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OFFICE OF THE VICE PRESIDENT

AGENDA
SLO FACULTY-STAFF COUNCIL
Meeting No. 5
Tuesday, February 9, 1965
3:15 p.m., Staff Dining Room

ORDER OF BUSINESS

I. READING OF MINUTES

II. BUSINESS ITEMS

1. December 17, 1964 letter from Pres. McPhee (attached)

III. DISCUSSION ITEMS

1. Progress report from Ad Hoc Committee on Implementation of "Emphasis for Tomorrow"

IV. COMMITTEE REPORTS

1. Faculty Personnel (no report)
2. Non-Faculty Personnel (no report)
3. Curriculum and Instruction (attached)
4. Professional Ethics (no report)
5. Student Affairs (no report)
6. Facilities and Fiscal Affairs (attached)
7. Communications (attached)
8. Research (no report)

V. ANNOUNCEMENTS

1. January 16, 1965 resolution from Executive Committee of Academic Senate, C.S.C. (attached)
2. Appointment of Peggy Sullivan to replace Mary Lee Green on Non-Faculty Personnel Committee.

C O P Y

December 17, 1964

Dr. LaVerne Bucy, Chairman
Faculty-Staff Council
California State Polytechnic College
San Luis Obispo, California

Dear Dr. Bucy:

You will recall that, when I acknowledged receipt of the Faculty-Staff Council's proposed "Guidelines for Campus-Wide and Inter-Division Committees," presented to me for my consideration, I told you I was generally favorable to them, but before acting on them, I would want them reviewed by the President's Cabinet. That review has now been made, and I am happy to approve the Guidelines with the provision that in Sections II.1.b.(3) and II.2.b.(2) the references to "College Administrator" be replaced with the phrase "President, Vice President, or Dean of the College," and that in Section III.3.c.(3) the phrase "any College Administrator" be replaced with "Vice President, Dean of the College."

Although it is understood the Guidelines have been prepared to govern the formation and operation of the Faculty-Staff Council committees, it is my expectation that fewer committees will be required to function under the existing and continuing committee structure of the college as defined in the sections of 504. of the Employees' Handbook and in the sections of 4.00 of the California State Polytechnic College Administrative Guide. Arrangements have been made to have the Employees' Handbook and the Administrative Guide reviewed and updated at the next general revision of these two documents to reflect recognition of the Faculty-Staff Council's Guidelines.

It is my suggestion that the Agenda Committee of the Faculty-Staff Council adopt a procedure to formally provide that the Dean of the College or his delegated representative may regularly attend Agenda Committee meetings in order to assure compliance with Section III.2 of the Guidelines.

I think you will be interested in the attached copy of my letter addressed jointly to Messrs. Hobbs and Kempton asking if their respective councils would be interested in considering the development of guidelines similar to the ones developed by your Council.

If you have any questions or suggestions regarding this matter with which you feel I may be of assistance, please feel free to advise me.

Sincerely yours,

/Signed

Julian A. McPhee
President

Enclosure

- 2 -

cc: Messrs. Kennedy, Andrews, Hobbs, Kempton, McCorkle

M E M O R A N D U M

TO: LaVerne Bucy, Chairman
Faculty-Staff Council

DATE: 1-26-65

FROM: Robert H. Frost, Chairman
Curriculum and Instruction Committee

SUBJECT: Report on Operation and Constitution of Curriculum and Instruction
Committee

CALIFORNIA STATE POLYTECHNIC COLLEGE

San Luis Obispo

The committee has studied its area and method of operation as requested by the Chairman in connection with the January 19, 1965 Agenda Committee with President McPhee, as a result of suggestions made by the President at that meeting, and as a result of discussion about possible changes in the Faculty-Staff Council standing committee structure at the January meeting. The following statement summarizes a part of this discussion.

Subjects of Study by Curriculum and Instruction Committee

1. Formal proposals for changes in curriculum, instructional procedures and facilities (i.e., educational television), etc.
 - A. Proposals for catalog changes.
 - B. Other proposals referred to Council by President or other administrative officers.
2. Subjects referred to the Committee by the Agenda Committee as a result of requests by faculty members or action of the Council.

