

Robert E. Kennedy
President

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

ACADEMIC SENATE EXECUTIVE COMMITTEE AGENDA
July 10, 1974 3:00 P.M. MHE 152

- I. Minutes
Executive Committee May 7, June 14
Academic Senate May 14, May 28
- II. Business Items
 - A. Proposed 1975-1977 Academic Calendar - Coats
(Attachment II-A)
 - B. "After 60/40, What?" - Delany (Attachment II-B)
 - C. Textbook Selection - Alberti (Attachment II-C)
 - D. Grade Processing Procedures - Labhard (Attachment II-D)
 - E. Committee Memberships - Labhard (Attachment II-E)
- III. Discussion Items
- IV. Reports and Announcements
 - A. Foundation Board Meeting - Sullivan
 - B. 1974-1975 Schedule of Meetings - Labhard
 - C. Next Executive Committee Meeting, When?

Memorandum

ACADEMIC SENATE

To : Robert Alberti

MAY 14 1974

Date : May 14, 1974

CAL POLY - SLO

File No.:

Copies : Executive Committee

From : Robert Burton *REB*

Subject: Proposed Academic Calendar, 1975-1977

At the Academic Council meeting of May 13, Mr. Coats distributed copies of the proposed Academic Calendar for 1975-1977. CAM, Section 481, stipulates that before the Academic Council makes its final recommendation to the President on the Academic Calendar, the council will consult with various campus groups, including the Academic Senate. In order to allow time for consultation, Dr. Fisher decided that the Academic Council would not take final action on the proposed Academic Calendar until its first meeting in November, 1974.

I would like to recommend that this item be referred to the appropriate Senate committee as soon as possible. I do not know if anything can be accomplished between now and the end of the Spring Quarter but this matter should not be set aside until next fall. In view of the recent discussion of the relationship between faculty participation in commencement and "Academic work days," I would guess that the Senate will want to give that aspect of the proposed Academic Calendar special consideration.

Referred to 74-75 Executive Committee by Academic Senate, 5/28/74

Attachment II - A

State of California

California Polytechnic State University
San Luis Obispo, California 93407**Memorandum**

To : Dr. Clyde P. Fisher
Vice President, Academic Affairs (Acting)

Date : May 9, 1974

File No.:

Copies :

RECEIVED
MAY 9 1974

Office of Vice President
for Academic Affairs

From : Mr. Donald M. Coats *DMC*
Associate Dean, Educational Services

Subject: Proposed Academic Calendar - 1975-77

CAM, Section 481, Academic Calendar, establishes guidelines and approval procedures to be used in the preparation of the academic calendar and establishes a date for approval of the calendar as coincidental with the printing deadline for the catalog. In order to meet that deadline which is this coming summer, the attached calendars are proposed for submission to the various consultative groups for review and reaction. The guidelines state that the Vice President for Academic Affairs will submit the proposed calendar to the President following campus consultation which includes input from the various constituent groups represented on the Academic Council as well as recommendations submitted directly to you by the Administrative Council and the Student Personnel Council.

The calendar for the forthcoming catalog covers the 1975-77 academic years; however, proposed calendars through the Summer Quarter 1978 are also included as they have an effect on university activities that require advance planning. The calendars covering periods beyond the 1975-77 academic years should carry a "tentative" label and need not be acted on at this time as changes in circumstances may require revisions prior to then. It should be recognized that discussions directed at alternate registration procedures could affect the calendar in a variety of ways, but plans for changing registration are too indefinite to justify a delay in planning the 1975-77 calendar.

Each of the proposed calendars meets the guidelines in CAM, Section 481, except as follows:

1. There are only four calendar days between the Spring and Summer Quarters, 1975. CAM states that whenever possible, no less than five calendar days should be between the last day of finals and the beginning of the subsequent quarter.
2. Instead of a two-day registration period as suggested by CAM, only one-and-a-half days are set aside for the Winter Quarter and Spring Quarter, 1978, and one day for the Summer Quarters 1975, 1976, 1977 and 1978.

The calendar complies with CAM by including at least the minimum number of instructional days each quarter and the required academic holidays. In addition, holidays have been listed for each Washington's Birthday, Memorial Day, Independence Day, and Good Friday (half day). Enclosed are the worksheets used in developing the calendars, the summary of calendar days, and the calendar listed in the usual display format. This material may be helpful to those who review the calendar proposal.

Enclosures

ATTACHMENT 1.1 - A

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO
ACADEMIC CALENDAR 1975-76

PROPOSED

-4-

1975

SUMMER QUARTER 1975

JUNE 18	WEDNESDAY	BEGINNING OF UNIVERSITY YEAR BEGINNING OF SUMMER QUARTER REGISTRATION FOR SUMMER QUARTER
JUNE 19	THURSDAY	SUMMER QUARTER CLASSES BEGIN
JUNE 26	THURSDAY	LAST DAY TO ENROLL FOR SUMMER QUARTER LAST DAY TO ADD COURSES
JULY 4	FRIDAY	ACADEMIC HOLIDAY - INDEPENDENCE DAY
JULY 10	THURSDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
AUGUST 7	THURSDAY	END OF SEVENTH WEEK
AUGUST 26	TUESDAY	LAST DAY OF CLASSES
AUGUST 27-30	WEDNESDAY-SATURDAY	FINAL EXAMINATION PERIOD
AUGUST 30	SATURDAY	END OF SUMMER QUARTER
AUGUST 31-SEPTEMBER 21	SUNDAY-SUNDAY	ACADEMIC HOLIDAY

