

CALIFORNIA STATE POLYTECHNIC COLLEGE
San Luis Obispo, California

SCHOOL OF APPLIED ARTS DEPARTMENT HEADS COUNCIL
Meeting No. 2 September 25, 1969

MINUTES

PRESENT: Messrs. Cummins, Thomas (for Carruthers), Davidson, Emmel, Gold, Healey, Mott, Pederson, Schroeder, Servatius, Simmons, Wilcox; Mmes. Loughran and Stookey (for Pfeiffer).

I. LEAVES

- A. Sabbatical Leaves -- Department heads were requested to encourage all qualified faculty to submit applications for sabbatical leaves to the department head by October 20 to be forwarded to the Dean's office by November 1.. Discussion emphasized the importance of detailed carefully outlined leave proposals (See CAM Section 386.5).
- B. Special Leaves -- Information on Research and Creative Activity leaves was distributed (See CAM Section 386.6).

II. REPRESENTATIVE OF APPLIED ARTS COUNCIL

The department heads will invite the Applied Arts Council (student) chairman to attend our regular Thursday morning meetings. Dr. John Kerr (English) continues as a faculty advisor; a replacement for Mrs. Roske, who will be unable to serve again this year, will be selected at the next meeting.

III. CAL POLY GOALS AND OBJECTIVES

The Applied Arts School statement was given to the department heads for distribution to all faculty. In the continuing review of Cal Poly's aims, faculty are requested to submit their reactions and suggestions concerning this statement.

IV. DUPLICATION OF MATERIALS

Department heads were requested to carefully instruct faculty about college policy on duplication of materials. Adherence to these formalized procedures is particularly important now that a department charge-back system has been initiated. Attention was again called to the CAM Section 530, dealing with "office services" and, more specifically, with the procedures, authorization and limitations which are placed upon duplication and reproduction of instructional or other materials. For some time there have been abuses of this system, and all faculty are urged to familiarize themselves with this section of CAM.

For example: "For duplicated materials intended for distribution off campus, authorization is required from a department head, division head or school dean, and the Director of Information Services (See Sections 715.1 and 726.1)."

Also: "In general, reproduced instructional materials given to students at no charge are limited to five pages per course unit per quarter, excluding tests and examinations. For materials in excess of this amount, the department head

"should be consulted to determine whether or not a charge shall be made. Where a charge is to be made, the materials will be handled through the El Corral College Store (See CAM Section 238.4)."

All faculty are again reminded of the previous announcements regarding the changed policy for the use of the Xerox copying machines on campus; that is:

1. Beginning with the fall quarter there will be four high speed Xerox copiers on campus. They will be located in BA&E Room 116, Computer Science Bldg. Room 113, Erhart Ag. Bldg. Room 202, and Administration Bldg. Room 109.
2. All machines will be available for use by all departments.
3. All machines will be key/meter controlled. That is, they will not operate without a key/meter.
4. Each department must have a key/meter to operate the machine. Your key/meter will operate any of the four machines.
5. Each department will be charged for the number of copies registered on the department's meter. The cost per copy will be 3½¢.

V.. WORK STUDY FUNDS FOR 1969-70

The \$10,000 in Work Study funds available through 12-31-69 was allocated. Departments were cautioned to compute the money already spent in July, August and September in this disbursement:

Audio-Visual	\$ 500
Art	500
Business Admin.	500
Education	500
English	500
Home Economics	800
Journalism	600
Music	400
Physical Education	3,800
Printing	500
Speech	600
Psychology	800
TOTAL	<u>\$10,000</u>

VI. ADVISORY COMMITTEE ON INTERNATIONAL EDUCATION

In response to the President Council's minutes of 8-11-69 indicating the establishment of an Advisory Committee on International Education, the name of Dr. Robert Mott (Physical Education) will be submitted to the Chairman of the Academic Senate as the nomination for Applied Arts representative on this committee.

VII. DEPARTMENTAL CURRICULUM COMMITTEES

The Associate Dean will sit as a non-voting ex-officio member of each departmental curriculum committee to assist departments in submitting catalog proposals.

VIII. DEAN'S LIST

In the future, to share the clerical burden, the Dean's office will draft and sign, and the departments will address and mail all Dean's list letters. The Printing Department will prepare estimates on an appropriate standard award as a possible replacement for the letters currently used.

IX. FREE ELECTIVES

In response to a recent letter from President Kennedy on "Free Electives," a summary of department curriculum requirements has been assembled and distributed to department heads. To prepare for a college review of free electives the Dean's office will submit a copy and explanatory letter to President Kennedy and will suggest kinds of information on free electives all students should have.

X. PROPERTY AND EQUIPMENT BUDGET 1969-70

The Dean's office has requested Purchasing to "freeze" savings on P&E purchases. Near the end of the academic year the Dean will consider the additional requests for equipment items and make allocations to the areas where the need is the greatest.

XI. OUT-OF-STATE TRAVEL REQUEST

Department heads endorsed the out-of-state travel request of Dr. Roy Anderson to attend and participate in the program of the Western Deans of Colleges and Schools of Business Administration meeting, October 23-27, in Seattle. The necessary forms will be submitted to Donald Nelson for approval by the Chancellor's office.

ANNOUNCEMENTS

1. Alumnus of the Year -- The name of Ed Slevin was submitted by the Business Administration Department and endorsed by the Department Heads.
2. It was again announced that the Department Heads Council meetings are open to all interested faculty in the School of Applied Arts.

DEADLINE DATES

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| October 13 | Applications for winter and spring quarter research or creative activity leaves due in department heads' offices. |
| October 20 | Department head sends applications with recommendations to School Dean. |
| October 23 | Department recommendations for tenure are due in the Dean's office. Evaluations and reappointment recommendations for second and third year faculty are also due on this date. |
| October 27 | School Dean forwards applications for research or creative activity leaves with recommendations to College Research Committee for review and action. |
| November 1 | Department head sends sabbatical leave applications to School Dean. |