

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO

ACADEMIC SENATE EXECUTIVE COMMITTEE

AGENDA - January 7, 1975
3:15 p.m., Tenaya Lounge

- I. Minutes - Executive Committee Meeting, November 26, 1974
- II. Business Items
 - A. Senator Replacement (Weatherby)
 - B. Professional Responsibility Committee (Johnson)
- III. Discussion Items
 - A. Open Discussion (Weatherby)
 - B. Student Evaluation of Faculty (Sennett) (Attachment III-B)
 - C. Computer Program - Grade Processing (Drandell)
 - D. Committee Assignments (Weatherby)
 - E. Use of Private Funds (Sullivan)
- IV. Announcements
 - A. Memos from President Kennedy dated December 9, 1974, and December 13, 1974 (Attachments IV-A, i,ii,&iii) (Weatherby)

Memorandum

ACADEMIC SENATE

To : Joe Weatherby, Chairman
Academic Senate

DEC 4 1974

Date : December 3, 1974

CAL POLY - SLO

File No.:

Copies :

From : Robert E. Sennett *RES.*

Subject: Student Evaluation of Faculty

I would like to request that the above subject be placed on the agenda of the Executive Committee as a discussion item. Let me indicate the rationale behind this request.

In accordance with Administrative Bulletin 74-1, guidelines for student evaluation of faculty became a regular part of the University's personnel procedures. In those guidelines it is stated (Section I) that the primary purpose of student evaluation of faculty is to assist in improving the quality and effectiveness of the instructional program. It also states (Section V) that the results will also be used in personnel actions. Further (Section IV), it is made clear that these evaluations will be anonymous. It is the use of these evaluations in personnel decisions that disturbs me.

I believe that many, if not all, of the schools in this University use some type of form questionnaire, the results of which ultimately are presented in numerical form. Having been an observer in a grievance hearing and involved in other personnel actions, I believe this type of evaluation is seriously impairing fair judgment of the faculty. It is the only number present in most overall evaluations and as a result assumes much greater weight than it should. Teaching abilities of faculty are being compared on the basis of this number, independent of the fact that many researchers have questioned the validity of form-type evaluations and in some cases have shown negative correlation of results with "generally accepted criteria for good teaching."

Although administrators insist that these evaluations are only part of the overall evaluation of a faculty member, it has become clear that the numerical results have, in fact, received considerable weight, even to the point of rank ordering teaching ability on the basis of this statistically questionable data.

I believe that it is time for the faculty to review its position on evaluation by students. I personally would like the Senate to remove its support of this program and work toward having it removed from C.A.M. At the very least, it should insist that any evaluation technique that results in a number be removed from use by all schools.

Attachment III-B

Memorandum

ACADEMIC SENATE

To : Joe Weatherby

DEC 10 1974

Date : December 9, 1974

CAL POLY - SLO

File No.:

From : Robert E. Kennedy

Copies : Jones, Andrews, Chandler,
Amaral, Landreth, Cummins, Ericson,
Fisher, Gibson, Hasslein, McKibbin,
Valpey, MacDonald

Subject: Procedural Guidelines on Faculty Nonpublished Text Material

On June 24, 1974, I advised Academic Senate Chairman Robert Alberti that final action on the senate's recommendation concerning the subject matter would be deferred until the Foundation Board had another opportunity to review the proposed section on royalty payments.

At the November 4, 1974 meeting of the Foundation Board of Directors action was taken to recommend approval of the Procedural Guidelines on Faculty Nonpublished Text Material, including a provision on royalty payments as proposed by the Academic Senate. I am approving the attached procedural guidelines effective January 1, 1975. This policy statement will be incorporated in the Campus Administrative Manual.

ATTACHMENT IV-A, i

Procedural Guideline
El Corral Bookstore - Faculty Nonpublished Text Material

General Policy Statement

The Foundation, through its bookstore operation, will assist faculty in making available to students various laboratory manuals, lecture notes, or other similar material, hereinafter referred to as "faculty nonpublished materials." The term "nonpublished" is trade terminology meant to define a publication never before published through regular publisher channels.

This service will be accomplished by providing interested faculty the logistical means necessary to convert original, faculty produced materials necessary for classroom use into a final document suitable for sale through the bookstore.

As a matter of policy, the bookstore shall continue to avoid the establishment of a "University Press" operation while providing the above service. Other than those class materials sold through the bookstore by "Xerox" process, the bookstore management shall normally contract with outside printers for the production of camera-ready copy.

It is not within the purview of bookstore management to pass judgement on quality or content of nonpublished text materials submitted by faculty for consideration. However, it is the exclusive right and intent of bookstore management to pass judgement on the economic feasibility of the arrangement requested by faculty. As a matter of policy, each request for preparation and subsequent sale of nonpublished text materials should be self-supporting.

Responsibility of the Bookstore

The bookstore's role in providing this service normally includes, and shall be limited to, conferring with faculty prior to development of a manuscript, preparation of camera-ready copy from the original manuscript developed by the faculty, determining arrangements for printing the copy, and subsequent sale through the bookstore at a satisfactory and reasonable price as determined by bookstore management.

Faculty may not commit the bookstore for the payment of any costs associated with the development of a manuscript.