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 10	WEDNESDAY	LAST DAY OF CLASSES
DECEMBER 11-16	THURSDAY-TUESDAY	FINAL EXAMINATION PERIOD
DECEMBER 16	TUESDAY	END OF FALL QUARTER
DECEMBER 17-JANUARY 4	WEDNESDAY-SUNDAY	ACADEMIC HOLIDAY

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	FRIDAY	ACADEMIC HOLIDAY - WASHINGTON'S BIRTHDAY
FEBRUARY 25	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 ACADEMIC HOLIDAY (NOON) - GOOD FRIDAY
APRIL 23	FRIDAY	LAST DAY TO APPLY FOR JUNE COMMENCEMENT
MAY 14	FRIDAY	END OF SEVENTH WEEK
MAY 31	MONDAY	ACADEMIC HOLIDAY - MEMORIAL DAY
JUNE 7	MONDAY	LAST DAY OF CLASSES
JUNE 8-11	TUESDAY-FRIDAY	FINAL EXAMINATION PERIOD
JUNE 12	SATURDAY	COMMENCEMENT END OF SPRING QUARTER END OF UNIVERSITY YEAR (FACULTY ONLY)

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CALIFORNIA POLYTECHNIC STATE UNIVERSITY
ACADEMIC CALENDAR WORKSHEET

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- Quarter Break

S = Saturday
S = Sunday

H = Academic Holiday (during quarter)
R = Registration
E = Final Examination Day

C = Commencement
F = Faculty Begin Year (no classes)

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

SAN LUIS OBISPO

ACADEMIC CALENDAR 1976-77

PROPOSED

1976

SUMMER QUARTER 1976

JUNE 21	MONDAY	BEGINNING OF UNIVERSITY YEAR BEGINNING OF SUMMER QUARTER REGISTRATION FOR SUMMER QUARTER
JUNE 22	TUESDAY	SUMMER QUARTER CLASSES BEGIN
JUNE 29	TUESDAY	LAST DAY TO ENROLL FOR SUMMER QUARTER LAST DAY TO ADD COURSES
JULY 5	MONDAY	ACADEMIC HOLIDAY - INDEPENDENCE DAY
JULY 13	TUESDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
AUGUST 10	TUESDAY	END OF SEVENTH WEEK
AUGUST 27	FRIDAY	LAST DAY OF CLASSES
AUGUST 30-SEPTEMBER 2	MONDAY-THURSDAY	FINAL EXAMINATION PERIOD
SEPTEMBER 2	THURSDAY	END OF SUMMER QUARTER
SEPTEMBER 3-19	FRIDAY-SUNDAY	ACADEMIC HOLIDAY

FALL QUARTER 1976

SEPTEMBER 20	MONDAY	BEGINNING OF FALL QUARTER (FACULTY ONLY)
SEPTEMBER 23	THURSDAY	REGISTRATION FOR NEW STUDENTS
SEPTEMBER 24	FRIDAY	REGISTRATION FOR CONTINUING AND RETURNING STUDENTS
SEPTEMBER 27	MONDAY	FALL QUARTER CLASSES BEGIN
OCTOBER 4	MONDAY	LAST DAY TO ENROLL FOR FALL QUARTER LAST DAY TO ADD COURSES
OCTOBER 15	FRIDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
NOVEMBER 11	THURSDAY	ACADEMIC HOLIDAY - VETERAN'S DAY
NOVEMBER 15	MONDAY	END OF SEVENTH WEEK
NOVEMBER 24-28	WEDNESDAY-SUNDAY	ACADEMIC HOLIDAY - THANKSGIVING
DECEMBER 8	WEDNESDAY	LAST DAY OF CLASSES
DECEMBER 9-14	THURSDAY-TUESDAY	FINAL EXAMINATION PERIOD
DECEMBER 14	TUESDAY	END OF FALL QUARTER
DECEMBER 15-JANUARY 2	WEDNESDAY-SUNDAY	ACADEMIC HOLIDAY

WINTER QUARTER 1977

JANUARY 3-4	MONDAY-TUESDAY	REGISTRATION FOR WINTER QUARTER
JANUARY 5	WEDNESDAY	WINTER QUARTER CLASSES BEGIN
JANUARY 12	WEDNESDAY	LAST DAY TO ENROLL FOR WINTER QUARTER LAST DAY TO ADD COURSES
JANUARY 25	TUESDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
FEBRUARY 21	MONDAY	ACADEMIC HOLIDAY - WASHINGTON'S BIRTHDAY
FEBRUARY 23	WEDNESDAY	END OF SEVENTH WEEK
MARCH 14	MONDAY	LAST DAY OF CLASSES
MARCH 15-18	TUESDAY-FRIDAY	FINAL EXAMINATION PERIOD
MARCH 18	FRIDAY	END OF WINTER QUARTER
MARCH 19-23	SATURDAY-WEDNESDAY	ACADEMIC HOLIDAY

SPRING QUARTER 1977

MARCH 24-25	THURSDAY-FRIDAY	REGISTRATION FOR SPRING QUARTER
MARCH 28	MONDAY	SPRING QUARTER CLASSES BEGIN
APRIL 4	MONDAY	LAST DAY TO ENROLL FOR SPRING QUARTER LAST DAY TO ADD COURSES
APRIL 8	FRIDAY (NOON)	ACADEMIC HOLIDAY (NOON) - GOOD FRIDAY
APRIL 15	FRIDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
APRIL 22	FRIDAY	LAST DAY TO APPLY FOR JUNE COMMENCEMENT
MAY 13	FRIDAY	END OF SEVENTH WEEK
MAY 30	MONDAY	ACADEMIC HOLIDAY - MEMORIAL DAY
JUNE 6	MONDAY	LAST DAY OF CLASSES
JUNE 7-10	TUESDAY-FRIDAY	FINAL EXAMINATION PERIOD
JUNE 11	SATURDAY	COMMENCEMENT END OF SPRING QUARTER
JUNE 12-19	SUNDAY-SUNDAY	END OF UNIVERSITY YEAR (FACULTY ONLY) ACADEMIC HOLIDAY

