

MEETING REMINDER

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA (Cont'd.)

May 18, 1976 (April 29, 1976) - 3:15 AG 241

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

I. Reports

- A. Ad Hoc Committee on Student Evaluation of Faculty (Ellerbrock)  
(Attachment - Agenda, April 29, 1976)
- B. Ad Hoc Committee on Faculty Sponsorship of Events (Cichowski)  
(Attachment - Agenda, May 6, 1976) → talk to Randall  
+ Bob about meeting
- C. Ad Hoc Committee on Information Awareness (Kranzdorf) w/ Kay

II. Business Items

- A. Student Grievance Procedures (Culver, Langford) (Attachment to be distributed)  
- has to be working by July 21.
- B. Library Building Resolution (Lutrin) (Attachment II-B)
- C. Resolution Concerning Legal Assistance Course in Political Science (Cirovic)

III. Announcements

- A. Implementation of Grievance Procedures (Labhard)

Find out about Staff  
Dining room  
for May 27  
Ac. Senate

Charge +  
rec. from  
4/29/76 for  
attachments  
✓ Attach  
d. to  
business  
and to committees

- ac - 2 full - Ac. Sen off  
1 " Library  
1 " Kennedy  
1 " VP Jones  
1 " Add. to f. - ge.  
1 " ASI office  
Summary  
- Senators  
- Ad Hoc  
- Fac. - in  
- Dean  
- \$6 for  
add'l.  
copies  
of data

Call Bennis  
what to do  
about 44220

# Memorandum

: Lezlie Labhard, Chair, ACADEMIC SENATE  
Academic Senate

MAY 11 1976

CAL POLY - SLO

Date : May 10, 1976

File No.:

Copies : Members of Faculty Library  
Committee (with attachment)

*CEZ*  
**Ex. Comm.**

From : Carl Lutrin, Chair,  
Faculty Library Committee

Subject: LIBRARY BUILDING RESOLUTION

Attached is the Library Building Resolution prepared by and approved by the Faculty Library Committee. The Faculty Library Committee seeks the endorsement of the Academic Senate, and the Committee hopes, that following Senate approval, it will be forwarded to President Robert E. Kennedy for his attention.

Your assistance in placing this Resolution on the Senate agenda prior to the termination of the Spring Quarter will be very much appreciated. Members of our committee feel that new and additional library space is urgent, and that this Resolution, if supported, may serve as a continual reminder of library need.



FACULTY LIBRARY COMMITTEE

BUILDING RESOLUTION (Revised)

- WHEREAS, the University Library was built to accommodate 6,600 full-time equivalent students, and must currently serve 13,800 annual average FTE students, and
- WHEREAS, the seating capacity of the present facility was established at 1,650 reading stations, only 935 are now available, and accepted CSUC standards justify a minimum of 2,760 stations based on seating twenty percent of the FTE enrollment, and
- WHEREAS, the planned volume capacity of the library building was set at 150,000 volumes, while current holdings approximate 1,300,000 items including 460,000 volumes, and
- WHEREAS, reader station space in the reading rooms has been relinquished to provide stack areas to house the collections, and
- WHEREAS, the assigned function of the Faculty Reading Room has been changed to accommodate student seating, and
- WHEREAS, justified library space is now shared with the Learning Assistance Center and the Language Laboratory, and
- WHEREAS, the present overcrowded conditions within the Library discourage effective and maximum use of the Library's excellent resources by both students and faculty, and
- WHEREAS, the Administration must now seek temporary book storage facilities outside of the Library, which will further limit accessibility to the collections, and
- WHEREAS, continued efforts have been made since 1965 to secure adequate building space, including the drafting of a full set of architectural working drawings,
- BE IT RESOLVED, that the Faculty Library Committee places highest priority on the early construction of a new and adequate library building, that the Academic Senate be urged to give vigorous support to the acquisition of these new facilities, and that President Robert E. Kennedy be requested to provide active leadership in establishing the new library as the number one building priority on Cal Poly's Capital Outlay list.

