

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO

Executive Committee, Academic Senate

Minutes, January 29, 1974

- I. The meeting was called to order by Chairman Robert Alberti at 3:10 p.m.
- II. The minutes of the January 3 meeting were approved.
- III. Members in attendance were:

Robert Alberti	Robert Burton	Arthur Rosen
Roy Anderson	Marcus Gold	David Saveker
Robert Andreini	Lezlie Labhard	Harry Scales
Roger Bailey	Barton Olsen	Paul Scheffer
Sara Behman	John Rogalla	Larry Voss

Guests in attendance were:

Frank Coyes, Chairman, Personnel Policies Committee  
Thomas Johnston, Chairman, Personnel Review Committee  
Barbara Weber, Chairman, Senate Directions Committee

IV. Business Items

A. Faculty Participation in Commencement

The Personnel Policies Committee was asked to look at this issue as a result of some concern from faculty members that there were inconsistencies among the schools regarding the current policies on participation in commencement. After studying information and facts from the various schools regarding faculty participation in commencement, the committee found insufficient reason at this time to develop university-wide guidelines. In a statement presented to the Executive Committee, the Personnel Policies Committee indicated that it "recognizes that some differences exist among school policies, and should further problems arise that affect all schools, the committee would address these issues and take the necessary action."

It was moved and seconded (Rogalla/Gold) to accept the report of the Personnel Policies Committee concerning faculty participation in commencement. The motion carried.

B. Academic Senate Newsletter

Committee members discussed the possibility of having a Senate newsletter. The present form of the Senate minutes was also brought up with possible changes being suggested. The Chairman decided that he would seek some faculty response to determine whether changes in the format and distribution of the minutes should be revised or a Senate newsletter be distributed.

C. Class Scheduling Plans

Bob Burton reported that he is scheduled to meet with the Instruction Committee on Tuesday, February 5, to discuss class scheduling plans.

D. 60/40 Data for Cal Poly

The Chairman announced that the Budget Committee has not yet considered the memo from Charles Adams (December 12, 1973) concerning "A Strategy for 60/40". That committee will report at a Senate meeting in the near future.

David Saveker brought to the attention of the Executive Committee a memo dated January 16 from President Kennedy to all Deans regarding the 60/40

restriction. The memo infers that there will be three sets of proposals--from the tenured faculty, department heads, and deans--placing in priority order the promotions being recommended to the President. He expressed concern that there is no definite criteria for determining priority listing for promotion. Chairman Alberti requested that Mr. Saveker submit to him in writing his specific concerns for consideration and further action.

E. Senate Directions Committee

Barbara Weber, Chairman of that committee, reported that opinion poll questionnaires concerning the membership and areas of emphasis of the Senate have been distributed to all faculty members. These are being tabulated, and results will be ready for the special Senate meeting on March 5.

F. Proposed New Grievance Procedures

Barton Olsen, statewide Academic Senator, explained that the sixth version of the "Proposed New Grievance Procedures", which was distributed to all faculty members for feedback, originated in the statewide Monitoring Committee. The statewide Senate has not yet considered this draft, but is seeking as much input from CSUC campuses as possible.

Thomas Johnston, Chairman of the Personnel Review Committee, reported that his committee would look at all faculty responses to the sixth version of the "Proposed New Grievance Procedures" at their meeting on Friday, February 1 and would prepare a statement to present at the next Senate meeting.

G. Collective Bargaining Seminars

Chairman Alberti announced that Barbara Weber, James Delany, and Marcus Gold have agreed to help in the establishment of a series of seminars on collective bargaining. The committee is hopeful that some people off and on campus will be willing to make presentations. Dr. Alberti also asked for any suggestions concerning the issue.

H. Bookstore Proposal on "Faculty Unpublished Materials" - (See Attachment III-C, Executive Committee Agenda, January 29, 1974.)

Chairman Alberti explained that the "Procedural Guideline for Faculty Nonpublished Text Material", proposed by the bookstore for its use, was considered by the Foundation Board of Directors at its December meeting. The same item has been reviewed by the Academic Council; consultation from the Academic Senate has also been requested.

It was moved and seconded (Andreini, Bailey) that the bookstore proposal on "Faculty Unpublished Materials" be sent to the Instruction Committee for examination. The motion carried.

I. Graduation with Honors; Student Credit Load; Student Transfer Credit and Residence Requirements

A memo from Vice Chancellor Sherriffs (January 9, 1974) concerning "honors at graduation" has been received with a request that all campuses review the current provisions.

In a memo dated January 28, 1974, Elaine Alexander (Mathematics Department) expresses concern about the "overload of credit hours which students take each quarter".

John Rogalla has submitted a written request that the Student Affairs Committee look into the matter of Transfer Credit and Residence Requirements on page 26 of the University Catalog.

It was moved and seconded (Rosen, Scales) to send these three memos ("Honors at Graduation", "Student Credit Load", and "Transfer Credit and Residence Requirements") to the Student Affairs Committee for consideration. The motion carried.

J. Final Examinations

Vice Chairman Bob Burton, representative to the Academic Council, explained that last Fall Dean Valpey asked the Council whether or not they should consider recommending to the President that Section 484.1 of CAM concerning final examinations be amended. While that section states that final examinations are given in all courses, in reality there are some courses in which final examinations are not appropriate. This same issue was reconsidered at the last Academic Council meeting. Concern was expressed by Executive Committee members that CAM allow for some flexibility regarding final exams.

It was moved and seconded (Rosen, Saveker) to refer this issue of final examinations to the Instruction Committee. The motion was defeated.

It was moved and seconded (Andreini, Scales) that Bob Burton write a recommendation for the Senate allowing for flexibility in giving final examinations (CAM Section 484.1). The motion passed.

K. State Payroll Procedures

David Saveker brought to the attention of the Executive Committee a concern expressed by a faculty member in his school. The state payroll procedures have cost some people a lot of money with respect to investments withdrawn from pay. Evidently money has been withdrawn from the employee's check but has not been applied to the annuity for which it was withdrawn. The amount has been lying idle and losing interest for about three months. Nearly 200 members of the faculty are thought to be affected by this.

With the consensus of the Executive Committee, this item was directed to Barton Olsen to bring to the attention of the Faculty Affairs Committee of the statewide Senate.

V. Announcements and Reports

A. Academic Dean Evaluation Status

Administrative Bulletin 74-2 has been issued by the President, approving procedure for evaluating deans. It provides for annual evaluation which is to be anonymous and voluntary by the faculty member.

B. Department Head Evaluation Status

Larry Voss reported that the President is planning to have department head evaluation procedures prepared for this year's evaluation cycle.

C. Student Evaluation of Faculty

Administrative Bulletin 74-1, providing for the student evaluation of faculty, has been issued. It allows for each school to have its own evaluation form.

D. Academic Council

Bob Burton announced that the Academic Council will consider the "Catalog Faculty Directory" recommendation at its next meeting.

E. Beef Cattle Evaluation Center

David Saveker indicated concern that the Beef Cattle Evaluation Center has been set up apparently without following the "Guidelines for