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**CALIFORNIA POLYTECHNIC STATE UNIVERSITY
ACADEMIC CALENDAR WORKSHEET**

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- Quarter Break

S = Saturday
S = Sunday

H = Academic Holiday (during quarter)
R = Registration
E = Final Examination Day

C = Commencement
F = Faculty Begin Year (no classes)

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO

1975

SUMMARY OF CALENDAR DAYS - 1975-76

	<u>S '75</u>	<u>F '75</u>	<u>W '76</u>	<u>SP '76</u>
BEGIN YEAR		3		
REGISTRATION	1	2	2	2
MTW DAYS	(28)	(30)	(29)	(29.5)
THU DAYS	(20)	(19)	(19)	(20)
TOTAL CLASS DAYS	48	49	48	49.5
EXAMS	4*	4	4	4
END YEAR				1*
ACADEMIC WORK DAYS	53	58	54	56.5
TOTAL - 221.5				

*INCLUDES SATURDAYS AS FOLLOWS: AUGUST 30, 1975 AND
JUNE 12, 1976

Holidays, Holy Days and
Commemorative Days

Jan. 1	New Year's Day
Feb. 17	Ash Wednesday
18	Lincoln's Birthday
14	St. Valentine's Day
17	Washington's Birthday
Mar. 17	St. Patrick's Day
23	Palm Sunday
27	Jewish Passover
28	Good Friday
30	Easter Sunday
May 11	Mother's Day
17	Armed Forces Day
25	Trinity Sunday
26	Memorial Day
Jun. 8	Children's Day
14	Flag Day
19	Father's Day
Jul. 4	Independence Day
Sep. 1	Labor Day
8	Jewish New Year
10	Jewish Yom Kippur
17	Citizenship Day
Oct. 13	Columbus Day
24	United Nations Day
31	Halloween
Nov. 4	Election Day
27	Thanksgiving Day
28	First Sunday of Advent
Dec. 25	Christmas Day

1976

SUMMARY OF CALENDAR DAYS - 1976-77

	<u>S '76</u>	<u>F '76</u>	<u>W '77</u>	<u>SP '77</u>
BEGIN YEAR		3		
REGISTRATION	1	2	2	2
MTW DAYS	(28)	(30)	(29)	(29.5)
THU DAYS	(20)	(19)	(19)	(20)
TOTAL CLASS DAYS	48	49	48	49.5
EXAMS	4	4	4	4
END YEAR				1*
ACADEMIC WORK DAYS	53	58	54	56.5
TOTAL - 221.5				

*INCLUDES SATURDAYS AS FOLLOWS: JUNE 11, 1977

Holidays, Holy Days and
Commemorative Days

Jan. 1	New Year's Day
Feb. 17	Lincoln's Birthday
14	St. Valentine's Day
16	Washington's Birthday
Mar. 3	Ash Wednesday
17	St. Patrick's Day
Apr. 11	Palm Sunday
15	Jewish Passover
16	Good Friday
18	Easter Sunday
May 8	Mother's Day
15	Armed Forces Day
31	Memorial Day
Jun. 13	Trinity Sunday
13	Children's Day
14	Flag Day
20	Father's Day
Jul. 4	Independence Day*
Sep. 6	Labor Day
17	Citizenship Day
25	Jewish New Year
Oct. 4	Jewish Yom Kippur
11	Columbus Day
24	United Nations Day
31	Halloween
Nov. 3	Election Day
25	Thanksgiving Day
26	First Sunday of Advent
Dec. 25	Christmas Day

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO
ACADEMIC CALENDAR 1977-78

-9-
PROPOSED

1977

SUMMER QUARTER 1977

JUNE 20	MONDAY	BEGINNING OF UNIVERSITY YEAR BEGINNING OF SUMMER QUARTER REGISTRATION FOR SUMMER QUARTER
JUNE 21	TUESDAY	SUMMER QUARTER CLASSES BEGIN
JUNE 26	TUESDAY	LAST DAY TO ENROLL FOR SUMMER QUARTER LAST DAY TO ADD COURSES
JULY 4	MONDAY	ACADEMIC HOLIDAY - INDEPENDENCE DAY
JULY 12	TUESDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
AUGUST 9	TUESDAY	END OF SEVENTH WEEK
AUGUST 26	FRIDAY	LAST DAY OF CLASSES
AUGUST 29-SEPTEMBER 1	MONDAY-THURSDAY	FINAL EXAMINATION PERIOD
SEPTEMBER 1	THURSDAY	END OF SUMMER QUARTER
SEPTEMBER 2-18	FRIDAY-SUNDAY	ACADEMIC HOLIDAY

JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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30	31					