**Memorandum** ACADEMIC SENATE: Leslie Labhard, Chair  
Academic Senate

MAY 18 1976

CAL POLY — SLO

Date : May 18, 1976

File No.:

Copies :

From : Richard Kranzdorf, Chair  
Ad Hoc Information Awareness Committee

Subject: Report of Ad Hoc Information Awareness Committee

The members of the Academic Senate Ad Hoc Information Awareness Committee have been meeting weekly since April 14, 1976. As you know, the Committee was set up pursuant to an Academic Senate Resolution (AS-4-76/AS) which said in part that such a committee be created to discover "what files on Faculty persons or groups of Faculty persons exist, who has access to these files, and how the files are used."

The first several meetings have been concerned with mechanics of the running of the committee and getting some feeling about the universe which may be of concern to the committee (for a summary of subjects considered, see the attached minutes of our first three meetings).

The questions we are considering were included in a letter to Don Shelton, Director, Personnel Relations (copy attached) inviting him to join us in our meeting of May 12. Don will again be joining us on the 19th. Others whom we intend to invite to join us either this quarter or in the fall include Gerald Panches, Information Security Officer; Don McCaleb, Director, Public Relations, and Chief Cockrell, Head of the Campus Police.

Eventually we would hope to provide for the Academic Senate a list of machine-read and manually-stored information sets on some or all faculty with subheadings on each similar to those mentioned in the memo to Don Shelton. We will also make recommendations in those cases in which we believe the present situation is not in the interest of the faculty.

In the fall we will formally request that any member of the faculty who believes that information about him or her has been collected or disseminated improperly to speak to the committee so we may pursue the matter further.

The direction the committee takes may also be shaped by a bill presently before the state legislature (story attached). Such a bill may spell out more explicitly what types of information state agencies may ask or require of their employees.

Thus far the administration has cooperated with us fully. We hope this spirit of cooperation will continue.

# AD HOC COMMITTEE ON FACULTY WELFARE

MEMORANDUM

10 April 1971

Present: Roche, Curran, Alexander, Lammson (representing Epstein), Phillips, Smith, Troy.

- Action: 1) R. Alexander to be committee chairman.  
2) Committee to meet each Wednesday at 1:30 P.M. in Math and Science Building. 3) Other matters discussed.

## Recommendations

- 1) Role of this committee -- (a) to establish facts on what files exist on campus containing information relating to the welfare of faculty members at Cal Poly, and (b) to make recommendations to the Academic Senate for action, if any, based upon committee findings.
- 2) General discussion included:
  - a) Determine the scope of the committee's study
  - b) Determine what applicable policy statements are contained in CAA and Administrative Policies 135.1.
  - c) Agreement that the first order of business for the committee is to determine where on the campus, geographically, ~~the~~ faculty files are located.
  - d) Roche is to bring information on machine readable files to the next committee meeting.

AD NDC INFORMATION AWARENESS COMMITTEE

Meeting No. 2

21 April 1976

**PRESENT:** Boche, Curzon, Epstein, Krandorf, Lewis (visiting), Phillips, Smith.

- ACTION:**
- 1) It was decided that a Cal Poly student representative will be invited to join the committee.
  - 2) The committee shall seek from Donald L. Shelton any ethnic data forms distributed to the faculty in the past.

**DISCUSSION:**

- 1) It was agreed that the committee also consult with (in addition to Mr. Boche) campus administrators who may be in a position to provide relevant information; e.g.,

Donald L. Shelton, Director of Personnel Relations  
Gerald N. Panches, Registrar  
George W. Cochriel, Chief, Police and Fire

- 2) Boche presented information on the following campus files:

- a) Faculty Roster  
(copy of data collection form distributed, as well as a table of data prepared from this faculty roster)
- b) Telephone Directory Data Sheet
- c) Payroll/Personnel Data  
a file including but not limited to the information in a) and b) above; this file was never implemented but illustrates the kind of data people are interested in.
- d) A new Personnel Data System to be implemented in September 1976.

- 3) Further information will be sought on the Faculty Roster since this is apparently the single most active faculty file.

- 4) Topics to be considered by the committee at subsequent meetings are to include:

- a) University Master List - large, comprehensive file on alumni
- b) the access code to the computing system

AD HOC INFORMATION AWARENESS COMMITTEE

Meeting No. 3

12 April 1975

---

Present: Socha, Epstein, Kranzdorf, Phillips, Smith, Troy.

