision of CAM 371.1A and 542 (Interim Policy on Procedures Governing Faculty Consulting and Overload Pay)

(Thomas memo, Attachment IV-B)

(Change to Announcements)

V. Announcements

C. MEETING SCHEDULE 75-76
D. ACADEMIC MASTER PLAN & Announcements item F
E. Announcements item G

A. CSUC Center for Professional Development: Policy Board Meeting 6/3/75. - what is this?

B. Election Results (Attachment V-B)

C. Year-End Reports, Items referred to the President and Committee Assignment Sheet.

D. Steady State Enrollment and Staffing (Attachment V-D)

E. Next Meeting August 5, 3:15 p.m., MHE 152. → may not meet.

H. - New office Chase Hall

I. - EXEC. SECT. for Commission on New Directions in the Educational Process. Memo from Marley.

J. Senate hours will be in morning July, August.

K. SIC up. for summer - Dale Federer

L. Articulation guidelines + procedures.

submitted by Ac. Council to K&K have been approved. Involves CAM revision - guidelines

M. University-wide comm. appointments - vacancies will appear in the minutes.

N. Schedules to me

O. memo from Kennedy.

ATTACH TO MINUTES

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

San Luis Obispo

ACADEMIC SENATE COMMITTEES 1975-76
(Committee Chair*)

EXECUTIVE COMMITTEE

Lezlie Labhard, Chair
David Saveker, Vice Chair
Charles Jennings, Secretary
Barton Olsen, Academic Senate C.S.U.C.
Michael Wenzl, Academic Senate C.S.U.C.
Paul Murphy, Academic Senate C.S.U.C.
Joe Weatherby, Past Chair

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services
Academic Vice President
ASI

Luther Hughes
J.M. Kourakis (Summer - Paul Wolff)
Milton Drandell (Summer - Joe Weatherby)
Bob Burton
William Krupp
Louis Pippin
Anthony Buffa
Nancy Jorgensen
Hazel Jones

BUDGET COMMITTEE

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services
Director of Business Affairs
Associate Director of Business Affairs
ASI

David Schaffner 1977
Frank Hendricks 1977
John R. Lindvall 1977
Keith Nielsen 1977
Larry Moore 1976
Jack Jones 1976
Leonard Wall 1976
Charles Beymer 1976
James Landreth Ex-Officio
Frank Lebens Ex-Officio
1976

CONSTITUTION AND BYLAWS STUDY COMMITTEE

Agriculture and Natural Resources
Architecture and Environmental Design
Business and Social Sciences
Communicative Arts and Humanities
Engineering and Technology
Human Development and Education
Science and Mathematics
Professional Consultative Services
ASI

Corwin Johnson 1976
Leo Pinard 1977
Robert Huot 1976
1977
Dwayne Head 1977
John R. Thomas 1977
Marcus Gold 1976
1976

CURRICULUM COMMITTEE

Agriculture and Natural Resources	Luther Hughes	1976
Architecture and Environmental Design	John Edmisten	1976
Business and Social Sciences	Rol Rider	1977
Communicative Arts and Humanities	*Gerald Sullivan	1977
Engineering and Technology	Michael Cirovic	1977
Human Development and Education	<i>Kathy Friend</i>	1977
Science and Mathematics	Neil Webre	1977
Professional Consultative Services	Eileen Pritchard	1976
Associate Dean Curriculum and Instruction	David Cook	Ex-Officio
University Librarian	Harry Strauss	Ex-Officio
ASI		1976

ELECTION COMMITTEE

Agriculture and Natural Resources	Larry Rathbun	1977
Architecture and Environmental Design	Raymond Hauser	1977
Business and Social Sciences	Patrick McKin	1977
Communicative Arts and Humanities	George Kastner	1976
Engineering and Technology	George Hoffman	1976
Human Development and Education	<i>Ruth James</i>	1977
Science and Mathematics	Tony Buffa	1976
Professional Consultative Services	<i>Robert Walters</i>	1977

INSTRUCTION COMMITTEE

Agriculture and Natural Resources	Ruben J. Greffenius	1976
Architecture and Environmental Design	Joseph Amanzio	1976
Business and Social Sciences	James Coleman	1977
Communicative Arts and Humanities	Charles Jennings	1976
Engineering and Technology		1977
Human Development and Education	<i>Mary Lou White</i>	1977
Science and Mathematics	Emile Attala	1977
Professional Consultative Services	Robert Alberti	1976
Head Audio Visual Services	John Heinz	Ex-Officio
University Librarian	Harry Strauss	Ex-Officio
Associate Dean Academic Planning	David M. Grant	Ex-Officio
ASI		1976