FALL QUARTER 1977

SEPTEMBER 19	MONDAY	BEGINNING OF FALL QUARTER (FACULTY ONLY)
SEPTEMBER 22	THURSDAY	REGISTRATION FOR NEW STUDENTS
SEPTEMBER 23	FRIDAY	REGISTRATION FOR CONTINUING AND RETURNING STUDENTS
SEPTEMBER 26	MONDAY	FALL QUARTER CLASSES BEGIN
OCTOBER 3	MONDAY	LAST DAY TO ENROLL FOR FALL QUARTER LAST DAY TO ADD COURSES
OCTOBER 14	FRIDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
NOVEMBER 11	FRIDAY	ACADEMIC HOLIDAY - VETERAN'S DAY
NOVEMBER 14	MONDAY	END OF SEVENTH WEEK
NOVEMBER 23-27	WEDNESDAY-SUNDAY	ACADEMIC HOLIDAY - THANKSGIVING
DECEMBER 7	WEDNESDAY	LAST DAY OF CLASSES
DECEMBER 8-13	THURSDAY-TUESDAY	FINAL EXAMINATION PERIOD
DECEMBER 13	TUESDAY	END OF FALL QUARTER
DECEMBER 14-JANUARY 1	WEDNESDAY-SUNDAY	ACADEMIC HOLIDAY

WINTER QUARTER 1978

JANUARY 2-3	MONDAY (NOON)-TUESDAY	REGISTRATION FOR WINTER QUARTER
JANUARY 4	WEDNESDAY	WINTER QUARTER CLASSES BEGIN
JANUARY 11	WEDNESDAY	LAST DAY TO ENROLL FOR WINTER QUARTER LAST DAY TO ADD COURSES
JANUARY 24	TUESDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
FEBRUARY 20	MONDAY	ACADEMIC HOLIDAY - WASHINGTON'S BIRTHDAY
FEBRUARY 22	WEDNESDAY	END OF SEVENTH WEEK
MARCH 13	MONDAY	LAST DAY OF CLASSES
MARCH 14-17	TUESDAY-FRIDAY	FINAL EXAMINATION PERIOD
MARCH 17	FRIDAY	END OF WINTER QUARTER
MARCH 18-27	SATURDAY-MONDAY	ACADEMIC HOLIDAY

SPRING QUARTER 1978

MARCH 23-24 (NOON)	THURSDAY-FRIDAY (NOON)	REGISTRATION FOR SPRING QUARTER
MARCH 24	FRIDAY (NOON)	ACADEMIC HOLIDAY (NOON) - GOOD FRIDAY
MARCH 27	MONDAY	SPRING QUARTER CLASSES BEGIN
APRIL 3	MONDAY	LAST DAY TO ENROLL FOR SPRING QUARTER LAST DAY TO ADD COURSES
APRIL 14	FRIDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
APRIL 21	FRIDAY	LAST DAY TO APPLY FOR JUNE COMMENCEMENT
MAY 12	FRIDAY	END OF SEVENTH WEEK
MAY 29	MONDAY	ACADEMIC HOLIDAY - MEMORIAL DAY
JUNE 5	MONDAY	LAST DAY OF CLASSES
JUNE 6-9	TUESDAY-FRIDAY	FINAL EXAMINATION PERIOD
JUNE 10	SATURDAY	COMMENCEMENT END OF SPRING QUARTER END OF UNIVERSITY YEAR (FACULTY ONLY) ACADEMIC HOLIDAY

1978

JANUARY

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FEBRUARY

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MARCH

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APRIL

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JUNE

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**CALIFORNIA POLYTECHNIC STATE UNIVERSITY
ACADEMIC CALENDAR WORKSHEET**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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- Quarter Break

S = Saturday
S = Sunday

H = Academic Holiday (during Quarter)
R = Registration
E = Final Examination Day

C = Commencement
F = Faculty Begin Year (no classes)

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO**

SUMMARY OF CALENDAR DAYS - 1977-78

	<u>S '77</u>	<u>F '77</u>	<u>W '78</u>	<u>SP '78</u>
BEGIN YEAR		3		
REGISTRATION	1	2	1.5	1.5
MWF DAYS	(28)	(29)	(29)	(30)
TTH DAYS	(20)	(20)	(19)	(20)
TOTAL CLASS DAYS	48	49	48	50
EXAMS	4	4	4	4
END YEAR				1*
ACADEMIC WORK DAYS	53	58	53.5	56.5
TOTAL = 221				

*INCLUDES SATURDAY AS FOLLOWS: JUNE 10, 1978

1977

**Holidays, Holy Days and
Commemorative Days**

Jan. 1 New Year's Day
Feb. 12 Lincoln's Birthday
14 St. Valentine's Day
21 Washington's Birthday
23 Ash Wednesday
Mar. 17 St. Patrick's Day
Apr. 3 Jewish Passover
3 Palm Sunday
8 Good Friday
10 Easter Sunday
May 9 Mother's Day
21 Armed Forces Day
30 Memorial Day
Jun. 5 Trinity Sunday
12 Children's Day
14 Flag Day
18 Father's Day
Jul. 4 Independence Day
Sep. 5 Labor Day
13 Jewish New Year
17 Citizenship Day
27 Jewish Yom Kippur
Oct. 10 Columbus Day
24 United Nations Day
31 Halloween
Nov. 4 Election Day
24 Thanksgiving Day
27 First Sunday of Advent
Dec. 25 Christmas Day

1978

**Holidays, Holy Days and
Commemorative Days**

Jan. 1 New Year's Day
Feb. 8 Ash Wednesday
17 Lincoln's Birthday
14 St. Valentine's Day
20 Washington's Birthday
Mar. 17 St. Patrick's Day
19 Palm Sunday
24 Good Friday
26 Easter Sunday
Apr. 22 Jewish Passover
May 14 Mother's Day
20 Armed Forces Day
21 Trinity Sunday
29 Memorial Day
Jun. 11 Children's Day
14 Flag Day
18 Father's Day
Jul. 4 Independence Day
Sep. 5 Labor Day
17 Citizenship Day
Oct. 2 Jewish New Year
8 Columbus Day
11 Jewish Yom Kippur
24 United Nations Day
31 Halloween
Nov. 7 Election Day
23 Thanksgiving Day
Dec. 3 First Sunday of Advent
25 Christmas Day