Matters of concern to the Curriculum and Instruction Committee which come directly to the attention of the Committee may be reported to the Council. In general, detailed study of such matters would be undertaken only after such report to the Council or the Agenda Committee, and receipt of their instructions by the Committee.

3. President McPhee suggested at the January 19 meeting that the Curriculum and Instruction Committee should consider longer range college problems in its area of concern, mentioning as examples possible future needs for enrollment limitations in other departments and the problem of continuing expensive programs with low enrollment. The Committee feels that such study of long range college problems is very important, and plans to give this suggestion immediate attention.

Method of Study

1. Consultation will be made with as many as possible of the faculty members concerned with the changes, including instructional deans, other administrative personnel with knowledge of the problem, faculty members teaching the courses concerned, and faculty members in other departments concerned in the case of service courses or questions about the relationships of courses (prerequisites and course duplication).
 - A. Such consultation is necessary because of the sheer bulk of catalog changes made each year.
 - B. The value of the recommendations of the Committee depends upon such consultation, since the function of the Council should be to make the widest possible use of the professional knowledge and experience of the faculty.
2. Where initial consultation with such knowledgeable members of administrative and instructional faculty reveals no obvious problems (i.e., in the case of routine catalog proposals) no further study will be made.
 - A. In such cases the consultation will serve primarily a communication function, assuring that no unexpected detriment to instructional effectiveness, department scheduling and staffing, etc., is involved.
 - B. In such cases the Committee and Council will not "approve" the proposals, but simply report that consultation has shown no disadvantages.
3. Where the nature of the problem appears to justify such a procedure, a subcommittee may be appointed including non-Council members with special background or knowledge in the area of the problem.

Reports of such subcommittee will be reviewed by the parent committee before submission to the Council.
4. Instructional deans, the Dean of the College and other responsible faculty members are urged to present proposals to the Committee as early as may be possible and appropriate in the particular situation to afford the maximum possible time for consultation and study.

This is particularly important for proposals for which recommendations may be necessary in the spring when new catalog proposals are under study.
5. In some cases it may be appropriate for the Committee to propose that the Council make recommendations for careful administrative study of certain considerations without recommending a single solution (i.e., where administrative or personnel considerations outside the field of the Committee's concern are involved).

Constitution of Committee

1. Enlargement of the Committee to permit it to operate as two subcommittees in the areas of curriculum and instruction should increase its effectiveness. The Committee believes that this is better than division into two separate committees.
2. The Committee would welcome participation by members of the administrative staff in its work, especially in the consideration of catalog changes which must be under simultaneous administrative and Faculty-Staff Council study.

Date: Jan. 19, 1965

TO: Dr. Laverne Bucy, Chairman,
Faculty-Staff Council

FROM: Facilities and Fiscal Affairs Committee

SUBJECT: Naming of Buildings for Individuals

cc: Beatie, Gerard, Marquez, Meyer, Mach

CALIFORNIA STATE POLYTECHNIC COLLEGE

SAN LUIS OBISPO

At the January 12 meeting of the Faculty-Staff Council the following motion was adopted and referred to this committee:

MOTION: By Wallace Reynolds, that we refer the previous motion (naming of Engineering East for Clarence Radius) to the Facilities and Fiscal Affairs Committee for guidelines and recommendation.

The members of this committee have discussed this item with many other staff members and among themselves and have reached the following conclusions:

1. It is the recommendation of the Facilities and Fiscal Affairs Committee to President McPhee - MOTION: That no campus buildings be named after an individual. It is our belief that there already exist other means of memorializing individuals such as, scholarships, loan funds, trophies and awards which are both more meaningful and more directly contributing to the educational objectives of the college.
2. If it shall be the policy of the college to name buildings for individuals then the Committee agrees with the criteria established by the State of California through the Department of Finance and as stated in the Employee's Handbook, section 302.9 with one addition.