PERSONNEL POLICIES COMMITTEE

Agriculture and Natural Resources	James Bermann	1977
Architecture and Environmental Design		1977
Business and Social Sciences	Geraldine Ellerbrock	1976
Communicative Arts and Humanities	Lloyd Beecher	1976
Engineering and Technology	Margaret Glaser	1976
Human Development and Education	<i>Robert Sorensen</i>	1977
Science and Mathematics	Thomas Hale	1977
Professional Consultative Services	Nancy Jorgensen	1976
Director, Personnel Relations	Donald Shelton	Ex-Officio
ASI		1976

STUDENT AFFAIRS COMMITTEE

Agriculture and Natural Resources	Bill Jacobs	1976
Architecture and Environmental Design	Richard Zwiefel	1976
Business and Social Sciences	John Culver	1977
Human Development and Education	Dale Federer	1976
Communicative Arts and Humanities	Daniel Krieger	1977
Engineering and Technology		1977
Science and Mathematics	Thomas Richards	1977
Professional Consultative Services	<i>Grant Miller</i>	1976
Dean of Students	Everett Chandler	Ex-Officio
ASI Officer		1976
ASI Representative		1976

GENERAL EDUCATION AND BREADTH REQUIREMENTS COMMITTEE

Agriculture and Natural Resources	Allen Foutz	1976
Architecture and Environmental Design	Steve Orlick	1976
Business and Social Sciences	Dan Williamson	1976
Communicative Arts and Humanities	Max Riedlsperger	1977
Engineering and Technology		1977
Human Development and Education	<i>Robert Christensen</i>	1977
Science and Mathematics	Roger Gambs	1977
Professional Consultative Services	Angelina Martinez	1976
Curriculum Committee	Gerald Sullivan	1977
Associate Dean, Curriculum and Instruction	David Cook	Ex-Officio
ASI		1976

PERSONNEL REVIEW COMMITTEE

Agriculture and Natural Resources	Royce Lambert	1976
Architecture and Environmental Design	James Hallet	1977
Business and Social Sciences	Dell Orey Nickell	1976
Communicative Arts and Humanities	Carl Hseih	1977
Engineering and Technology	George Eastham	1976
Human Development and Education	Reginald Gooden	1977
Science and Mathematics	*David Kann	1976
Professional Consultative Services	Joseph Romney	1977
	Larry Carr	1976
	Enrico Bongio	1977
	Erland Dettloff	1976
	Josephine Stearns	1977
		1976
		1977
	Michael L. Emmons	1976
	Sarah Niu	1977

beg. of fall quarter

RESEARCH COMMITTEE

Agriculture and Natural Resources	James Hallett	1976
Architecture and Environmental Design	Donald Grant	1977
Business and Social Sciences	Robert L. Hoover	1977
Communicative Arts and Humanities	Guy Thomas	1977
Engineering and Technology	Frank Hendel	1976
Human Development and Education	<i>Dave Sanchez</i>	1977
Science and Mathematics	Paris Babos	1977
Professional Consultative Services	Fred Genthner	1976
Director of Business Affairs	James Landreth	Ex-Officio
Foundation Executive Director	Al Amaral	Ex-Officio
Director of Institutional Studies	Lowell H. Dunigan	Ex-Officio
Associate Dean, Research	Howard Boroughs	Ex-Officio
Instructional Dean	Robert Valpey	Ex-Officio
ASI		1976

FAIRNESS BOARD (Tenured Only)

Agriculture and Natural Resources	George Gowgani	1977
Architecture and Environmental Design	Don Koberg	1977
Business and Social Sciences	Jim Lau	1976
Communicative Arts and Humanities	Mona Rosenman	1977
Engineering and Technology	Ed Strasser	1976
Human Development and Education	James Langford	1976
Science and Mathematics	Norman Eatough	1977
Professional and Consultative Services	Don Cheek	1976
ASI		1976

FACULTY LIBRARY COMMITTEE

Agriculture and Natural Resources	Thomas A. Ruehr	1977
Architecture and Environmental Design		1977
Business and Social Sciences	Carl Lutrin	1976
Communicative Arts and Humanities	Stanley A. Malinowski	1977
Engineering and Technology	William Krupp	1977
Human Development and Education	Homer Hoyt	1976
Science and Mathematics	Elizabeth Perryman	1976
Professional Consultative Services	<i>Billy Mounts</i>	1977
Director, University Library	Harry Strauss	Ex-Officio
ASI		1976