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO
ACADEMIC CALENDAR

1978

SUMMER QUARTER 1978

JUNE 20	TUESDAY	BEGINNING OF UNIVERSITY YEAR BEGINNING OF SUMMER QUARTER REGISTRATION FOR SUMMER QUARTER
JUNE 21	WEDNESDAY	SUMMER QUARTER CLASSES BEGIN
JUNE 28	WEDNESDAY	LAST DAY TO ENROLL FOR SUMMER QUARTER LAST DAY TO ADD COURSES
JULY 4	TUESDAY	ACADEMIC HOLIDAY - INDEPENDENCE DAY
JULY 12	WEDNESDAY	LAST DAY TO WITHDRAW FROM CLASSES WITHOUT PETITION
AUGUST 9	WEDNESDAY	END OF SEVENTH WEEK
AUGUST 20	MONDAY	LAST DAY OF CLASSES
AUGUST 29-SEPTEMBER 1	TUESDAY-FRIDAY	FINAL EXAMINATION PERIOD
SEPTEMBER 1	FRIDAY	END OF SUMMER QUARTER
SEPTEMBER 2-17	SATURDAY-SUNDAY	ACADEMIC HOLIDAY

JUNE						
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JULY						
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30	31					
AUGUST						
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SEPTEMBER						
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24	25	26	27	28	29	30

SUMMARY OF CALENDAR DAYS - 1978

S '78

BEGIN YEAR	
REGISTRATION	1
WKF DAYS	(30)
WTH DAYS	(18)
TOTAL CLASS DAYS	48
EXAMS	4
END YEAR	
ACADEMIC WORK DAYS	53

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY
ACADEMIC CALENDAR WORKSHEET**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June 1978																				R	-	-	-	S	S	-	-	-	-	-	X
July 1978	S	S	-	H	-	-	-	S	S	-	-	-	-	-	S	S	-	-	-	-	-	S	S	-	-	-	-	-	S	S	-
Aug. 1978	-	-	-	-	S	S	-	-	-	-	-	S	S	-	-	-	-	-	S	S	-	-	-	-	-	S	S	-	E	E	E
Sept. 1978	E																														X
Oct.																															
Nov.																															X
Dec.																															
Jan.																															
Feb.																															XX
Mar.																															
Apr.																															X
May																															
June																															X

_____ = Quarter Break

S = Saturday
S = Sunday

H = Academic Holiday (during quarter)
R = Registration
E = Final Examination Day

C = Commencement
F = Faculty Begin Year (no classes)

Memorandum

To : Members of the Faculty

Date : May 28, 1974

File No.:

Copies :

From : Frank Coyes, Chairman
Personnel Policies Committee

Subject: Subcommittee Report on "After 60/40, What?"

On March 4, 1974, Robert Alberti, Chairman of the Academic Senate, requested the Personnel Policies Committee chairman to appoint a subcommittee to study the promotion policy "After 60/40" and report back to the Personnel Policies Committee. Subsequently I asked Warren Anderson to chair the subcommittee and serve with Messrs. Roger Bishop, Dominic Perello, Barton Olsen, and Dave Saveker. The subcommittee has done an outstanding job in a few short months and submitted their report to the Personnel Policies Committee on May 7, 1974. I wish to extend the Committee's thanks of appreciation for a job well done. The Personnel Policies Committee has received the report, studied it, and after considerable discussion have noted several areas that need further study. We are asking that the report be distributed to members of the faculty at this time and would like your serious consideration. We also ask that any faculty responses be sent to the Personnel Policies Committee as early as possible. I have appointed Jim Delany as acting chairman for this summer; he will accept the comments and recommendations and forward them to the committee this fall. We plan to study this important matter in detail and hope that a policy recommendation can be sent to the Senate early this fall. Attached you will find a minority report submitted by Barton Olsen. Please consider the attached minority report submitted by Barton Olsen as you study the subcommittee's report. Submit your written comments and recommendations to Jim Delany, Math Department.

Attachments

ATTACHMENT II - B

May 7, 1974

TO: Personnel Policies Committee, Academic Senate

In March of this year, our subcommittee was charged with making an initial study of faculty promotion policy after removal of the "60/40" restraint.

As a first step, we have addressed ourselves to the identification of appropriate promotion criteria and policy goals as well as those areas in which further in-depth study is required. Having completed this first step, our committee has formulated, and is in unanimous agreement upon, the following general recommendations:

1. That tenure and promotion shall be awarded on the basis of merit and that appropriate criteria for evaluating merit are:

- a. Teaching effectiveness
- b. Professional attainment
- c. Service to the campus
- d. Service to the community

Emphasis among these criteria should shift as an individual's career progresses. Evaluation of these criteria shall be determined by the faculty in each department.

2. That promotion policy should be part of an over-all career plan for the individual faculty member aimed at his long-term association with the university.
3. That the goal should be to have all tenured faculty in the Associate (Senior) or Full (Principal) professorial ranks.
4. That any policy should be based on the projected long-term needs of the university, its faculty and its students rather than short-term expediency.
5. That any policy finally adopted, from the general CSUC system-wide guidelines to specific implementation procedures at the departmental level, should be published with a full explanation being made to incoming faculty members. This explanation should include disclosure of any circumstances under which the policy permits deviation from the norm as well as available grievance procedures.

Specific proposals pertaining to each of these general recommendations and discussions of remaining study areas are included in the body of our report.

