

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

San Luis Obispo

Executive Committee, Academic Senate

Minutes October 30, 1973

- I. The meeting was called to order by Vice Chairman Robert Burton at 3:10 p.m. (Chairman Robert Alberti was attending the C.S.U.C. Academic Senate Retreat in San Diego County.)
- II. The minutes of the Executive Committee meeting on September 25 were approved.
- III. Members in attendance were:

Roy Anderson	Robert Burton	Arthur Rosen
Robert Andreini	Marcus Gold	David Saveker
Dale Andrews	Lezlie Labhard	Harry Scales
Roger Bailey	John Rogalla	Paul Scheffer
Sara Behman		

Guests in attendance were:

Tom Dunigan
Barbara Weber

IV. Business Items

- A. Faculty Workload Data. (See Attachment III-C, October 30, 1973, Executive Committee Agenda.)
There was extended discussion as to whether this item (Review of the report "Faculty Utilization in the California State University and Colleges, Fall, 1971" from Chancellor's Office, April, 1973) should be considered for an information item at the Academic Senate meeting on November 13. Explanation of the report by Mr. Dunigan indicated that the report places most of its emphasis on WTU (Weighted Teaching Units), and perhaps there should be other considerations such as the measure of workload or productivity. There was not recent or sufficient data to determine whether or not the Cal Poly faculty is working more than other system-wide faculties. Some Committee members indicated a desire to know how the workloads on this campus compare with those of others in the system when all aspects (lab time, etc.) are considered.
It was moved by David Saveker and seconded by John Rogalla that the administration be requested to present the discussion of the faculty utilization data presented by Mr. Dunigan at a workshop that has wider appeal than the Academic Senate alone, rather than scheduling it for the Academic Senate meeting as an information item alone, and that this subject be made a study item by the Budget Committee in the interim. The motion passed.
- B. Teaching for Instructional Deans and Rank and Class Administrators. (See Attachment III-E, September 25 Executive Committee Agenda.)
Discussion was concerned with the desirability of deans and administrators having teaching responsibilities as well as those responsibilities of their positions.
John Rogalla moved and David Saveker seconded the motion that the Instruction Committee's report on "teaching for instructional deans and rank and class administrators" be an action item at the next Academic Senate meeting. The motion passed.

- C. Faculty Members as Students - Dale Andrews. (See Attachment II-B, Executive Committee Agenda, October 30, 1973.)
Dr. Andrews presented the antecedents of this memo. There was a recommendation from Douglas Pierce and Tom Dunigan to him in March, 1972, in which they suggested some interim guidelines to be followed in case there was a faculty member who was also taking course work. The purpose of the guidelines was to protect students who are also instructors or staff members of the college and their colleagues and the college against undue pressure and criticism. The Academic Council (May 15, 1972 meeting) recommended against putting these kind of guidelines into practice as they felt it was up to the faculty to decide whether or not there was this kind of pressure on them. The Academic Council thought it should be a Senate matter.
- With consensus of the Executive Committee members, Vice Chairman Robert Burton referred this item to the Personnel Policies Committee.
- D. Ad Hoc Student Evaluation of Faculty Committee - Status Report - Robert Burton. The Student Evaluation of Faculty Committee has met three times this Fall and is considering the possibility of recommending that the guidelines be amended. The main recommended changes will include (1) insuring that the student evaluations not be made available to the faculty member until after he turns in the grades, (2) charging the student school councils with the responsibility of obtaining representative student opinion which shall be considered in the development of questionnaires, (3) delegating each department to be responsible for furnishing the faculty with a copy of these guidelines as well as the necessary instructions to insure that proper procedures be followed in the administration of the evaluation, and (4) suggesting that no signature or other method by which individual students could be identified be requested on the evaluation forms.
- This will be an information item at the next Senate meeting.
- E. Student Community Services.
Since Robert Bonds, who was scheduled to talk to the committee about this, was not present at the meeting, this item was deferred.
- F. Catalog and Class Schedule Lead Time. (See Attachment III-B, Executive Committee Agenda, October 30, 1973.)
Since there was no objection, this issue was referred to the Curriculum Committee.
- G. One Man Offices for Faculty. (See Attachment III-D, Executive Committee Agenda, October 30, 1973.)
Because the building of new offices for faculty members is being planned, it was suggested that this item be referred to a committee, with input from Doug Gerard, Executive Dean, who is knowledgeable about facilities planning.
- John Rogalla moved that this item concerning "One Man Offices" be referred to the Budget Committee. The motion was seconded by David Saveker. The motion passed.
- H. Ad Hoc Senate Directions Committee - Progress Report - Barbara Weber.
Since April, 1973, the committee has met regularly and has considered the following aspects of the "organization and effectiveness of the Academic Senate":

1. Statement of Goals: The purpose of the Academic Senate at Cal Poly is to represent and voice the opinions of the University faculty on issues determined by the Senate to be of importance to the structure and function of the University.
2. Committee Structure: A sub-committee presented the pros and cons of standing committee structure as opposed to ad hoc committees. The entire committee agreed that committees should feed "quality information" into the Senate. A mutual meeting time for all members was also stressed along with the idea that Senate committees should be functional.
3. Senate Membership: The committee passed the resolution that the bylaws be amended to read, "No department within the school can have more than one senator until all departments within that school have at least one." Terms of office and participation of members were also discussed.
4. Improved Communication: Some suggestions include a Senate newsletter; improved minutes including votes of senators, when possible; frequency and thoroughness of committee reports; and preparation of a faculty handbook.

It was moved by Arthur Rosen and seconded by Robert Andreini that the "Senate Directions Committee Report" be an information item at the next Academic Senate meeting. The motion passed.

I. Vacancy of Academic Vice President. (See President Kennedy's memo to all faculty and staff, October 29, 1973.)

There was considerable discussion concerning the President's statement that he did not anticipate going off campus to seek talent for this position. Several committee members felt that since it was such a responsible position, off-campus candidates should be considered. The proposed organization structure was also discussed, focusing on whether or not suggestions for changes in the new structure should be considered by the committee.

Since the selection is of extreme importance and no Senate standing committee seems appropriate, the Executive Committee agreed to meet Tuesday, November 6, to further discuss the matter.

Bob Andreini moved and Paul Scheffer seconded the motion that the question of selection of the new Academic Vice President with respect to local or national selection be presented to the Academic Senate for consideration and recommendation to the President. The motion passed with two abstentions.

V. Announcements and Information Items

- A. The Academic Council did not concur in its totality the Sabbatical Leave Policy proposal recommended by the Academic Senate. However, the Council did vote to endorse the concept in the document which includes encouragement of faculty members to be involved in writing of the criteria and also be involved in interviewing those who are applying for sabbatical leaves.
- B. When Vice Chancellor Sherriffs visits campus on November 19, the Executive Committee will meet with him at 2:00 p.m. in University Union 216.
- C. The senators from the School of Business and Social Sciences held a caucus and unanimously agreed that Sara Behman should serve on the Executive Committee. She accepted.

VI. The meeting was adjourned at 5:10 p.m.