DISTINGUISHED TEACHING AWARDS COMMITTEE

Alice Roberts	1976	
William Phaklides	1976	
<i>Quinlan, Charles</i>	1977	
<i>Henzel, Don</i>	1977	
<i>Suchand, George</i>	1977	
	1976	student
	1976	student

LONG RANGE PLANNING COMMITTEE

Agriculture and Natural Resources	Leslie Vanoncini	1976
Architecture and Environmental Design	David Saveker	1976
Business and Social Sciences	Tim Kersten	1976
Communicative Arts and Humanities	Stan Dundon	1976
Engineering and Technology	A. E. Andreoli	1976
Human Development and Education	Sarah Burroughs	1976
Science and Mathematics	Howard Steinberg	1976
Professional Consultative Services	Marcus Gold	1976
Director of Business Affairs	James Landreth	Ex-Officio
Director of Institutional Research	Tom Dunnigan	Ex-Officio
Associate Dean of Academic Planning	David Grant	Ex-Officio
ASI		1976

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. *points 1-4*

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.

*motion by Paul Murphy to delete item 5.
approved.*

*Luther - motioned to send 1-4 as endorsed
by Acad. Senate.*

Paul moved to table it.

*- Joe suggests Leslie get to
this first thing in fall.*

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.

Motion to delete this section due to mention in 3 AM.

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

To : Leslie Labhard
Chairwoman, Academic Senate

Date : June 11, 1975

File No.:

Copies :

From : Richard Kranzdorf

ACADEMIC SENATE

JUN 12 1975

Subject: Proposed formation of a new Academic Senate Committee

CAL POLY - SLO

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.

*memo to Kranzdorf -
a copy of minutes.*

Memorandum


To : Hazel Jones
Vice President for Academic Affairs

→ Academic Senate Executive Committee

Date :

File No.:

Copies : Dale W. Andrews
Executive Vice President

From : Guy Thomas 
Chairman, Research Committee

Members
Research Committee

Subject: Proposed Revision of CAM Section 371.1A and 542
(Interim Policy on Procedures Governing Faculty Consulting and Overload Pay)

The Academic Senate Research Committee has a primary responsibility this 1974-75 academic year of making recommendations on changing CAM Section 542, Interim Policy on Faculty Consulting and Overload Pay to permanent CAM policy.

The Research Committee has attempted to provide a vehicle for faculty to make use of their professional competencies in consulting activities. At every opportunity faculty should be encouraged to enhance their instructional and professional abilities whereby they receive the professional enrichment from these activities. The consulting activities in no way should be detrimental to the faculties or the University, nor be in competition with community activities or services.

The Research Committee is recommending the proposed CAM revisions (attached) to be adopted as permanent policy to CAM.

A. Attachment A, 371.1A, Page 1.

The Research Committee reviewed private consulting activities as they exist in some other CSUC institutions; and, strongly believing that the University encourages each faculty member to make use of his knowledge as a consultant where he is professionally competent, is recommending the revision of CAM Section 371.1A.

The revision will permit consulting activities if approved under the proposed provisions of CAM 542.B.

B. The Committee recommended reorganization of CAM Section 542 to have four subclassifications. They are:

1. Faculty Consulting (Attachment B, 542.B1, Page 1)

This serves as a preamble paragraph and no change was made in the existing language.

2. University or Foundation Sponsored (Attachment B, 542.B2, Pages 1 & 2)

Existing language is shown with recommended Committee changes as follows:

Attachment B, 542.B2c, Page 1

The Committee deleted the last sentence ("No proprietary or secret work is permitted.") because they felt the sentence was redundant. The sentence preceding this deletion states that all results from consulting must be freely accessible to the public. The Committee felt that no violation would occur when the results must be accessible to the public.

Attachment B, 542.B2d, Pages 1 & 2

The changes in this paragraph are required to reflect correct administrative titles.

3. Private Consulting (Attachment B, 542.B3, Pages 2 & 3)

Attachment B, 542.B3a, Page 2

No change in the existing language.

Attachment B, 542.B3b, Page 2

The Committee introduced this new paragraph which would permit faculty to act as private consultants providing all provisions of this paragraph are met. The Committee felt that faculty should be encouraged to make use of their knowledge where they are professionally competent. Existing language prohibits use of State facilities (CAM Section 371.1A) when acting as a private consultant.

By permitting faculty to act as private consultants, the Committee felt that these activities would not only enhance the professional stature of faculty, but enrich the instructional programs as well. The Committee has attempted to provide a means of instructional and professional enrichment by introducing this paragraph and amending CAM Section 371.1A which will be less negative and could provide a vehicle for faculty to include certain consulting activities which may be considered as official business.