Respectfully submitted,

Warren R. Anderson

Eoger Bishop

Barton Olsen

Dominic Perello

David Saverker

Warren R. Anderson

Eoger H. Bishop

Dominic Perello

David Saverker

Report of AS, Personnel Policies Subcommittee
on After 60/40, What?

I. Definition of the Problem:

How shall the budgeted promotional funds be expended within the concept of merit to assure a quality faculty consistent with the educational goals of the several schools of CSPU?

II. Given Conditions:

- A. Tenure shall be granted on merit.
- B. Promotion shall be made on merit.
- C. The traditional criteria as stated by the Trustees to be utilized in determining merit are:

1. Teaching effectiveness
2. Professional accomplishment
3. Campus service
4. Community service.

III. Assumptions and Constraints:

- A. Budgetary constraints will be a fact of life into the foreseeable future.
- B. The promotional process will be quantitative, if for no better reason than to have an operatable process when the promotion is authorized by an administrator far removed from the action.

IV. Solution:

- A. Institute a three-step career plan:

1. Pre-tenure assistant professor rank for the probationary (apprenticeship) years.
2. Post-tenure associate professor rank for three (journeyman) years.
3. Full professor (Master).

- B. Each of the steps above should be based on the same general criteria set forth in II.B. above, but with different emphasis.

1. The granting of tenure should be based primarily on teaching effectiveness, with lesser weight given to the other three factors. (This encourages a new instructor to emphasize his class preparation and presentation which is his primary concern after initial appointment to the faculty. Teaching effectiveness is also the most difficult of the four criteria to quantify for administrators outside the department to effectively and fairly weigh. Judgement ought should therefore be made by those closest to the new instructor, i.e., his students and fellow faculty).

2. Criteria weighting for probationary evaluation including recommendation for tenure:

Teaching effectiveness	70%*
Professional attainment	10%
Service to campus	10%
Service to community	10%

*Relative percentages offered only as an example.

(Assumption is made that a probationary person has reached the minimum professional attainment deemed appropriate by his school to be considered for initial appointment. Adjustment to his teaching responsibilities, preparation for his classes and student contact, far outweigh all other factors during these early formative years and provide a common base for building not only his own career, but also his department's success as well).

In order to be granted tenure, the instructor will have demonstrated his teaching effectiveness. He should then be promoted to associate professor rank as soon as promotion funds permit.

3. Criteria weighting for promotion to the full professor rank.

During his tenure as an associate professor the instructor is in position to shift the emphasis of his efforts.

Teaching effectiveness	25%*
Professional attainment	40%
Service to campus	20%
Service to community	15%

*Relative percentages offered as example.

4. Merit Criteria

a. Teaching effectiveness based on two evaluations:

i. Faculty evaluations.

(Evaluation should be based on classroom and laboratory visitation and review of course content, grading methods and testing procedures by a tenured faculty committee.

ii. Student evaluations.

(With all their imperfections, these evaluations still provide a measure of an instructor's success in his main area of responsibility, teaching, from his students' standpoint. Because of variations in both departmental course contents and the student mix served, minimum acceptable scores in these evaluations should be established by each department's tenured faculty.

iii. Faculty-student evaluations weighting

1. For recommendations concerning probationary faculty, peer evaluation shall be given twice the weight of student evaluation.
2. For recommendations concerning tenured faculty, peer and student evaluations shall be given equal weight.

- a. A weighted point system should be developed for the criteria of professional attainment, service to the campus and service to the community.
- c. An Equivalency Board should be established to deal with definitions of equivalency to the terminal degree for members of the faculty.
- d. Criteria common to all schools of the University shall be determined with the consultation of the Academic Senate.

- i. The weight of common criteria and individual school criteria shall be determined and employed in composing the University's promotion roster from the recommended promotional rosters forwarded by the School deans.
- ii. It shall be determined if the schools shall forward a single promotional roster without regard for rank, or if two rosters shall be forwarded, one for promotion to associate professor rank and one to full professor rank.

C. Promotion Procedure

1. Each department should provide for a special committee for each faculty member for tenure or promotion consideration to make an indepth evaluation of the candidate based amongst other things on extensive classroom observation. The committee's report will be made available to the appropriate tenured faculty of the department for their use as they deliberate and formulate their recommendation on each candidate.
2. Each school shall have an elected promotion and tenure committee to make recommendations to the Dean from the recommended candidates sent forward by the department.
3. There shall be an elected University Tenure and Promotion Committee established by CAM with whom the President shall consult in the process of finalizing his recommendations for tenure and promotion.

D. Apportionment Policy

1. A policy for the apportionment of budgeted promotion funds shall be determined in consultation with the Academic Senate.
2. The President shall consult with the University Tenure and Promotion Committee in the yearly implementation of the apportionment policy.

E. Appointments

1. Normal appointments to faculty positions will be made at the lower steps of assistant professor. Appointments above assistant professor, step III may be approved by the Vice President for Academic Affairs upon proper justification and in unusual instances. Appointments above assistant professor, Step III must be balanced within the School by other appointments at a lower level.
2. The University should develop a limited program of Visiting Professorships (technically lectureships) on a one-year or less appointment basis in order to attract distinguished visitors from other universities, national and international.

F. Distribution of Ranks

1. New faculty will be brought in no higher than the assistant professor rank, except as permitted in E.1 above.
2. The assistant professor rank is assumed to be primarily for the probationary faculty.
3. It shall be the goal of the University to have all tenured faculty at the associate or full professor ranks based on merit. To accomplish this goal within the anticipated (and realistically so) budgetary constraints, a ceiling should be placed on the number in the full professor rank. (A cost analysis would be required to determine the maximum percent allowable, in any ten years). This would be an item of business of the University Tenure and Promotion Committee.
4. It shall be the goal of the University to press for the implementation of the Trustees' adopted salary schedule which would allow a lesser differential between the associate and full professor ranks.

