

AGENDA

SLO FACULTY-STAFF COUNCIL

Meeting No. 6

Tuesday, March 9, 1965
3:15 p.m., Staff Dining Room

ORDER OF BUSINESS

I. READING OF MINUTES

II. BUSINESS ITEMS

1. Report of Nominating Committee and election of officers (attached)

III. DISCUSSION ITEMS

1. Faculty Load (ASCSC F&SA-227, attached)

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 (attached)
6. Facilities and Fiscal Affairs (attached)
7. Communications (no report)
8. Research (attached)
9. Ad Hoc Teaching Service Areas (attached)
10. Ad Hoc Implementation of "Emphasis for Tomorrow." (distributed separately)

V. ANNOUNCEMENTS

1. Appointment of Arthur James and Willard Pederson to Athletic Guidelines Revision Committee.
2. Appointment of Ralph Collins and D. J. Price to augment Professional Ethics Committee.

To : LaVerne Bucy, Chairman
Faculty-Staff Council, SLO

February 23, 1965

From: Nominating Committee
George Mach, Chairman
Warren Anderson, LaVerne Bucy, Marcus Gold, Wesley Ward

1. MOTION: That the election of the 1965-66 officers be conducted by secret ballot at the March 9, 1965 meeting of the Council.
2. MOTION: That the following election procedures be approved:
 - (1) Nominating committee to present its nominees for the offices of chairman, vice-chairman, secretary.
 - (2) Nominations to be received from the floor for these offices.
 - (3) Election of chairman, vice-chairman, and secretary to be by secret ballot. Winners will be determined by a plurality of the votes cast. Tabulation to be done immediately by the Nominating Committee (as Council business proceeds) with results to be announced when obtained.
 - (4) Nominating Committee to present its nominees for Agenda Committee members.
 - (5) Nominations to be received from the floor for Agenda Committee members.
 - (6) Ballot to be prepared and election of Agenda Committee members to be by secret ballot. Winners to be the four receiving the highest number of votes. Tabulation to be done immediately by the Nominating Committee (as Council business proceeds) with results to be announced when obtained.

3. The committee's nominations and the list of eligible Council members are as follows:

	<u>1966</u>	<u>1967</u>
Chairman -	Agric. - R. Johnson	Rickard
Norman Gould	Troutner	Salo
Glenn Noble		
Vice-chairman -	Appl. Arts - Gould	R. Anderson
Roy Anderson	Healey	Grant
Fuad Tellew	M. Johnson	
Secretary -	Appl. Sci. - Frost	Thurmond
Mary Eyler	Montgomery	Young
Robert Frost		Tellew
Agenda Committee -	Eng. - Adamson	Rapp
Robert Adamson	Reynolds	Williams
Jack Rapp	Bus. Manag. - Tartaglia	H. Miller
Herman Rickard	St. Pers. - Gow	Eyler
		Holley
	Aux. Serv. - Dillon	Haml
	Fredericks	
	Library -	Turner
	Dept. Heads - Hyer	Noble
		McGrath

ACADEMIC SENATE OF THE CALIFORNIA STATE COLLEGES

ASCSC
F&SA-227
2/11-12/65

FACULTY LOAD

The Faculty and Staff Affairs Committee recommends that the Academic Senate of the California State Colleges endorse the principle that courses taught in regular academic programs conducted away from the campus shall be part of the regular load of the faculty teaching such courses.

MEMORANDUM

To: LaVerne Bucy, Chairman
Faculty-Staff Council

Date: 2-23-65

From: Curriculum and Instruction Committee

Subject: Guidelines for Initiation of Master Degree Programs

CALIFORNIA STATE POLYTECHNIC COLLEGE . SAN LUIS OBISPO CAMPUS

The committee was requested to study and submit guidelines for initiation of Master Degree programs by LaVerne Bucy, Chairman of the Faculty-Staff Council, in accordance with action of the Council's Agenda Committee. This subject has been studied by a sub-committee consisting of Roy Anderson, (Business), chairman; Glen Noble (Biological Sciences), Lee Osteyee (Mechanical Engineering), Richard Birkett (Animal Husbandry), and Arthur Butzbach (Education).

The subcommittee has based its study of requirements for Master Degree programs on the considerations of the Long Range Planning Committee of the College which resulted in the proposals for future Master Degree programs in the report "Emphasis for Tomorrow." The subcommittee has discussed Master Degree programs at other State Colleges and elsewhere, the present College Master Degree program and its administration by the Department of Education, and the preliminary proposal for one of the planned new Master Degree programs at Cal Poly, and has talked with instructional faculty and Department Heads who are working with the present and proposed programs.

The basic requirements for the offering of additional Master Degree programs were stated by the Long Range Educational Planning Committee in their January 1963 report upon which the proposals for specific Master Degree programs in the September 1963 report "Emphasis for Tomorrow" were based. These criteria require programs in selected areas when the Master's Degree is considered an appropriate job-entry for specified occupations already served by the College, a flourishing department with a strong baccalaureate program, a qualified staff, a reasonable cost, and a clearly established need.