Attachment B, 542.B3c, Pages 2 & 3

The Committee recommended that the deleted sentence was very restrictive in the form of "any context." They recommended the new underlined words to serve as the prohibition language of the paragraph. The last sentence was deleted as the Section of CAM 371.1 was deleted and has been amended and is referenced in paragraph 542.B3a.

Attachment B, 542.B3d, Page 3

The change in this paragraph is required to reflect correct administrative titles.

4. Faculty Overload Pay (Attachment B, 542.B4, Page 3)

No change from existing language.

C. Attachment C, Proposed Procedures and Guidelines for Reimbursement

This document has been developed by the Director of Business Affairs as procedures to follow in determining direct and indirect costs to be reimbursed to the University. Appropriate schedules and procedures have been approved by Mr. James Landreth, Director of Business Affairs.

Attachments: A - Draft Proposal Change for CAM 371.1A
B - 542.B Faculty Consulting and Overload Pay
C - Proposed Procedures and Guidelines for Reimbursement

ATTACHMENT A.

Section 371, Draft Proposal Change for CAM 371.1A

- 371 Activities Inconsistent, Incompatible, or in Conflict with Duties as an Employee
- 371.1 In protecting the integrity of the California State service, the law includes standards of conduct with which State officers and employees are expected to comply. In accordance with the requirements of Section 19251 of the Government Code, the following employments, activities, or enterprises of every officer and employee under the jurisdiction of the State University and Colleges are inconsistent, incompatible, or in conflict with duties as a State officer or employee:
- A. The use of State time, facilities, equipment, or supplies at any time for any purpose other than the performance of official business.

"Official business may include certain consulting activities if approved in accordance with the provisions of CAM 542, B."
 - B. The performance for compensation other than State salary of any service for any person or public or private agency if such person or agency performs any action which is subject to review recommendation or approval by the employee or any of the employee's subordinates.
 - C. The performance for compensation other than State salary at any time of any service which the employee's State duties require the employee to render.
 - D. The acceptance of any obligations on the part of any officer or employee which would prevent the employee from carrying out responsibilities for which employed, or the acceptance of any responsibilities which would be in conflict with the purposes of the university.
 - E. The engaging in any activity which is contrary to a policy of the State University and Colleges or otherwise inimical to its welfare.
 - F. The willful violation of any law, any regulation of the Trustees or any directive of the Chancellor respecting employment or the performance of the employee's duties.
 - 1. No member of the staff of the California Polytechnic State University Foundation or member of the staff of the California Polytechnic State University, San Luis Obispo, shall purchase or sell, borrow or use in any way whatsoever, directly or indirectly, any materials or property belonging to the Foundation or Foundation student projects, except through such procedures as the Foundation Board of Directors may prescribe. (See CAM 590.2, 590.3)

ATTACHMENT B.

542

B. Faculty Consulting and Faculty Overload Pay

The following statement of interim policy and precedents governing faculty consulting and faculty overload pay was drafted by the Associate Dean of Graduate Studies and Research based on preliminary discussions by the University Research Committee. It was endorsed by the Academic Vice President and approved by the University President for use pending approval of a set of permanent guidelines now under development by the University Research Committee.

1. Faculty Consulting

The University encourages each faculty member to make use of his knowledge as a consultant in fields where he is professionally competent. Exchange of knowledge among the faculty is a normal function, and the faculty should be willing to act as consultants to each other without fee. On projects that require a lengthy or regularly continuing amount of consulting, it may be appropriate for the consultant to be paid for this service, so long as this payment is not contrary to federal or state policy, or to university policy concerning the total amount of time a faculty member may devote to extra duties for which he is paid.

2. University or Foundation Sponsored

- a. A faculty member may act as a consultant to a governmental or private agency, and have access to university facilities, provided the funds are received by either the Cal Poly Foundation or by the University. In such an arrangement, the faculty member is not acting as a private consultant, but as a Foundation or University employee, and will be reimbursed at his or her salary rate.
- b. If a faculty member has a grant or contract, regardless of the source of funds, university policy requires that other university faculty members reimbursed on the grant or contract shall be shown as co-investigators, faculty associates, or other title which shows the appropriate salary; the use of the word "consultant," showing an arbitrary fee, is not allowed. Exceptions to this policy may be made by the Academic Vice President when it is in the interests of the University, not the individual.
- c. All results from consulting for a fee, which is accepted by either the University or the Foundation, must be freely accessible to the public. ~~No proprietary or secret work is permitted.~~
- d. No contractual commitments of any kind in research or consulting, which involve the University or the Foundation, may be made prior to approval by authorized University or Foundation officers.