Absolutely no commitments are made to faculty by the bookstore, express or implied, relative to preparation of the original manuscript furnished by the faculty for subsequent sale until a signed "Agreement of Mutual Understanding" is executed. No sale guarantees are made by the bookstore.

Upon request, the Foundation can assist any faculty member in obtaining a copyright on his/her original work.

Responsibility of the Faculty (Author)

Content, quality and appropriateness of the original manuscript submitted to the bookstore for subsequent sale shall be the individual responsibility of the faculty requesting the service.

Procedural Guidelines
Faculty Nonpublished Text Material
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Faculty requesting this service from the bookstore shall obtain approval endorsement from his/her department head and school dean.

Faculty shall certify that the material presented to the bookstore for consideration is free from copyright infringement or the possibility thereof.

1. Faculty developing said materials should be familiar with exclusive rights provided by the Copyright Statute, Title 17, United States Code and limited uses of copyrighted materials as provided by the Doctrine of Fair Use.
2. Faculty using any copyrighted material must procure permission in writing from the copyright holder, supplying such written permission to the bookstore with the request for subject service.
3. Limited use by faculty of copyrighted materials as provided by the Doctrine of Fair Use will require submission of copy of any copyrighted work being used, in part, in the intended faculty publication.
4. Faculty nonpublished materials handled by and through the bookstore for subsequent sale shall require a Declaration Statement by the author rendering the California Polytechnic State University Foundation free from blame or demands arising related to alleged infringement of copyright laws. Declaration Statement forms are available from the Bookstore Manager.

Royalty Payments

Faculty nonpublished materials sold through the bookstore, developed by a faculty member on personal time and utilizing private resources, may entitle the author to a royalty that may arise from sales thereof, provided:

1. The faculty author obtains approval endorsement from his/her department head and school dean;
2. The "Agreement of Mutual Understanding" between the faculty-author and bookstore so provides for royalty payment amount, and conditions under which royalties will be paid;
3. The royalty payment per unit sold shall not exceed 10% of the sale price of the item being sold; and
4. That all costs of production to the bookstore have been recovered prior to any payment of royalties. Failure to sell sufficient copies of the material to offset all production costs, including the normal gross profit as determined by bookstore management, will result in no royalty payment.

Memorandum

ACADEMIC SENATE

To : Joe Weatherby


DEC 10 1974

Date : December 9, 1974

CAL POLY - SLO

File No.:

Copies : Jones, Andrews, Chandler,
Cummins, Ericson, Fisher, Gibson,
Hasslein, McKibbin, Valpey, MacDonald,
Holley, Shelton

From : Robert E. Kennedy 

Subject: November 12, 1974 Senate Actions

This will acknowledge your memo of November 18, 1974, which reports on two senate actions taken at the November 12 meeting.

The first recommendation concerns some minor changes in the academic calendar for the 1975-76 and the 1976-77 college years. Vice President Jones has reviewed the proposed changes with the Academic Council and has endorsed the senate recommendations. By separate mailing I am approving the academic calendar for 1975-77 with the following changes as recommended by the Academic Senate:

Tuesday, December 9, 1975 is the last day of classes for Fall Quarter, 1975
Wednesday, December 10 through Saturday, December 13, 1975 is the final examination period for Fall Quarter, 1975
Tuesday, December 7, 1976 is the last day of classes for Fall Quarter, 1976
Wednesday, December 8, 1976 through Saturday, December 11, 1976 is the final examination period for Fall Quarter, 1976

The second matter recommended in your November 18 memorandum was an endorsement of my position supporting the concept of fee waivers for Cal Poly employees enrolled in courses within the State University and Colleges system. As you know, this matter was presented to the Board of Trustees at the November 25-26 meeting in order to implement Assembly Bill 3958 which becomes effective January 1, 1975. A proposed implementing amendment to Title 5, California Administrative Code, will be presented to the Trustees for action at the January meeting. The CSUC presidents are in support of this provision to grant fee waivers for employees who enroll in work-related courses offered by the CSUC.

Memorandum

ACADEMIC SENATE

To : Joe Weatherby

DEC 16 1974

Date : December 13, 1974

CAL POLY - SLO

File No.:

Copies : Jones, Cummins, Ericson,
Fisher, Gibson, Hasslein,
McKibbin, Valpey, Chandler

From : Robert E. Kennedy



Subject: December 3, 1974 Senate Actions

On December 6, 1974 you advised me of three actions taken by the Academic Senate at the December 3 meeting.

The first item concerned a recommendation from the Senate's General Education and Breadth Committee that the general education requirement for a bachelor's degree be revised in the area of oral and written communications. This matter was tabled by the Senate so no action is needed by the president at this time.

The second item regarding a recommendation of the Senate's Student Affairs Committee on credit/no credit grading at the graduate level was referred back to the committee for further clarification. No action is needed by the president at this time.

The third item which was adopted by the Senate recommended that CAM section 617.2 be revised to include a provision for changing of grades in the absence of an instructor. This matter has been referred to Vice President Jones and the Academic Council for review and recommendation. I will respond to this item as soon as I am advised whether the change as proposed will not create other problems.