

ACADEMIC SENATE -- MINUTES
April 11, 1972

I. Session called to order in the Staff Dining Room by Chairman Howard Rhoads at 3:15 p.m.

II. Those in attendance were:

Members:

Alexander, William
Boone, Joe
Boyce, William
Brady, Mary
Bruckart, W. L.
Burroughs, Sarah
Burton, Robert
Carpenter, Thomas
Cleath, Robert
Clerkin, Edward
Coyes, Frank
Fierstine, Harry
Gold, Marcus
Hanks, Charles
Harden, Sheldon
Johnson, Richard
Johnston, Thomas
Labhard, Lezlie
Landyshev, Alexander
Lowry, John
Lukes, Thomas
Mott, John
Neal, Paul
O'Leary, Michael
Olsen, Barton

Peterson, James
Price, J. D.
Quinlan, Charles
Rhoads, Howard
Rice, W.
Rickard, Herman
Ritschard, Ronald
Rogalla, John
Rosen, Arthur
Saveker, David
Scales, Harry
Scheffer, Paul
Servatius, Owen
Simmons, Orien
Smith, Howard
Smith, Murray
Sorensen, L. Robert
Stuart, John
Stubbs, Daniel
Voss, Larry
Weatherby, Joseph
Wheeler, Robert
Whitson, Milo
Wilks, Maurice
Wills, Max

EX-OFFICIO MEMBERS (voting)

Anderson, Roy
Barker, Edward
Cummins, Carl C.
Ericson, Jon
Evans, Pete
Fisher, Clyde P.
Gibson, J. Cordner
Grant, David
Hasslein, George
Higdon, Archie
Johnson, Corwin

EX-OFFICIO MEMBERS (non-voting)

Andrews, Dale W.

III. Minutes of March 7, 1972 meeting. Corrections: p. 1, IV line 5 "relevent" should read "relevant". p. 3, lines 3 and 4 the word "roll" should read "role." p. 8, line 3, the name Dave Grant should be added and on line 2 "two" should then read "three."
MSC to adopt minutes as amended.

IV. Informational and Discussion Items.

1. The Academic Senate by-laws amendments of March 7, have been endorsed by President Kennedy and are, therefore, now in effect.
2. Mention was made of the March 29, 1972 letter from David H. Provost, Chairman Academic Senate, CSC, regarding funding of faculty salary schedule. See attachment 8 of April 11, 1972 Agenda for copy of the letter.

3. A summary of student evaluation of faculty material was to be distributed but apparently was not brought to the meeting. That material will be made available at the next meeting.
4. Mr. Rhoads distributed a copy of his memo to President Kennedy regarding Special Leave for Affirmative Action Faculty members.

V. Business Items.

1. CBL Committee - CAM 315.2 regarding the participation of students on the Dean Selection Committees. This item was tabled at the previous Senate meeting and was moved to the floor.

CBL COMMITTEE

ACTION ITEM

Recommended Change in CAM, Section 315.2

We recommend to the President that CAM, Section 315.2 - Dean Selection Committee - be amended to permit two non-voting student members. These students shall be carrying at least 7 quarter units and have completed at least two consecutive quarters and at least 24 quarter units at Cal Poly and have a grade point average of at least 2.0. One of these students will be elected from and by the students majoring in departments in the school where the vacancy occurs. This election will be conducted by the ASI and any student who is majoring in a department in the school where the vacancy occurred and is eligible to vote in ASI elections will be eligible to vote for this committee member. The other student shall be majoring in a department in one of the other instructional schools and shall be selected in a manner to be determined by ASI.

Moved (Johnson) and Seconded (Anderson) to adopt as printed in agenda. Discussion followed with Mr. Johnson pointing out that the Chancellor's office had written that student participation was within the law. Mr. Johnson indicated that the letter pointing out that fact was in his office and Mr. Wilks moved (seconded by Mr. Saveker) to have the item tabled again. This motion failed.

Moved (Evans) Seconded (Peterson) to delete "non" in front of "voting" (line 2). There followed another discussion about the legality of this issue. Mr. Evans changed his motion at this time (agreed to by the second) so that the words "non-voting" would be taken from line 2 and other appropriate language within the Section so that ONE of the students would be voting. This motion CARRIED.

The original motion (Johnson) was amended to compensate for this change and the vote was taken on the amended original motion. The motion CARRIED.

A division of the House was called for. . . thus:

For	35
Against	14

The proper language for the recommended CAM change is as follows:

Recommended Change in CAM, Section 315.2

We recommend to the President that CAM, Section 315.2 - Dean Selection Committee - be amended to permit two student members. These students shall be carrying at least 7 quarter units and have completed at least two consecutive quarters and at least 24 quarter units at Cal Poly and have a grade point average of at least 2.0. One of these students will be a voting member and will be elected from and by the students majoring in the school where the vacancy occurs. This election will be conducted by the ASI and any student who is majoring in the school where the vacancy occurred is eligible to vote in ASI election will be eligible to vote for this committee member. The other student shall be non-voting and shall be a major in one of the other instructional schools and shall be selected in a manner to be determined by ASI.