Kranzdorf announced that the committee will meet in *Graphic Arts, Room 101*, on May 5 (our next meeting).

- Discussion:
- 1) The committee discussed points to be considered for inclusion in the chair's report to the executive committee of the Academic Senate. Kranzdorf compiled a list of these points to serve as the basis for his report.
  - 2) The "Interim Policy and Procedure Statement on Faculty Personnel Files" from OAM was considered (copies distributed). Discussion centered on specific points in this statement which, if revised, might make such files less liable to abuse.

Don Shelton  
Director, Personnel Relations

May 7, 1976

Richard Kranzdorf  
Chair, Academic Senate Ad Hoc Information Awareness Committee

Meeting of Information Awareness Committee on May 12, 1976

As you may know, the Academic Senate has set up an Ad Hoc Information Awareness Committee which is concerned with the subject of faculty files, records, etc. During these first few weeks of existence we have been considering the scope of the subject, questions to be asked, etc. We are now at the point at which we believe it would be beneficial to have expertise provided by members of the administration who work in this area. In this connection, you seemed a likely person to contact. Indeed, in President Kennedy's memo to the Academic Senate Chair on January 30, 1976, he stated that "the committee should consult with Mr. Donald Shelton....concerning information on other (i.e., those not at the computer center) personnel data files."

We would therefore like to invite you to our next meeting, that of May 12 at 1:00 p.m. in 38-152 (Math & Home Ec.). Generally we would like to know your understanding of:

- 1) What types of information on faculty exists on-and off-campus?
- 2) Who has access to the information (both clerical and special purpose)?
- 3) What parts of the above information does the subject himself have access to?
- 4) How was the information gathered?
- 5) What procedures, if any, exist for the subject questioning materials others have presented about him?
- 6) What places (locations) have the information and why are they where they are?
- 7) What types of information is the university required to keep by outside order, and what types of information do they choose to keep in addition?

In addition, some more specific questions may be raised regarding that section of CAM which deals with Faculty Personnel Files (Administrative Bulletin 70-8), the Faculty File Maintenance System and Personnel Data Coding Form (e.g., how you acquire the ethnic code data), and the contemplated new personnel system in the Chancellor's Office.

I realize this covers a lot of ground and may go beyond a single meeting but I hope you will be able to join us this coming Wednesday for a start.



# Right-to-Privacy Bill Advances in State Senate

From a Times Staff Writer

SACRAMENTO—A Senate committee Tuesday approved right-to-privacy legislation designed to prevent state agencies from compiling secret personal files on California citizens.

A 6-0 vote sent the bill, authored by Majority Floor Leader David A. Roberti (D-Los Angeles), from Judiciary to the Finance Committee for more screening.

The Roberti measure is similar to one vetoed by Gov. Brown last year because he said it was too complex and unworkable.

At that time, however, the governor said he would support a right-to-privacy bill this year if these objections could be overcome.

In brief, the new version would regulate the collection, maintenance, and dissemination of personal data by state agencies and prohibit compilation of irrelevant information on private citizens.

Individuals also would have the right to inspect state records and correct any inaccurate information contained in them.

"Unless such safeguards are provided," Roberti said, "the public can not be safe from the misuse of personal information by their state government."

"This issue of privacy is not an issue to be taken lightly. As former Supreme Court Justice Louis Brandeis stated, 'The right to be left alone is the most comprehensive of rights and the most valued by civilized man.'"

The author amended out local law enforcement records from his original bill before the committee vote was taken.

This caused the American Civil Liberties Union, its main sponsor, to testify in opposition, charging the police are the chief abusers.

NEW YORK

TITLE IX STUDENT GRIEVANCE PROCEDURES

I. General Policy:

It is the policy of California Polytechnic State University, San Luis Obispo, to comply with the Title IX Regulations adopted by the Department of Health, Education and Welfare. Accordingly, any student who believes that there has been a violation of the Regulations must discuss the matter with the campus Title IX Coordinator and such other persons as may be identified by the Title IX Coordinator. If such discussions do not resolve the matter, the student may then initiate a grievance. These student grievance procedures are adopted pursuant to Section 86.8(b) of the Title IX Regulations.

(These persons will include those in the "line of command of the individual [or entity] against whom the student seeks to grieve).