SECTION 302 OPERATION AND MAINTENANCE, STATE

302.9 Naming Buildings

The following policy shall be followed in naming buildings at California State Polytechnic College:

1. The names of all buildings should be indicative of the buildings' main function (and/or location, e.g. Engineering East.) Identification by Division will receive priority over recognition by department.
2. Buildings are not to be named for living persons.
3. Buildings' names should be convenient for both physical identification and use in correspondence and schedules.
4. THERE SHALL BE A WAITING PERIOD OF 5 YEARS AFTER THE DEATH OF AN INDIVIDUAL BEFORE THE NAMING OF A BUILDING FOR HIM SHALL BE CONSIDERED.

ADDITION BY
COMMITTEE

TO: LaVerne Bucy, Chairman
Faculty-Staff Council
San Luis Obispo

Date: January 26, 1965

FROM: Communications Committee
Mead Johnson, Chairman
John Heinz, William Troutner, Loren Nicholson

SUBJECT: Motion for Council approval of proposals relating to improving
the public character of Cal Poly

1. Since 1966 is the twenty-fifth anniversary of Cal Poly's functioning as a 4-year degree-granting institution and sixty-fifth anniversary of the date when Cal Poly was itself established by authorization of the state legislature's passage of the Enabling Act, that this year be recognized as a period for celebrating these years of achievement.
2. That, among the special efforts contemplated for implementing the above, the following be included:
 - a. Publicity connected with Poly Royal combine this anniversary with its theme.
 - b. U. S. Post Office Department authorization for city-wide use of a regular cancellation on all mail. This special postal marking could carry such information as "Cal Poly, 65 years of service to California," or "Cal Poly, 65 years of 'learn by doing'."
 - c. Special cachet use on postal mail marking observance of special occasions such as founding day, 65th anniversary of passage of the Enabling Act, and Poly Royal.
 - d. Development of a permanent display case of historical information on Cal Poly philosophy of education in the new Administration Building.
 - e. Adoption of a policy leading to creation of murals depicting origin and development, as well as representative life, of Cal Poly in a designated area of the projected Student Union Building.
 - f. A documentary progressive pictorial representation -- either sound motion picture or a slide lecture -- emphasizing the character of Cal Poly, which can be used at annual new faculty-staff orientation sessions and for whatever other purposes are pertinent.
3. Initiation of a policy that would permit likenesses of Cal Poly people which have been displayed in places of honor for a period of five years, to be retired to the archives.

Executive Committee
Academic Senate, C.S.C.
January 16, 1965

RESOLUTION

WHEREAS, It has come to the attention of the Executive Committee of the Academic Senate of the California State Colleges that the Department of Finance has recommended to the Governor that substantial reductions be made in the 1965-66 minimum support budgets as recommended by the Board of Trustees; and

WHEREAS, Such reductions in support would preclude the State Colleges from adequately serving the number of students anticipated; therefore be it

RESOLVED: That the Executive Committee of the Academic Senate of the California State Colleges urges the Governor to eliminate the proposed reductions in the 1965-66 support budgets for the California State Colleges; recognizing that if the proposed reductions are not eliminated it will be imperative that the individual State Colleges limit or curtail enrollments and programs for the academic year 1965-66; and be it further

RESOLVED: That copies of this resolution be immediately transmitted to the Governor, as President of the Board of Trustees, the Chairman of the Board of Trustees, the Chairman of the Coordinating Council for Higher Education, the Chancellor, the State College Presidents, members of the Academic Senate of the California State Colleges, and the Chairmen of the local Senates and Councils.

Adopted by the Executive Committee
Saturday, January 16, 1965
San Francisco

FROM THE DESK OF

GEORGE R. MACH

This was distributed
separately. It is not
on the agenda (wasn't
submitted in time) but
a request will probably
be made to put it on
the agenda.

RECEIVED

FEB 5 1965

CALIFORNIA STATE POLYTECHNIC COLLEGE
OFFICE OF THE VICE PRESIDENT
PRINTING ENGINEERING & MANAGEMENT DEPT.

TO: Laverne Bucy Chairman Faculty/Staff Council

2/1/65

FROM: Faculty Personnel Committee

SUBJ: Amendment to a Resolution on Appointment, Reappointment, Tenure Promotion and Reassignment to be Presented Before the Statewide Academic Senate (February 11th Meeting)

The Faculty Personnel Committee has studied the proposed resolution (attached) and recommends the following amended version.