The university's Proposal Approval Form outlines the normal approval procedure and signatures required. Copies are available from the ~~Associate/Dean of Graduate Studies and Research~~ Coordinator, Research Development. The ~~Academic~~ Executive Vice President gives the final approval for the University except in special instances where approval by the President is required.

3. Private Consulting

- a. Faculty members may be private consultants outside the University, provided this activity does not interfere with the faculty members' obligations to the University, which are primary. Consulting should not average more than one day a week during the academic or calendar year, whichever is appropriate. [See CAM 370.2, Working Conditions and Employee Responsibilities, Academic (Instructional) Employees.]
- b. "When faculty members act as private consultants, with or without pay, they may desire to use specialized state facilities, equipment, services, or supplies, but any such use requires advance approval by the appropriate Department Head and School Dean, plus provision for reimbursement to the state for such use. Approval for use of state facilities, equipment, services, or supplies for private consulting may be granted only if there is no adverse effect upon the instructional functions of the University, and if there is provision for full reimbursement of direct and indirect costs to the University. The amount of direct and indirect costs to be reimbursed must be approved by the appropriate Department Head, School Dean, and the Director of Business Affairs. Appropriate procedures and schedules for determining reimbursable costs will be developed by the Director of Business Affairs. In general, no reimbursable costs will be assessed for the use of normal office space and office equipment routinely provided each faculty member, but full costs will be assessed for the use of any specialized facilities, equipment, services, or supplies." (See CAM 371.1)
- c. As a private consultant, the faculty member should make it clear to his sponsor in writing that in no way does he speak or act for or represent the University or the Foundation; ~~that the University's name or the Foundation's name may not be used in any context~~, nor is there any University or Foundation liability for the faculty member's statements or actions as a private consultant. ~~When acting as a private consultant, a faculty member cannot use state time, facilities, equipment, or supplies. (See CAM 371.1)~~

When university faculty members engage in any consulting work, particular care must be taken not to compete with

private industry. Even when the consulting work of a faculty member is handled through a State or Foundation agreement, evidence must be presented to show that any university facilities used are not readily available in private industry within a reasonable geographic area.

- d. The faculty member must inform his department head of any consulting activities off campus, unless they are clearly of a minor nature constituting less than an average of two hours per week. The faculty member should be alert to any possible conflict of interest; obligations to the University take precedence. If the faculty member is a consultant and also has a federal grant or contract, possible conflict of interest may become a serious problem. In order to protect himself, the faculty member should seek advice on any possible conflict; the school dean, the ~~Associate Dean of Graduate Studies and Research~~, Coordinator, Research Development, or the Academic Vice President may be helpful. (See CAM 371.3, Activities Inconsistent, Incompatible, or in Conflict with Duties as an Employee.)
4. Faculty Overload Pay
- a. Faculty members on full-time appointments are considered to be paid for 100% of their time. If a faculty member is on reassigned time, as part of the normal load, this percentage of time must have been paid from either university resources or from an approved grant or contract administered by the Cal Poly Foundation.
 - b. The University permits overload payment (i.e., payment in excess of regular salary for basic appointment) for the following categories of overload assignments:
 - (1) For teaching in Extension
 - (2) For approved research or other grant/contract activities when payment is permitted by the sponsor
 - (3) For special Educational Programs, such as workshops or short courses that are not part of regularly assigned duties
 - (4) For consulting on a project that is formally accepted by the University or Cal Poly Foundation. Such consulting must clearly be related to the faculty member's educational duties; students should be involved in the project. (See subparagraph d. under Faculty Consulting above.)
 - c. The total overload permitted from all the above sources is 25% of the full-time salary.

ATTACHMENT C.

Procedures to be Followed in the Implementation of
CAM 542.B (As Recommended for Amendment by the University
Research Committee)

I. Policy

Reasonable charges will be made when University facilities are used by a faculty member who acts as a private consultant. The purpose of this procedure is to define relationships, to explain when charges will be levied, and to describe procedures to be followed in obtaining approval to use such facilities and to provide the University reimbursement.

In the conduct of consulting activities by faculty members, two broad categories of University facilities are utilized.

1. Category I Facilities:

These are facilities which are routinely provided to individual faculty members to enable them to carry out the personal aspects of their instructional function. Examples are faculty office space and related office furniture and equipment.