II. Grievance:

A grievance is initiated by completing the "Title IX Complaint Form" (these forms may be obtained from the Title IX Coordinator or from the Dean of Students), and by filing the completed form with the Title IX Coordinator. The Title IX Coordinator may assist the grievant in completing the Title IX Complaint Form but will not serve as an advocate for the grievant. When the Title IX Coordinator receives the completed form, he or she will, upon verification that the grievant is a student, sign and date the form and forward a copy of it to the grievant, to each member of the campus community named in the complaint, to any other person the Title IX Coordinator believes would be interested in responding to the complaint, and to the campus President. Upon receipt of a complaint, the President may designate any officer of the campus other than an attorney or the Title IX Coordinator to represent the President and the campus.

Any person to whom a copy of the complaint is forwarded may respond to the complaint. Copies of all responses received by the Title IX Coordinator will be forwarded to the grievant.

At the beginning of Fall Quarter each year, the Chair of the Academic Senate will submit a list of ten faculty members (exclusive of School Deans, Associate Deans, and Department Heads) as potential Title IX Hearing Officers to the campus President. When a grievance is determined by the President, states allegations the majority of which involve an individual(s) whose name connects with this University is a member of the teaching staff, the President will select one name from this list of potential Title IX Hearing Officers and, if available, the person whose name is drawn shall function as the Title IX Hearing Officer for that particular grievance.

As soon as reasonably possible after receipt of the complaint, the Title IX Coordinator will request the President to designate a Title IX Hearing Officer to review the complaint and any responses to the complaint. The Title IX Hearing Officer (who may be any campus official other than the President or an attorney, or the Title IX Coordinator) should, insofar as possible, have had no prior involvement in the matters that led to the complaint. The grievant may challenge any person appointed as a Title IX Hearing Officer for cause. The President shall rule on all challenges for cause.

Upon being designated, the Title IX Hearing Officer shall conduct an initial review of the grievance to determine if the complaint:

- (a) Alleges facts which, if true, would demonstrate a violation of the Title IX Regulations:

A sample Complaint Form is attached.

- (b) Contains allegations that appear to be substantially credible;
- (c) Addresses a violation which, if it exists, results in a personal wrong to the grievant;
- (d) Was timely filed; and
- (e) Is not frivolous.

If the complaint does not meet all of these standards, the Title IX Hearing Officer must terminate the grievance. If the Hearing Officer determines that a grievance should be terminated, the Hearing Officer will make an appropriate recommendation to the campus President and the President's decision shall be final. If the Title IX Hearing Officer does not terminate the grievance after an initial review, he or she shall schedule a meeting with the grievant, any member of the campus community whom the Title IX Hearing Officer believes to be interested in the complaint (hereafter referred to as an interested person), and any person appointed by the President to represent the campus. At the meeting the grievant and each interested person may be represented by any person other than an attorney. The purpose of the meeting is to afford the grievant an opportunity to persuade the Title IX Hearing Officer that the charges made in the complaint are true and that appropriate relief should be granted.

As soon as reasonably possible after the meeting, the Title IX Hearing Officer will determine whether a violation of Title IX has been demonstrated and, if so, whether the requested relief should be granted. If the Title IX Hearing Officer determines that some remedial action should be taken, he or she will make an appropriate recommendation to the campus President. Such relief need not be limited to that requested by the grievant and may include a change in campus policy.

When the Title IX Hearing Officer determines at this point that no action should be taken, he or she will make an appropriate recommendation to the campus President.

The President may accept, reject, or modify the Title IX Hearing Officer's recommendation, and the President's decision shall be final. The President will advise the grievant and all others involved of his or her decision. If the President determines that a violation of Title IX exists but that the violation is a result of systemwide policy or other reasons beyond the control of the campus, the President shall make an appropriate recommendation to the Chancellor.

### III. Meeting Procedures:

#### A. Conduct.

The Title IX Hearing Officer will make all rulings on matters relating to the conduct of the hearing, including:

- (1) Matters regarding admission of evidence;

- (2) The calling and questioning of witnesses;
- (3) Whether the meeting shall be open or closed;
- (4) Whether a tape recording of the meeting or notes of the meeting kept by the Title IX HEARING Officer will serve as the official record of the meeting. The grievant will be given a copy of the official record of the meeting upon request, provided the campus is reimbursed for its expense in providing the copy.