APPOINTMENT, REAPPOINTMENT, TENURE, PROMOTION AND REASSIGNMENT

The Academic Senate of the California State Colleges requests that the Office of the Chancellor seek through all appropriate channels, the implementation of these proposals.

- A. The following principles and rules shall apply in matters of appointment, reappointment, tenure, promotion and reassignment of faculty members.
 - 1. Full and meaningful faculty participation shall be involved in all cases.
 - 2. Recommendations shall originate with the lowest organizational unit practicable, usually the department.
 - 3. Departments and other organizational units, whether because of newness, leaves of absence, or other reasons, having inadequate numbers of faculty to make personnel recommendations, shall be assisted by other appropriate faculty. Such decisions, to augment department committees, should be made only after consultation with the appropriate faculty bodies.
 - 4. Recommendations and decisions shall be based on merit.
 - 5. Administrative recommendations and decisions should normally be in conformity with the recommendations of appropriate faculty committees, provided that such committees are in mutual agreement. Administrative decisions should be made with full explanation of reasons to the appropriate faculty committees when such decisions are contrary to the recommendations, or when the decisions result from a choice between conflicting committee recommendations.
- B. The following additional principles and rules shall apply to appropriate individual categories of personnel decisions listed in section A above.
 - 1. Each probationary faculty member shall be periodically evaluated by appropriate faculty and administrators, and shall be promptly informed by his department chairman of his strengths, weaknesses and prospects for a career in the college as indicated by the evaluation.
 - 2. Notification of non-reappointment shall be made writing in conformity with dates and procedures established in Title V, California Administrative Code. Although the President is not required to give written reasons for non-retention, all committees and administrators who recommend to the President the non-retention of a full-time faculty member shall be required to forward reasons in writing for their recommendations.

3. Appointment and the granting of tenure, being crucial stages in the development of an outstanding faculty, shall be accorded only on the basis of professional merit and competence appropriate to the particular discipline.
4. When a faculty member is appointed with certain specific stipulations which will prevail in later decisions on reappointment and/or tenure, these stipulations shall be made to him in writing prior to his formal acceptance of the appointment.
5. Where qualified faculty are not available, the courses involved may be taught by full-time temporary faculty or part-time faculty who meet the desired qualifications or shall not be taught until qualified faculty members become available.
6. No appeals of promotion decisions should be heard beyond the level of the individual college except where charges of prejudice or violation of procedures are substantiated by evidence. In appeal cases involving these exceptions, the accepted grievance procedures shall apply.
7. "The quota system as a restriction of promotions is directly in conflict with the principles of merit. Some type of quota appears to be necessary if the concept of academic ranks is to retain significance. The present restrictive quotas, however, are not comparable with those being used at institutions comparable with the State Colleges. A significant liberalization in the quotas should occur if the State Colleges are to attract and retain highly qualified faculty."
8. Each college should be encouraged to develop promotion procedures which assume that a faculty member shall be considered for promotion after a specified number of years in one of upper three ranks.
9. Normally, no faculty member should be appointed who is not acceptable to the faculty of the department concerned.

RESOLUTION: THE FACULTY/STAFF COUNCIL, CALIFORNIA STATE POLYTECHNIC COLLEGE,
(S. L. O.) APPROVES THE FOREGOING AMENDMENT TO ASCSC F & SA 207-211.

ATTACHMENT #1

TO: Mr. Wesley Ward Date: 1/25/65

FROM: Clyde P. Fisher

SUBJECT: Proposed Language for Item B-6 on the State-Wide Academic Senate
Committee Proposal on "Appointment, Reappointment, Tenure,
Promotion, and Re-assignment.

CALIFORNIA STATE POLYTECHNIC COLLEGE

SAN LUIS OBISPO CAMPUS

Item 6 in the subject document stated, "a quota system as a restriction on promotions is directly in conflict with the principles of merit and should not be employed". Mr. Anderson had submitted to the Academic Senate at its January meeting an amendment which appeared as Item B-7 and stated "The quota system as a restriction to promotions is directly in conflict with the principles of merit and should not be maintained for that purpose."