May 6, 1974

PROBLEMS AFTER 60 - 40

Dissenting report:

I am in agreement with the general statements on the signature page. There are however some statements and recommendations regarding the specific proposals with which I disagree. The following comments relate to those disagreements.

A. General:

- 1) In spite of the great (and tidy) temptation to try and quantify numerically the performance of faculty, I believe it to be an unwise course to follow. It seems to me that there are so many aspects of effective teaching that relate to "an art" that to try and reduce it to numerical reliability is simply not possible. In my judgment when one makes "merit" as a major criteria for personnel recommendations there must be the implicit recognition that the judgment of faculty members represents integrity and honesty even though that judgment isn't as visible as a number and it is always somewhat subjective.
- 2) If one is determined to be worthy of promotion and funds are not available to implement the promotion, then the budget should be adjusted so that no one would ever have to wait more than one year for funds to implement the promotion. I am not so naive as to think that it would always be so automatic but if merit is to determine promotion, then one should be promoted and budget requests governed accordingly.
- 3) I do not think it is possible to equate fairly the performance of faculty members when they are in unrelated or radically different disciplines. That is why I believe that trying to draw up a university-wide priority list or, in some cases, a school-wide list, would be illusory and unfair.

B. Specific:

- 1) IV. A.1. I do not think all assistant professors should, by definition, be untenured.
- 2) IV. B.2 & 3. Assigning numbers to such matters is, in my judgment, unwise and impossible to implement with any reliability.
- 3) IV. B.4.b. A weighted point system in general suggests a quantifying of professional behavior which I do not accept and it is especially unacceptable to me in the area of professional attainment, service to the campus and community.
- 4) IV. C.1.2.3. The proliferation of committees regarding personnel matters is unacceptable to me.
- 5) IV. F.3. I have serious doubts about the wisdom of this recommendation--merit would not determine promotion.

Barton C. Olsen

Memorandum

To : Messrs. Francis Hendricks
Alfred E. Andreoli
Earl D. Huff
F. Stuart Chestnut
Rex L. Hutton

Date : June 28, 1974

File No.:

Copies : President's Council Members
Instructional Department
Heads

From : Robert E. Kennedy

Robert E. Alberti
Joseph N. Weatherby, Jr.



Subject: Procedure for Selection of Textbooks

Your letter to me dated May 28, 1974, on behalf of "the faculty organizations at Cal Poly" requesting that I initiate action to change Section 238.1 of CAM has been received and reviewed.

Last March, I received a somewhat similar proposal from the local chapter of the United Professors of California to which I responded on April 2, 1974. My position on the matter has not changed in the past three months. It seems appropriate, therefore, to provide to each of you a copy of the letter from Mr. Hutton, which I received on March 7, and my response dated April 2, 1974.

Copies of your May 28, 1974, letter have been made and are being distributed to members of the President's Council and all Instructional Department Heads for their information. Since the Chairman of the Academic Senate is a member of the President's Council, he will be receiving a copy of the materials.

There is one facet of your May 28 memo which was not covered or discussed in the previous exchange of letters. It seems appropriate to comment on that item separately. You stated that "text selection has no bearing on the budgets of departments, staffing, or other university-wide functions and is thus not a matter for administrative decision." It seems that you have overlooked the fact that "administrative decision" involves all facets of the University's operations, not just "budgets of departments, staffing, or other university-wide functions." The faculty in departments, schools, and academic senate make recommendations. Certain decision-making authority is delegated by the President under carefully determined conditions. My position as described in the April 2, 1974, letter to Mr. Hutton clearly explains why it is not considered to be appropriate to delegate to the individual faculty member the authority to make the decision about the textbooks that are used in his classes.

Attachment

ATTACHEMENT II - C

May 28, 1974

Dr. Robert E. Kennedy, President
California Polytechnic State University
San Luis Obispo, California

Dear Dr. Kennedy:

The faculty organizations of Cal Poly hereby request that you initiate action to alter Section 238.1 of CAM. This request is based upon several considerations, some of which are pointed out in the following paragraphs.

As noted in the AAUP Policy Statement on Division of Responsibility in the Academic Community, "The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process." Since the textbook is so closely related to these areas, textbook selection is the responsibility of the faculty. The faculty member teaching a course is clearly in the best position to make the selection of texts as he is the one best able to evaluate his teaching style and the learning style of the students. While the faculty member has a responsibility to select texts wisely and in conformity with accepted course descriptions, we hold that the individual faculty member has the ultimate right to select the textbooks for the courses he teaches.

Text selection has no bearing on the budgets of departments, staffing, or other university-wide functions and is thus not a matter for administrative decision.

The faculty members' decision with respect to textbooks should not be set aside except in exceptional circumstances and for reasons clearly communicated to the affected faculty member. Such reasons should show why the selection will inhibit the faculty member from meeting the stated course objectives.

We suggest that the second last paragraph of Section 238.1 be as follows: "The forms are then returned to the Bookstore with the signature of the faculty member requiring the books, or of his designee." We also suggest that the

last sentence of the paragraph be deleted.

