

Distribution: All Faculty

## AGENDA

Faculty Sub-Council  
California State Polytechnic College  
Tuesday - January 23, 1968  
3:00 p. m. - Staff Dining Room

### ORDER OF BUSINESS

1. Recommendation to the President:

The Faculty Sub-Council recommends to the President that the student evaluations as presented and outlined be approved and initiated.

2. Recommendation to the President on the academic procession for the June, 1968, graduation to be presented by the Professional Ethics Committee.

### ATTACHMENTS

- I. Statement from the Faculty-Student Committee on Faculty Evaluation dated January 8, 1968.
- II. Report of the Professional Ethics Committee dated January 12, 1968.

California State Polytechnic College  
San Luis Obispo  
Associated Students, Incorporated  
Faculty-Student Committee on Faculty Evaluation  
January 8, 1968

Introduction

The students at C.S.P.C. have a direct and vital interest in the quality of instruction. Since the students have such a close contact with the faculty in the classroom, their evaluation of them in this context is a natural process. This evaluation is a proper expression of student concern and a potentially valuable aid to faculty and administration for improvement of instruction.

The ultimate responsibility for improvement of instruction and for evaluation and recommendation for retention and promotion of instructors still lies with the faculty and administration. A program of evaluation will be of the greatest overall benefit when carried out with the joint understanding and support of students, faculty and administration.

The primary objective of the ASSIST program is to provide each instructor with appropriate feedback and constructive criticism so that instructors might initiate self-improvement where needed, thereby improving the quality of instruction. One outcome of the program will be to extend the material used as a basis in the decision for the Outstanding Teachers' Awards. The information the evaluations will make available to the individual teachers as well as a publication of certain top scoring faculty members annually should serve as an aid, particularly to new instructors, before tenure determination.

The ASSIST Committee has as its task the development of the procedures for conducting the first of the faculty evaluations. The first questionnaire should be developed by the joint Faculty-Staff Committee on Faculty Evaluation in conjunction with all individuals on campus who have special knowledge in the areas of testing and evaluation instruments.

The ruling body of the new program will be known as the Faculty Evaluation Board. It is their responsibility to keep the program up to date, functioning properly, suggest advancements and work out problems. The body which will be handling the actual footwork of going to the classes where evaluations take place, handling the processes of data reduction, and preparing the publication will be known as the ASSIST Committee.

The Faculty Evaluation Board

The Faculty Evaluation Board to be created will consist of: three faculty members who have received the Outstanding Teacher's Awards and who have been appointed by the President of the Faculty-Staff Council, and three students recommended by the Student Executive Council and appointed by the Student Affairs Council each year. At least one of the students is to be a member of the ASSIST Committee.

This Board will determine from the reduced data the poorer and better instructors as evaluated on a nine point scale from the college as a whole. Their determinations will be sent to the department head. If he wishes to see the actual evaluations he must contact the instructors involved and ask their permission. This may be for the purposes of: counseling instructional deficiencies, tenure consideration, and promotion considerations.

The Board is charged with continuing the improvement of the questionnaire and evaluation procedures. In cases where chronic deficiencies in faculty instruction exist, the Board will make specific recommendations to the department head so that he may take further steps. This operation gives students a chance to be a working part of the machinery. The ultimate responsibility of evaluation lies with the department head who uses this program as a supplement.

The records of the evaluation that the Board sees will all be kept by coded numbers rather than instructors' names. The numbers will be coded to each department and school. Only the department head will know each instructor's code number. Individual instructors will only know their own number. A sealed envelope containing the lists of numbers of the upper and lower scoring faculty members is given to the department head. If the department head's code number is listed as one needing improvement, this information should be enough to initiate that improvement.

A summary report will be compiled annually containing the breakdown of percentages on each question and at each level of the scale in each school and department.

#### ASSIST Committee

The ASSIST (Associated Students Survey of Instructors' Teaching) Committee will distribute and collect evaluation questionnaires as well as explain the procedures and answer any questions in classrooms. Two to three students will conduct the program per classroom and take no longer than ten minutes. The condensation of the data will be by an IBM operation supervised and programmed by this group. The publication that will be produced will be compiled by this same group to be distributed by the following Fall Quarter. Students from the Committee may be on the Board.

#### The Program

Questionnaires will be sent to every lecture and some lab classes of every instructor annually. This will occur during the last two weeks before lab finals every Winter Quarter.

Each instructor will receive a copy of his evaluation results after all the grades are sent in to the Records Office. The data will also go to the Faculty Evaluation Board under a coded number. This data will be tabulated by an IBM operation.

In the questionnaire, students are given the opportunity to write individual comments which are included in the results the instructor receives. In order for the Board to compile and distinguish the better and poorer instructors a nine point rating scale will be used. One question will be weighed to be the determining factor and it will ask the student to rate the instructor's overall effectiveness.

The Board will sift the higher and lower scoring evaluations and send them to the department head. A publication of the higher scoring instructors' evaluations will be made available with the permission of each instructor involved. The publication is provided for the acknowledgment of the merits and achievement of the best instruction. The publication will benefit students and faculty alike. In this way will students join in as an active part in the evaluation of instructors.

# Memorandum

To : Dr. Corwin Johnson, Chairman  
Faculty-Staff Council

Date: January 12, 1968

From : Irvin J. Kogan, Chairman  
Professional Ethics Committee

Subject: Academic Procession for June, 1968 Graduation

Our Council President has asked the Professional Ethics Committee to make a recommendation regarding the above subject. The question of a procession was initiated too late last year and again initiated this year by the President of the ASI. This year President Kennedy forwarded the request to this Council.

The Professional Ethics Committee considers there are in essence two requests in one, and each should be considered separately on its individual merits.

First, should the faculty feel an ethical obligation to attend the graduation ceremonies of this college, and in particular, the graduation ceremonies of the seniors of their department.

Second, should the faculty be required to wear academic apparel for this occasion.

Regarding the first, (attendance) our committee finds strong merit in the presence of the faculty. This allows the teacher to share with his students and their parents, the ceremony which is a tribute to their success.

Regarding the second, (academic apparel), the merit is questionable. The necessity for a regal ceremony is doubtful regardless of the tradition at so many academic institutions. For the present at least, informal questioning of staff shows no ground swell of enthusiasm for academic attire. It should be added, however, that a survey of a number of seniors shows a good majority indicate a preference for an academic procession and academic attire.

This committee, subject to further deliberations as necessary, intends to recommend the following at the next meeting:

1. At least one-half of the tenured members of each department be encouraged to attend the academic ceremony.
2. That there will be an academic procession and a separate seating position for faculty.
3. That attire will be only of the type suitable for professional meetings.
4. That a 3"x2 3/8" plastic pin badge be worn by each member denoting the person's name, ranking and department.
5. That each faculty member in attendance accept an obligation to remain after the ceremony to be available to meet with students and parents.
6. That a re-evaluation by this committee be made the following year as to the success of the above procedures.

ATTACHMENT II