

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE
EXECUTIVE COMMITTEE - AGENDA
January 25, 1977 Ag 241 3:00 PM

Chair, Tom Hale
Vice Chair, Bob Sennett
Secretary, Luther Hughes

I. Minutes - Executive Committee - November 30, 1977.

II. Business Items

- A. Agenda for Vice Chancellor Wagner (Hale)
- B. ~~Resolution Regarding Sponsorship of Events (Cichowski)~~
- C. Resolution Regarding Appointment of Instructional Department Chairs (Bermann - Personnel Policies Committee)
Sim
- D. Resolution on Enrollment Growth (Kersten/Olsen)
Pres on for Review of Enrollment Quotas (Olsen)
- E. Library Resolution (Lutrin - Faculty Library Committee) Act *DeKlein*
- F. Thomas Bollew for Ray Hauser (Senators - Architecture)
Ag - PRC

III. Discussion Items

- A. Faculty Development (Hale)
- L → Re*

IV. Announcements

Campus Planning Committee !

Griff
Dr. Sennett

2 = Do!

See original change

1) Academic Self Government
Dept heads
Law Roll
Tue -
Thurs -
What has happened at other camp.

304
Mar 2-4
Sec - Swift Hire
Malwa - Hotel used
Senators
Agenda
briefing?

315.5 Appointment of Instructional Department Heads Chairs

- A. Instructional department heads chairs are members of the ~~university's administrative-line-organization-and-as-such~~ academic departments who are directly responsible to the appropriate school dean for administration of their respective departments. They are appointed by the University President for ~~indefinite-terms~~ renewable four year terms. ^{Two} The President will consult with the Vice President for Academic Affairs and the dean of the school to which the department is assigned, the departmental faculty, and any other individual or group as considered necessary in reaching a decision on instructional department head chair appointments. The dean will inform the faculty of all pertinent personnel information governing the appointment of the department head chair.
- B. Variations in department sizes suggest flexible guidelines governing faculty participation in the consultative process. Consequently, the department, by majority vote of the full time faculty (tenured and probationary), will recommend for approval by the school dean, the Vice President for Academic Affairs, and the President, procedures for the selection of nominees for the department head chair position. ~~At least three~~ Under normal circumstances at least three nominees acceptable to the department are to be selected and presented to the President through the school dean and the Vice President for Academic Affairs. In the event that these procedures require the creation of ad hoc committees, their duties and membership shall be determined by a majority vote of the full-time faculty.
- C. The department's full-time faculty may decide, by two-thirds majority vote, not to follow the guidelines specified in "B" above. In that case, the school dean will confer with the President or a designee in order to determine the nature and extent of the consultative procedures to be followed. In this situation consultative
- D. The appointment of acting, interim or temporary department heads chairs will also be made by the University President following consultation with the Vice President for Academic Affairs and the appropriate school dean and the department faculty. Consultation with the department faculty in selecting an acting, interim or temporary department head chair will not follow the extensive procedure outlined for regular, ~~indefinite-term~~, department head chair appointments.

RESOLUTION REGARDING EXCHANGED GRADES TO INSTRUCTORS

Background Rationale: There is opportunity for error in recording student grades on transcripts in the records office from the final grade lists by instructors submitted at the close of each quarter. Erroneous recording can be caused by computer error. A very small percentage of errors is due to this source. Although there is no evidence that it has occurred, grades on the final grade list can be deliberately changed before being forwarded to the computer. In such a case the instructor, under the present system, has no way of knowing that any other than the assigned grade has been recorded on the student's transcript. In the event the grade is higher than the student expects, the error may not be called to the attention of the instructor. If the recorded grade is lower, chances are good that the student will contact the instructor. The committee believes that the opportunity for grade recording errors can be eliminated by taking certain steps.

WHEREAS, Error can occur in recording grades on student transcripts from final grade lists because of computer error, and

WHEREAS, erroneous grades can be recorded because grades can be deliberately changed before lists are sent to the computer, and

WHEREAS, the instructor under present procedures has no way of knowing if the recorded grade is the same as the assigned grade, now, be it therefore

RESOLVED: That the Academic Senate approve the following for review and endorsement by the President:

1. That a list (in duplicate), showing grades as recorded for each class be sent to each instructor. A verified copy is to be returned to the records office within three weeks of receipt except the verified copy for the spring quarter would be due at the end of the third week of the fall quarter.
2. That such a list be sent to the instructor within the time frame that student grades are sent out.
3. That in the event of the unavailability of an instructor, the department head/program leader be responsible for verifying and returning one copy to the records office.

BUDGET INFORMATION RESOLUTION

WHEREAS/ The faculty at Cal Poly are striving to achieve input in the budgetary process affecting the instructional budget at California Polytechnic State University, San Luis Obispo.

WHEREAS/ The faculty can have the greatest influence in budgetary matters at the school/department/program levels.

WHEREAS/ The faculty must have information on current budgets to provide valuable input in the budgetary process.

WHEREAS/ All faculty members are not currently being made aware of the budgets of the schools/departments/programs in which they serve.

school/division/dept/program

THEREFORE, BE IT RESOLVED THAT: Each September the proposed budget for the upcoming academic year, and the final budget figures for the past academic year in each school/department/program should be distributed to all faculty members within said school/department/program. Budget figures at the school level are to be distributed by the Dean and should include all aspects of the instructional program including faculty position, operating expense, equipment, replacement equipment, in state and out of state travel, and technical/clerical/student assistant allocations. Budget figures at the department/program level are to be distributed by the department head or program leader and should also include all aspects of the instructional program, and should provide greater detail than the budget figures provided at the school level.