2. Category II Facilities:

These are facilities which are routinely provided to the collective faculty to enable them to carry out the group aspects of their instructional function. Examples are classrooms, conference rooms, general office space, shared laboratories, shared major equipment items, and shops.

It is the policy that:

1. With respect to Category I facilities no charges will be assessed for their use in the conduct of private consulting activities.
2. With respect to Category II facilities, all identifiable costs will be used as a basis for charges to faculty members. The amount of reimbursement will be determined as follows:

A. Direct Costs:

1. All direct identifiable costs will be invoiced at actual cost.
2. Services, such as computer processing, will be charged at established rates which are in effect for such services at the time they are rendered. Services by the Computer Center, in connection with private consulting, require prior approval by the Computer Center Director, in addition to required approval by the line organization and the Director of Business Affairs (see paragraph II.1 et seq).

3. University communications facilities shall not be used in such a way as to cause an incremental charge to the University nor will University supplies, materials, etc., be used in connection with private consulting except in situations where outside sourcing directly by the faculty member is not practical. The use of supplies and materials must be specifically approved prior to their use (see paragraph II.1. et seq).

B. Indirect Costs:

1. For building space, 35¢ per square foot per month, based on full-time usage. This charge includes utilities and custodial services. Full-time usage is defined as 40 hours per week for office space; and 75 hours per week for classroom and laboratory space.
2. For equipment, the rental rate will be 25% of the original cost (or fair market value at date of gift) and assumes a work year of 500 (in other words, the hourly rental charge will be 25% of cost divided by 500). A charge will be made for a full hour for any fraction of an hour of use. For example, use for 45 minutes will result in a charge for 1 hour; use for 7 hours and 15 minutes will result in a charge for 8 hours.

The use of the University facilities for private consulting will not be approved unless the following criteria are met:

- A. The activity should be one which relates to and will probably enhance both the professional competence and teaching competence of the faculty member.
- B. The activity does not conflict with assigned duties as an employee.
- C. The activity will not place any financial responsibility on the State.
- D. The activity will not interfere with the scheduled use of the facilities and/or equipment by the University.
- E. The activity shall be conducted in such a manner as not to reflect adversely on the University or its faculty, staff, or students in any way.

When University faculty members engage in private consulting work, particular care must be taken not to compete with private industry. Even when the consulting work of a faculty member is handled through a State or Foundation agreement, evidence must be presented to show that any University facilities used are not readily available in private industry within a reasonable geographic area.

II. Procedures

The following procedures are to be followed in obtaining approval and making reimbursement to the University for use of facilities, equipment, and/or services in private consulting.

1. Obtaining Approval

The faculty member must, in memorandum form, fully describe the proposal or activity, including estimated costs. It must be submitted to the line organization as appropriate, with copies to the Coordinator, Research Development, and the Academic and Executive Vice Presidents. Normally, a proposal will be submitted through the faculty member's department head and school dean to the Director of Business Affairs. Each member of the line organization will recommend approval or disapproval. Before approving a proposal, the Director of Business Affairs will insure that the individual in charge of any University service or function, which may be affected by a proposal, is consulted and approved. Copies of recommendations made by line organization, and approval or disapproval by the Director of Business Affairs, including responses to any necessary consultation(s), will be provided to the Coordinator, Research Development, and the Academic and Executive Vice Presidents.

2. Reimbursement to University

At the completion of the consulting endeavor, but no less frequently than each calendar quarter (within 25 calendar days after completion or the end of a quarter), the faculty member performing the consulting activity will report by memorandum, the type and amount of all direct and identifiable costs (including services) associated with resources provided by the University. The report will also include full details regarding the use of the University facilities and/or equipment, including date(s) and time(s). When the usage report is a final one, it should be so indicated by labeling it a termination or final report. Reports will be submitted through the faculty member's department head (or other immediate superior, as appropriate), who shall, by endorsement, confirm the accuracy of the report, and forward it to the Director of Business Affairs, with a copy to the appropriate superior in the line organization (normally the school dean).

The Director of Business Affairs will bill (invoice) the faculty member for the total amount due, including any services (which will have been separately confirmed). Payment of the invoice may be made in person to the University Cashier, Room 131E, or may be paid through the mail by check or money order made payable to California Polytechnic State University and addressed to the attention of the University Cashier. When payment is made by mail, care should be taken to provide information with the remittance which clearly identifies the invoice(s) for which payment is being made.

Collections based on charges for use of facilities and equipment (indirect costs) will be taken by the University as General Fund reimbursement. All identifiable direct costs will be processed so that credits (negative expenditures) accrue to the same account that was charged with the original incremental cost expenditure.

