

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE
EXECUTIVE COMMITTEE - MEETING
May 17, 1977 3PM AG 241

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

I. Minutes - April 26, 1977 → Mike Ciovi

Exc.

II. Business Items

A. Guidelines for Departmental Scheduling (Goldenberg)

B. Dean of Students Election Committee (Geer) → Tom report on

C. Change in Personnel Review Committee Procedures (Bennett)

D. Approval of Senator Tryon

next time
discussion

Albino } Andreoli

III. Discussion Items

A. Women's P.E. Department (Stallard)

B. Elections, May 24

C. Visit of Marjorie Downing Wagner on Friday, May 27 at 3:00

Attachment to be distributed at meeting.

Carol Geer for (Edwards) Bob ~~Watson~~ → guest

Paul Wolff ✓

Mike Ciovi ✓

Stu Goldenberg (Cler Hutton) ✓

George Auchand ✓

Mary Lou White for (Lofe Labhard) ✓

Art Duarte ✓

Alan Fouts for (Luther Hughes) ✓

Tim Kravitz ✓

Rex Hutton for (Tom Hale) ✓

Burton } excused
Wing Jones
Sennett
Beider
Hugger
Hale
Hugan
Kersten
Kersten

GUIDELINES FOR DEPARTMENTAL SCHEDULERS

- WHEREAS, Class assignments have varied widely not only between departments but in individual departments as well, and
- WHEREAS, The variety has produced inequities in the assignment of classes and in teaching hours, and
- WHEREAS, Departments have the responsibility but are not assisted by guidelines for reducing such scheduling inequities, therefore, be it
- RESOLVED: That in the interest of scheduling equity the following guidelines be introduced into the Campus Administrative Manual as a second paragraph to item 235.

235 Guidelines for Scheduling Classes

The coordination of the scheduling of classes for instructional purposes and the production of the quarterly Class Schedule publication are the responsibility of the Associate Dean, Educational Services, working under the direction of the Vice President for Academic Affairs. Development procedures and appropriate instruction for department responses concerning class scheduling shall be provided by, and are under the coordination of, the office of Educational Services. Departments will submit their proposed quarterly class schedules through their school dean for approval and forwarding to the office of Educational Services.

Guidelines:

- A. Every effort should be made by dept. heads to distribute time periods equitably among the full-time faculty:
1. Rank or seniority should not be regarded in developing a schedule which is consistent with individual faculty requests and departmental needs.
 2. No full-time faculty member will be exempt from non-prime time class assignments.
- B. There should be consultation between the dept. heads and a full-time faculty member in the event:
1. The member is assigned a teaching day (the total hours between the opening of the first class and the close of the last) of more than ten hours; or
 2. A faculty member assigned a night class, is also assigned a class the following day which begins earlier than 9:00 a.m.
- C. Dept. heads should not assign 12 units of the same course to full-time faculty members unless it is unavoidably necessary.
- D. The faculty has the privilege of extending their teaching days and assigned hours beyond the restrictions of these guidelines.

234

Space Allocation

- A. The responsibility for maintenance of records regarding the use of all space on campus is vested in the office of the Executive Dean, Facilities Planning.

For the purpose of this section, the term space refers to all campus real property, including buildings and land areas.

- B. The Facilities Planning Office will solicit and receive requests during the winter quarter for space for the ensuing college year from school deans and division heads. These requests will be compiled into an annual recommendation on space allocation by the Executive Dean, Facilities Planning, in conjunction with the Associate Dean, Educational Services; the Director of Business Affairs; and the Assistant to the Dean of Students; and will include the assignment of all space on campus to either an instructional school, a service division, an auxiliary enterprise, executive or general purpose use. This report will be reviewed by the Executive Vice President and the Vice President for Academic Affairs and, upon their approval, will become the basic source document for the ensuing college year.
- C. Adjustments in space assignments within the allocations approved shall be made by the appropriate school dean or division head, with a report of such changes being made to the Facilities Planning Office. Interschool or divisional adjustments shall be made by the Executive Vice President after appropriate consultation with the deans or division heads directly concerned and with the Vice President for Academic Affairs.
- D. Assignment of classes to rooms allocated for instructional use is the responsibility of the Associate Dean, Educational Services. He will make classroom assignments in concert with the appropriate school deans and/or department heads.
- E. The assignment of personnel to offices within the space allocated to a school or division will be made by the head of the school or division.
- F. Instructional room capacities are established by a formula developed by the Coordinating Council for Higher Education (now California Postsecondary Education Commission). Each lecture and laboratory room shall be furnished to a maximum-rated capacity. Unless prior approval is granted by the Facilities Planning Office, desks, chairs, and/or tables may not be removed from or added to any instructional room.

235

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235.1

Departmental Responsibility

- A. Department heads are responsible for initial scheduling requests, based upon the university-wide coordination directives of the Associate Dean. Such scheduling requests are under the following constraints:
 - 1. Facility limitations make it necessary for each discipline to provide suggestive guidance directed toward scheduling more than 50 per cent of all lectures after 1200 hours.