You will recall that I was requested to prepare a proposed alternate statement regarding this item. The proposed statement is shown below.

"The quota system as a restriction of promotions is directly in conflict with the principles of merit. Some type of quota appears to be necessary if the concept of academic ranks is to retain significance. The present restrictive quotas, however, are not comparable with those being used at institutions comparable with the State Colleges. A significant liberalization in the quotas should occur if the State Colleges are to attract and retain highly qualified faculty."

ACADEMIC SENATE OF THE CALIFORNIA STATE COLLEGES

ASCSC
F&SA-207-11
1/7/65

APPOINTMENT, REAPPOINTMENT, TENURE, PROMOTION AND REASSIGNMENT

The Academic Senate of the California State Colleges requests that the Office of the Chancellor seek through all appropriate channels, the implementation of these proposals.

A. The following principles and rules shall apply in matters of appointment, tenure, promotion and reassignment of faculty members.

1. Full and meaningful faculty participation shall be involved in all cases.
2. Recommendations shall originate with the lowest organizational unit practicable, usually the department.
3. Departments and other organizational units, whether because of newness, leaves of absence, or other reasons, having inadequate numbers of faculty to make personnel recommendations, shall be assisted by other appropriate faculty. Such decisions to augment department committees should be made only after consultation with the appropriate faculty bodies.
4. Recommendations and decisions shall be based on merit rather than on the economic welfare of the individuals involved.
5. Administrative recommendations and decisions should normally be in conformity with the recommendations of appropriate faculty committees, and where contrary, such decisions should be made only after full explanation of reasons to such faculty committees and only after thorough efforts have been made to reconcile the differences.

B. The following additional principles and rules shall apply to appropriate individual categories of personnel decisions listed in Section A above.

1. Each probationary faculty member shall be evaluated at least annually by appropriate faculty and administrators, and shall be promptly informed by his department chairman of his strengths, weaknesses and prospects for future career in the institution as indicated by the evaluation.
2. Notification of non-reappointment shall be made in writing in conformity with dates and procedures established in Title V, California Administrative Code. Although the President is not required to give written reasons for non-retention, all committees and administrators who recommend to the President the non-retention of a full-time faculty member shall be required to forward reasons in writing for their recommendations.

3. Appointment and the granting of tenure, being crucial stages in the development of an outstanding faculty, shall be accorded only on the basis of professional merit and competence.
 - a. In the appointment of new faculty every effort should be made to seek complete information and to evaluate thoroughly the backgrounds of individuals through such means as telephone checks, personal interviews, reference letters, etc.
 - b. Normally, tenure should not be granted in the case of a candidate who does not hold the usual terminal degree in his field of speciality from an accredited institution. Exception to this rule should be made only where a candidate shows unusual strength in one or more categories of competence such as teaching ability, research, publication, or other outstanding service to the academic community.
 - c. When a faculty member is appointed with certain specific stipulations which will prevail in later decisions on reappointment and/or tenure, these stipulations shall be made to him in writing prior to his formal acceptance of the appointment.
4. Where qualified faculty are not available the courses involved shall not be taught. Each college should seek ways to protect a department's faculty allocation where that department holds positions open because of inability to appoint qualified faculty.
5. No appeals of promotion decisions should be heard beyond the level of the individual college except where charges of prejudice or violation of procedures are substantiated by evidence. In appeal cases involving these exceptions, the accepted grievance procedures shall apply.
6. A quota system as a restriction on promotions is directly in conflict with the principles of merit and should not be employed.
7. Each college should be encouraged to develop promotion procedures which assume that a faculty member shall be considered for promotion after a specified number of years in rank.
8. Normally, no faculty member should be appointed who is not acceptable to the faculty of the department concerned.
- C. Normally, no faculty member should be reassigned to a different teaching service area without his consent and without the consent of the department or other organizational unit to which he is reassigned. This provision shall not be construed as applying to lay-off rules.