Memorandum

To : Joe Weatherby, Chairman
Academic Senate

Date : June 4, 1975

File No.:

Copies :

From : Bob Hooks, Chairman
Election Committee - Academic Senate

Subject: ELECTION RESULTS

ACADEMIC SENATE
JUN 4 1975
ACADEMIC SENATE
JUN 5 1975
CAL POLY - SLO
CAL POLY - SLO

As the result of a ballot count after the election on Tuesday, June 3, 1975, the Election Committee certifies the following results as shown.

Both amendments to the Constitution of the Academic Senate passed with the necessary two-thirds vote.

Preamble

Votes cast	-	134
2/3 necessary	-	89
"yes" votes	-	112
"no" votes	-	18
blanks	-	2

Membership in Professional Consultative Services

Votes cast	-	136
2/3 necessary	-	91
"yes" votes	-	102
"no" votes	-	31
blanks	-	3

BH:sp

Memorandum

To : Deans Cummins, Ericson, Fisher, Gibson,
Hasslein, McKibbin, Valpey

Date : June 9, 1975

File No.:

From : Robert E. Kennedy

Copies : Hazel Jones, Dale Andrews,
Chairperson of Academic Senate
Chairperson of the Staff Senate
Chairperson of the Ad Hoc Committee
on Equal Term Enrollment
Donald Shelton

Subject: Report of the Ad Hoc Committee to Study
Steady State Enrollment and Staffing

ACADEMIC SENATE
JUN 11 1975
CAL POLY-SLO

On June 19, 1974, I received the Report of the Ad Hoc Committee on Steady State Enrollment and Staffing. This was subsequently referred to the Administrative Council, Academic Council, and the Academic Senate for input, recommendations, or comments. The Academic Council and the Administrative Council substantially recommended acceptance of the report with minimum modification. The Academic Senate recommended further and broader study of the matter, and expressed particular concern with regard to the establishment of a ten percent (10%) minimum of FTE faculty positions to be filled with part-time or temporary employees.

Since the initiation of the study on Steady State Enrollment and Staffing last year, there have been several occurrences affecting this institution. Probably the two most significant are the lack of capital improvement funds to provide new classrooms and office facilities, and the enrollment ceiling of 13,800 FTE students for the next three years. This is complicated further by declining student enrollments in certain fields, both statewide and at this campus. I expect fluctuations in enrollment between fields to be a continuing problem under the controlled enrollment condition which we will experience for the next three years. These have resulted in my establishment of an Ad Hoc Committee on Equal Term Enrollment.

I have decided to accept the report of the Ad Hoc Committee to Study Steady State Enrollment and Staffing as an interim guideline to be followed at least until the local Academic Senate has agreed to a long range policy and procedure on steady state staffing. Guidelines A through E and G, H, I, and J should be considered as planning factors when determining school and departmental future staffing requirements.

I do not consider it necessary at this time to establish as a requirement that a minimum of ten percent (10%) of FTE faculty positions (on a school or departmental basis) be filled with part-time or temporary faculty. In fact, I object to the concept of a nonflexible minimum to be applied across-the-board to all schools and departments. I, therefore, reject the concept of a "10% minimum" and substitute in its place a goal of from 5 to 15 percent of total FTE faculty positions in part-time or lecturer appointments, depending upon the perceived future staffing needs of each department. Each dean should, after a review of all programs, plan future recruitment in a manner which permits adjustment to sudden declines or other possible shifts in enrollment with the least hardship on continuing faculty.

By a copy of this memorandum, I am referring the Ad Hoc Committee Report on Steady State Enrollment and Staffing to the recently appointed Ad Hoc Committee on Equal Term Enrollment for its information and consideration during its deliberations.

Attach.V-D

IMPROVED CAMPUS FACILITIES SEEN

"Unless some unforeseen problems develop, we can expect to obtain the Cal Poly Life Science Building," Dr. Robert E. Kennedy told the President's Council on Monday (June 9).

The \$6.25 million building, which had been omitted from the 1975-76 state budget with other CSUC projects at an earlier date, has now been restored to both State Senate and Assembly versions of the budget to be considered on the floor of the Legislature. The budget measures, supported at committee levels of both houses and by the Legislative Analyst and State Department of Finance, virtually insure the proposal's success. Dr. Kennedy said he expects Governor Edmund G. Brown, Jr., to support the allocation for the building once the measure passes the Legislature.