In some areas the occupational need, faculty preparation, and existing or budgeted facilities appear to clearly justify the addition of Master Degree programs, but care must be taken to ascertain these facts in each case and to pass judgment on the quality of the specific programs which are proposed. The subcommittee discussed such problems as the determination of the areas in which such programs should be given, whether additional faculty should be employed specifically for teaching in such programs, the level of library facilities required, the financial support necessary, and the extent to which undergraduate courses should be used for graduate credit. The subcommittee concluded that it is difficult to state meaningful requirements in these areas that are sufficiently general to cover all the situations which may arise in the varied programs of the College.

The committee believes that the current instructional departments should be the agencies for the development of programs for submission to the proper administrative authorities. The justification and quality of these programs should be reviewed individually by a common continuing administrative officer of the College, in consultation with other appropriate

administrators and faculty. The committee is recommending administrative machinery for this purpose. In this connection it should be noted that one half staff position is now allocated for supervision of the existing graduate program under the Education Department.

The Curriculum and Instruction Committee and its Sub-committee propose that the Faculty-Staff Council submit to the President of the College the recommendation that:

1. The Administration consider the establishment of a position to be known as the Coordinator for Graduate Studies.
2. The position to be a staff addition to the office of the Dean of the College, under the current academic structure.
3. The Administration consider the appointment of a qualified person to fill the position after proper consultation with the Faculty.
4. The Coordinator of Graduate Studies to be a staff position, working in conjunction with the academic Deans in the recommendation of graduate programs to all responsible authorities and groups.
5. The Coordinator of Graduate Studies to develop operational procedures after proper consultation with both administration and faculty regarding:
 - 5.1 The development of guidelines for graduate programs.
 - 5.2 The necessary steps for implementation of graduate programs.
 - 5.3 The activation of phases of such programs.
 - 5.4 All other steps necessary to guarantee an orderly development and expansion of current and proposed graduate degree programs.

State of California

MEMORANDUM

To : LaVerne Bucy, Chairman
Faculty Staff Council

Date : February 17, 1965

From California State Polytechnic College Student Affairs Committee
San Luis Obispo Campus

Subject: \$1.00 Fee For Withdrawing From A Course

Student Affairs Committee, at the request of Dave Thomson of the Faculty, has considered the \$1.00 charge if the advisor does not concur with the student's desire to withdraw from a class. We feel that this puts the advisor in a predicament where his decision might be altered because the student would feel the advisor made him pay an extra dollar. It is our feeling that the advisor's opinion would be much more valuable if it was made on the merits of the case alone with no monetary penalty, to be used at his discretion. We would, therefore, suggest that the Faculty Staff Council recommend to the President's Office that the same monetary penalty be imposed if the student withdraws after seven weeks, whether he obtains the advisor's signature or does not obtain the advisor's signature.

/s/ A. F. James, M. D.
Arthur F. James, M. D.

AFJ/lwc

TO Dr. LaVerne Bucy, Chairman
FROM M. Gold, Chairman
Facilities and Fiscal Affairs Committee

DATE

February 23, 1965

SUBJECT Monthly Report

COPIES TO Beatie, Gerard, Marquez, Meyer

The present status of our Committee assignments is as follows:

1. Parking report submitted last June but not accepted for discussion should now be dropped. The relocation of the Administration Building plus new information concerning building plans, traffic patterns, etc., makes it apparent that action at this time would be useful for such a short period as to be impractical.
2. Change in office hours of service areas. We are now waiting for some additional information from Mrs. Rowland and Mr. Piuma before making our recommendations.
3. Resolution urging the Chancellor's office to give equitable time and attention to both staff and faculty matters. We are holding this item in abeyance until the committee has time to study the latest correspondence from the Chancellor's office concerning classification of non-academic personnel and its implementation.
4. Development of guidelines and recommendation to govern Cal Poly, SLO, in naming buildings for individuals. The Committee's recommendation has been presented to the Faculty-Staff Council. Its passage has been moved and seconded. The motion has been tabled and is now the property of the Faculty-Staff Council.

The following information is given so that all members of the Faculty-Staff Council may know that action is also being studied on the state legislative level.

SENATE BILL 91 introduced by Sen. Pittman. Referred to Judiciary Committee. "Adds Ch. 6 (Commencing with Section 4420), Div. 5, Title 1 of the Government Code. 4420. No public work, financed in whole or in part with state funds, shall be named without legislative approval. In submitting names to the Legislature, preference shall be given to names of public resources in the geographic area or locale of the public work.

MEMO

To LaVerne Bucy, Chairman
Faculty-Staff Council

From Research Committee
Noble, Adams, Rickard, Udry

Subject Research Policies

Copies To

Date 2/18/65

File No.

CALIFORNIA STATE POLYTECHNIC COLLEGE

SAN LUIS OBISPO CAMPUS

The purpose of the Research Committee is to study research policies and procedures on the SLO campus and make any recommendations which might lead to more effective participation in research by students and faculty within the framework of the regulations established by the trustees for the California State Colleges.