The Title IX HEARING Officer will maintain an orderly meeting and permit no person to be subjected to abusive treatment. In this regard he or she may eject or exclude any person who refuses to be orderly.

B. Access to Campus Records.

The Title IX HEARING Officer, upon request of the grievant, the campus representative or any interested person, may obtain copies of all campus records which are relevant to the complaint and which may lawfully be released by the campus. The Title IX HEARING Officer will refuse to obtain such records if he or she determines that the burden of producing them outweighs the probative value of the records.

C. Legal Advice.

The Title IX HEARING Officer may on the basis of his or her own need, or at the request of the grievant, the campus representative or any interested person, request legal advice from the Office of General Counsel.

D. Retention of Records.

All grievance records shall be retained for a period of three years pursuant to Section 86.3 (d) of the Title IX Regulations.

IV. Time for Filing Complaint:

The Title IX Coordinator will refuse to investigate, and the Title IX HEARING Officer will refuse to review, any allegations in a complaint which:

- A. Are based on events that occurred prior to July 21, 1975 (the effective date of the Title IX Regulations); or
- B. Are based on events that occurred more than 150 calendar days prior to the date the complaint was filed, if the grievant knew or should have known of the occurrence of such event. If the grievant did not know, or should not have known

4

of the event when it occurred, the 150 calendar days shall begin to run as of the date the grievant knew or should have known of the occurrence of the event, provided that in no event will an allegation be reviewed if it arises out of events that occurred more than one year prior to the date the complaint was filed.

#### V. Standing to File a Grievance:

The Title IX Coordinator will refuse to investigate, and the Title IX Hearing Officer will refuse to review, any complaint filed by a person who is not a student at the time of filing the complaint unless the complaint is filed by a person who, although not a student at the time of filing of the complaint, was a student within thirty days prior to the date on which he or she filed the complaint.

Notwithstanding any other provision of this Section V, the Title IX Coordinator may investigate and the Title IX Hearing Officer may review, any complaint filed by a former student when, in his or her judgment, fairness compels such conclusion.

#### VI. Definitions:

For purposes of these procedures, the following definitions shall control the interpretation of the terms set out below:

##### A. Title IX Regulations.

Title IX Regulations are the administrative regulations adopted by the Department of Health, Education and Welfare (DHEW) pursuant to Title IX of the Education Amendments of 1972. The regulations are found in Part 86 of Title 45 of the Code of Federal Regulations. (45 C.F.R. 86, et seq.)

##### B. Student.

Student means a person who has gained admission to the campus. Student also means a person who is considered a continuing student pursuant to campus regulations.

##### C. Admission.

Admission means selection for full-time or part-time regular, special, extension, external, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at any educational program or activity of the campus.



D. Grievance.

Grievance means a complaint filed by one or more grievants which alleges a violation of one or more provisions of the Title IX Regulations.

E. Grievant.

Grievant means a student who alleges that he or she is personally wronged as a result of an alleged violation of the Title IX Regulations.

F. President.

President means the campus President or the designee of the campus President.

TITLE IX COMPLAINT FORM - STUDENT

[Sample]

1. Name: [ ] If the complaint is filed by more than one person, all such persons must be identified.
2. Date most recently admitted as a student: [ ].
3. Nature of complaint: [ ].
4. Sections of Title IX Regulations that you allege have been violated (specific sections must be identified): [ ].
5. Facts relevant to complaint: [ ].
6. Relief requested: [ ].
7. Have you brought your Title IX complaint to the attention of those who have taken the action about which you now complain? [ ] If not, why not? [ ].  
What person(s) did you contact and  
If so, what was the response of such person(s)? [ ].
8. Is there any other information you wish to present at this time? [ ].
9. Are there any documents you wish to be considered? If so, please attach a copy of such documents to this form.

To initiate a Title IX Grievance, this form must be filled out and filed with the Campus Title IX Coordinator.  
You may ask the Title IX Coordinator for assistance in filling out this complaint form.

If the space provided is inadequate to allow you to answer any portion(s) of this form, please use additional pages and include them when you file your complaint with the Title IX Coordinator.