We request your prompt attention to this matter
of considerable faculty concern.

cc: Robert Alberti
Academic Senate

Respectfully,

AAUP

ACSUP

CCUFA

CSEA

UPC

May 28, 1974

Professor Robert Alberti, Chairman
Academic Senate
California Polytechnic State University
San Luis Obispo, California

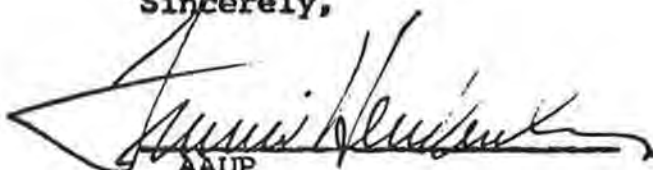
Dear Professor Alberti:

The five faculty organizations have authorized a letter to President Kennedy, copy enclosed. We urge you to request the Academic Senate to support the position and to so inform the President.

In the event that the Senate cannot support the position, we request that it study Section 238.1 of CAM and make suggestions for changes that will be acceptable to the faculty.

cc: President Kennedy

Sincerely,


AAUP


ACSUP


CCUFA


CSEA


UPC

Memorandum

To : Bob Alberti, Chairman, Academic Senate
Joe Weatherby, Chairman-Elect
Leslie Labhard, Vice-Chairman-Elect ✓

Date : June 6, 1974

File No.:

Copies : Jerald Holley

From : Bob Burton *RLB*

Subject: Grade Processing Procedures

At the Academic Council meeting of June 4, Jerald Holley (Director of Admissions and Records) informed the council of problems associated with the processing of grades at the end of each quarter, noting specifically the instance of late grade reports by a few faculty members at the conclusion of Winter Quarter, 1974. Since this was a discussion item to explore possible solutions to the problem, I think it would be appropriate for the Academic Senate to review this issue and offer whatever help it can towards a resolution of the problem.

Aside from the specific case of those faculty members who did not meet the deadline following the Winter Quarter, the Senate might want to consider the broader issue of due dates for the reporting of grades. I think it is fair to say that a number of professors who faithfully meet the deadline quarter after quarter do not necessarily feel all that confident about an evaluation they must render in a very short period of time for a large number of students. In such cases it is obvious that the best interests of students might not be served.

Attached is a copy of Mr. Holley's memo on the subject.

ATTACHEMENT II - D

Memorandum

To : Vice-President Fisher

Date : March 29, 1974

File No.:

Copies : Chandler, Panches,
Boche/YangFrom : Jerald Holley, Director
Admissions and Records

RECEIVED

APR 1 1974

Office of Vice President
for Academic Affairs

Subject: GRADE PROCESSING PROCEDURES (AND PROBLEMS)

The purpose of this memo is to request that grade processing and procedures be a discussion item in the Academic Council. We need to review our "policy" of submission of grades by the faculty and subsequent distribution to the students. It has always been our goal to have the grades processed as quickly as possible after they have been received from the faculty, and to have them distributed to the students as soon as possible after the end of the quarter and at an announced time. Whenever possible our goal is to have grades available at the next registration. Usually this does not present any problem in distributing Fall Quarter grades, since the time available for processing is adequate.

Because there were eight days between the last day of Winter Quarter finals and Spring Quarter registration this year, there appeared to be adequate time to process the Winter Quarter grades and have them available for student pick up at registration. The distribution of grades on registration days would have required 100% cooperation from the faculty, the Records Office and the Computer Center. Attached is a list of the faculty who did not meet the last deadline. The list indicates the number of grade cards that were missing. Had we proceeded with our schedule for grade processing, 1,027 students would have received incomplete (and incorrect) grade report documents. This would have resulted in a flurry of correspondence between the students, the Registrar's Office and the faculty and also would have resulted in 1,027 hand corrections to be made to the students' permanent records. Processing 1,027 corrections to the grades in the Records Office would almost be an insurmountable workload. Perhaps we should accept the guidance of one faculty member who stated, "those clerks are not people, they are machines for us to use." There is evidence that some faculty do not take this assignment seriously and care little about the commitments the University has to the students as far as grade processing and distribution are concerned.

The production timetable for the Records Office and the Computer Center can be pre-determined and generally met. The critical element in the production schedule is the input of grades from the faculty, and that is predictable - late. The grades are never, in their entirety, in by the announced deadline. School Deans know that after the deadline for turning in grades (approximately 72 hours after the last scheduled final examination) we will contact them and request their assistance in getting the grades in from the few "delinquent" faculty members. This usually is an exercise in futility which lasts for approximately 48 hours.

RD out.

2 working days after final exams

ATTACHMENT 12-4

Within 2 weeks w/o analysis problem?

* REASONS - not 7

(I would like to emphasize that most of the faculty are cooperative and we have no problems with their grades. For the most part, they are just as anxious as we are to get the quarter's work finished and enjoy their academic holidays).

I believe we need to discuss the possibility of changing the present policy of attempting to get the grades out by an announced time. Perhaps we should make no commitment to the students about when grades will be available and accept grades from the faculty as they are completed - at their convenience - and distribute them to the students several weeks after the end of the quarter. On the other hand, perhaps we need to adopt a policy and processing procedure which will assure students that grades will be available within a reasonable time after the end of each quarter.

Attach.

Bring up to
Executive Committee
of Academic Senate
for study next year.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

San Luis Obispo

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 Barton Olsen, Academic Senate C.S.U.C.
 Michael Wenzl, Academic Senate C.S.U.C.
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Marcus Gold

1975

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<u>Randal Cruikshanks</u>	1975
Gerald Sullivan	1975
Michael Cirovic	1975
Dwayne Head	1975
Aryan Roest	1975
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David Cook	Ex-Officio
Harry Strauss	Ex-Officio
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	1976

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George Hoffman	1976
Louis Pippin	1975
Tony Buffa	1976
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Paula Scott	1975
Donald Shelton	Ex-Officio
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	1975
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	1976

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	1976	former recipient
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	1975	student
	1975	student