The committee has examined the documents which have bearing on research activities and has consulted with members of the administratively appointed research committee and with various staff members, including Dr. Buschman, Coordinator of the SLO Computer Center.

Recommendations:

1. Use of college computer facilities. The committee has examined the memorandum stating the "objectives, policies, and regulations governing the SLO computer center" from Dale Andrews to William Buschman, dated July 22, 1964. The committee notes that no recognition or provision is made in this policy statement concerning the use of the computers for faculty or student research. It is well established that research is a legitimate part of the academic role of the state college faculty, and policy statements of this institution encourage faculty members to undertake research. Electronic computers are necessary research equipment in many fields at this college. Therefore it seems appropriate that policy for use of the computer recognize and provide for computer use for research by faculty and students. The following changes are suggested in the present policy document:
 - a. Under section I. OBJECTIVES, add as A. 2. To provide electronic data processing and digital computer services for faculty research and for student research under faculty supervision. Change present sec. 2 to sec. 3.
 - b. Section II. B. change title to Approved Uses of the Computers
 - c. Change II. B. 3. to read "The computer center will cooperate with the following types of computer uses;"

- d. Add II. B. 3. e. Faculty research projects and student research under faculty supervision which requires electronic data processing.
- e. Add to II. C. 2. between d. and e.: Time for use in faculty and student research projects.
- f. Add to II. C. 4. between c. and d.: Time for use in faculty and student research projects.

The committee realizes that the regulations do not exclude the use of computers for faculty research, but it is felt that unless such use is specifically listed in the policies document, permission might be denied faculty application for this purpose on the grounds that it does not come under the stated regulations. Section II. B.3.d. specifically permits the use of computers for senior projects entailing programming and electronic computation. Adding "faculty and student research" as indicated above would permit authorized use of the computers by qualified undergraduate students working on special problems and by graduate students. Item 1 of the Statement of Policies for Research Activities approved by President McPhee on April 30, 1964, stated that "Research projects may include . . . graduate programs . . ."

- 2. Regulations pertaining to research activities. The committee has reviewed the statement of policies for research activities approved by the President April 30, 1964, and forwarded to the executive council and the campus research committee under memorandum from Dean Andrews, May 18, 1964. Item 8 reads as follows:

"Research project requests, to be supported by the college budget or other sources, should be prepared in accordance with established procedures and must be reviewed at all appropriate levels and approved by the research committee and the dean of the college. Projects of an interdisciplinary nature should be reviewed by the several subject areas involved."

The phrase, "to be supported by the college budget or other sources" implies that research projects which are not supported by the college budget or other sources are not subject to the established procedures. The committee feels that this implication is a wise one and that it should be supported by a positive statement. Therefore it is proposed that the following paragraph be added to the statement of policies for research activities as item 10.

10. Faculty members are encouraged to undertake research of significance to their subject areas, whether or not the research is supported by an outside agency. Individual faculty research which is not pursued under contract or other outside support, and which abides by the college policies for research activities is not subject to the procedural requirements for approval of research activities.

To: LaVerne Bucy, Chairman, Faculty-Staff Council

Date 2/23/65

From: Teaching Service Areas Ad Hoc Committee

William Thurmond, Chairman; Emmett Bloom; Robert Williams; Frank Young

Subject: Report on the problem of the method of designating teaching service areas.

CALIFORNIA STATE POLYTECHNIC COLLEGE

SAN LUIS OBISPO CAMPUS

- A. As requested by the President (memo 1/14/63) via the Agenda Committee (memo 11/23/64) this committee has studied the problem of the method of designating teaching service areas.
- B. Some of the salient points on which we have based our recommendations are the following:
1. Designation of teaching service area is necessary only in connection with layoff for lack of work or lack of funds.
 2. Layoff of academic employees shall be by teaching service area within a college. sec 43201, Title 5.
 3. Teaching Service Area means/^agenerally recognized subject matter field or a^a specialized curriculum, depending upon the manner in which faculty assignments are determined at a college. Sec. 42700(w), Title 5.
 4. Broad teaching service areas (many departments in one TSA) although providing the most security for long tenured faculty members would be less favorable for maintaining a functional college. (The faculty in a new, rapidly-growing major within a teaching service area would tend to be eliminated first.)
 5. Small teaching service areas, although providing the easiest system under which the administration could pinpoint a problem and keep a functional college, would provide the least security for tenured faculty members.
 6. The President of the college shall designate the teaching service areas at the college after appropriate consultation with department and / or division faculty members. sec. 42704, Title 5.
- C. Because of the effect upon the faculty members as well as the administrative problems that would arise in the case of a layoff situation, we recommend that the method of consultation in determining the designation of teaching service areas include the following:
1. Departments offering related subject matter fields or related specialized curricula be considered a single teaching service area only if approved by a majority of the members of each of the departments concerned and the Dean of the division or Deans of the divisions involved.
 2. Subdivision of a department into two or more teaching service areas be considered only if approved by a majority of the members in each of the proposed new teaching service areas and the Dean of the division.
 3. Unless a merger of departments or subdivision of a department is accomplished the department, as that term is used and understood in the catalog, should be considered to be a single teaching service area.