Also meeting with Legislative support is a budget item which will provide \$75,000 to provide working drawings for the Faculty Office Building. The inclusion of the augmentation item in the budget at the committee level resulted from a state-level policy recommendation of the Department of Finance and Legislative Analyst recognizing the critical shortage of permanent faculty office spaces at Cal Poly. Funds for remodeling Crandall Gym were omitted from the budget in the Legislative process, apparently due to increasing remodeling costs.

In connection with other facilities matters, E. Douglas Gerard (Executive Dean) reported that all faculty to be moved for next fall will be advised this week. He said accommodations have been designated for all faculty members. Included in the facilities will be 15 relocatable units, which will begin to arrive later this week, with all units to be on dispersed campus sites by the end of July.

STEADY STATE REPORT ACCEPTED

President Robert E. Kennedy has accepted with one exception the report of the Ad Hoc Committee to Study Steady State Enrollment and Staffing "as an interim guideline to be followed at least until the local Academic Senate has agreed to a long-range policy and procedure on steady state staffing." Indicating that the guideline should be considered as a source of planning factors when determining school and departmental future staffing requirements, Dr. Kennedy noted that he did not feel it necessary at this time to establish as a requirement that a minimum of ten percent (10%) of FTE faculty positions (on a school or departmental basis) be filled with part-time or temporary faculty. Rejecting the concept of a nonflexible minimum to be applied across-the-board to all schools and departments, Dr. Kennedy has substituted a goal of from 5 to 15 percent of total FTE faculty positions in part-time or lecturer appointments, depending upon the perceived future staffing needs of each department. He asked each dean to review all programs and plan future recruitment in a manner which permits adjustment to sudden declines or other possible shifts in enrollment with the least hardship on continuing faculty.

He also referred the Ad Hoc Committee Report on Steady State Enrollment and Staffing to the recently-appointed Ad Hoc Committee on Equal Term Enrollment for its information and consideration during its deliberations. Dr. Kennedy noted that, since the initiation of the study on Steady State Enrollment and Staffing last year, two significant problems have been the lack of capital improvement funds to provide new classrooms and office facilities and necessity of observing an enrollment ceiling of 13,800 FTE students for the next three years. The problems are complicated further by declining student enrollments in certain fields, both statewide and at Cal Poly. Dr. Kennedy said he expects fluctuations in enrollment between fields to be a continuing problem under the controlled enrollment condition which Cal Poly will experience for the next three years and so has established the Ad Hoc Committee on Equal Term Enrollment.

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Fall Quarter 1975

September 22	Monday	Beginning of fall quarter (faculty only)
September 25	Thursday	Registration for new students
September 26	Friday	Registration for continuing and returning students
September 29	Monday	Fall quarter classes begin
October 6	Monday	Last day to enroll for fall quarter Last day to add courses
October 17	Friday	Last day to withdraw from classes without petition
November 11	Tuesday	Academic holiday—Veteran's Day
November 17	Monday	End of seventh week
November 26-30	Wednesday-Sunday	Academic holiday—Thanksgiving
December 9	Tuesday	Last day of classes
December 10-13	Wednesday-Saturday	Final examination period
December 13	Saturday	End of fall quarter
December 14-January 4	Sunday-Sunday	Academic holiday

1975

SEPTEMBER

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DECEMBER

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Winter Quarter 1976

January 5-6	Monday-Tuesday	Registration for winter quarter
January 7	Wednesday	Winter quarter classes begin
January 14	Wednesday	Last day to enroll for winter quarter Last day to add courses
January 27	Tuesday	Last day to withdraw from classes without petition
February 16	Monday	Academic holiday—Washington's Birthday
February 23	Wednesday	End of seventh week
March 15	Monday	Last day of classes
March 16-19	Tuesday-Friday	Final examination period
March 19	Friday	End of winter quarter
March 20-24	Saturday-Wednesday	Academic holiday

Spring Quarter 1976

March 25-26	Thursday-Friday	Registration for spring quarter
March 29	Monday	Spring quarter classes begin
April 5	Monday	Last day to enroll for spring quarter Last day to add courses
April 16	Friday	Last day to withdraw from classes without petition
April 23	Friday	Academic holiday (noon)—Good Friday
May 14	Friday	Last day to apply for June commencement
May 31	Monday	End of seventh week
June 7	Monday	Academic holiday—Memorial Day
June 8-11	Tuesday-Friday	Last day of classes
June 12	Saturday	Final examination period
June 13-20	Sunday-Sunday	Commencement End of spring quarter End of university year (faculty only) Academic holiday

1976

JANUARY

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□ EXECUTIVE COMMITTEE
○ SENATE

→ EXTRA