2. CBL Committee - By-laws Amendment on Summer Operation of Senate.

CBL COMMITTEE

ACTION ITEM

Summer Operations (By-laws Amendment)

During Summer Quarter, the Executive Committee of the Academic Senate shall hold regular monthly meetings and shall act in place of the full Senate. If any member of the Executive Committee, other than officers of the Senate, will not be available during Summer Quarter, then the Senate shall elect an alternate to replace him during his absence. This election shall take place during the scheduled June meeting. Such alternate shall be elected from the other Senators from the same school or service area as the person being replaced; if no such candidates are available, the Senate shall designate another person who qualifies for Senate membership from the same school or service area as the absent member to serve as his alternate.

The above provisions do not apply to alternates for the Chairman, Vice Chairman, or Secretary. If any of these officers will not be available during Summer Quarter, the Senate shall elect an alternate officer to replace him for that period from the Senate membership. Replacements for officers shall be elected without regard for school or service area. If a vacancy occurs on the Executive Committee during Summer Quarter, the members of the other Executive Committee shall designate an alternate according to the criteria noted above.

The usual Faculty Senate representation on the Academic Council, Administrative Council, and the President's Council and other administrative bodies shall be maintained throughout the Summer Quarter by the regular representative or his alternate.

The Chairman of the Elections Committee is responsible for determining the requirement for selecting alternate members to the Executive Committee for Summer Quarter. He shall report his findings to the Chairman of the Academic Senate not later than one full week preceding the regular June meeting of the Senate.

At the first regular meeting of the Academic Senate in the Fall Quarter the Executive Committee shall give a full report of its action during the Summer operations.

Moved (Johnson) and Seconded (Stubbs) to accept the above by-laws amendment.

Considerable discussion followed this motion. It was then Moved (Wilks) and Seconded (Saveker) to amend the motion by deleting the words "shall act" on line 2 and replace them with "shall act in review of administrative actions". After some discussion as to whether or not this amendment would place too much power in the hands of the summer executive committee the vote was called for. The motion to amend FAILED.

The original motion PASSED.

At this point Mr. Johnson indicated that the work of the CBL for this school year was essentially finished. Mr. Rhoads then asked Mr. Johnson to prepare an accurate copy of the by-laws after President Kennedy had taken action on the latest items.

3. Ad Hoc Committee for Scheduling Meeting Times.

Moved (Carpenter) and Seconded (Mott) to adopt the resolution of the committee. After some discussion about the possibility of exploring alternate committee members, a vote was taken on the motion and the motion CARRIED. It was agreed to insert the word "committee" after the word "for" on line 4. The resolution reads as follows:

RESOLUTION

Be it resolved that all Academic Senate Committees meet at a time when it is normally possible (with no scheduled conflicts) for committee members to attend. This is not intended to prevent meetings from occurring if any member is occasionally absent due to his special circumstances, and, be it further resolved that the Academic Senate recommend to the President that all college-wide committees and administrative committees follow this policy.

4. Election Committee.

Mr. M. Smith handed out sheets with the names of those persons who are running for office in the Academic Senate. He called for any further nominations from the floor and there were none. Mr. Gold indicated that his name was on the sheet by error. Mr. Smith indicated that this mistake would be corrected.

As a matter of general information Mr. Smith read the names of those who are running for CSC Senate. They are: Mr. Andreini, Mr. Graffenius, Mr. Rhoads, Mr. Scales and Mr. Talbott.

Mr. Anderson suggested that in the future the election committee might provide a vita on the senators running for the statewide senate.

5. Executive Committee - Resolution on procedures and criteria for various kinds of personnel actions.

RESOLUTION (Draft)

- WHEREAS: Actions taken by the Academic Senate between 1969 and 1972 should have indicated to School Deans and Department Heads that the development of procedures and criteria for the various kinds of personnel actions such as appointment, reappointment, tenure and promotion was imminent; and,
- WHEREAS: Deans and Department Heads were requested to submit such procedures and criteria by President Kennedy last year; and,
- WHEREAS: Three schools and 16 departments have not submitted their procedures and criteria and have, through this omission, prevented four schools and 19 departments from gaining approval of the procedures and criteria they have developed; and,
- WHEREAS: The lack of approved procedures and criteria has caused some departments considerable concern in deliberations on recent personnel actions; now therefore be it
- RESOLVED: That the Academic Senate requests that the President emphatically require that all departments and/or schools desiring to submit procedures and criteria for approval do so by the end of this academic year; and, be it further
- RESOLVED: That those who fail to do so shall be required to operate under the CAM (Interim) Collegewide Procedures while those who have submitted their procedures and criteria may be allowed, with the President's approval, to use the procedures they have submitted.

Moved (Johnson) Seconded (Grant) to adopt the above resolution.
CARRIED.

6. Curriculum -- School of Agriculture and Natural Resources.

The chairman of the curriculum committee, John Price, indicated that there were some errors and one change that should be noted on the curriculum package from the School of Agriculture and Natural Resources. These were:

1. p.2, Ag. Management ABM 310 should read AM 310.
2. p.3, Line 4 Vg Sc 330 should read Crop Sc. 330.
3. p.5, In the Soil Science Department the committee action on SS 533 should read "Endorse subject to title correction or change."

Mr. Price then Moved (Seconded by Rickard) to have the Academic Senate approve the action of the curriculum committee with regard to the curriculum package from the School of Agriculture and Natural Resources. After a considerable amount of discussion (some of it not too clear) the Senate voted to approve the action of the curriculum committee.

7. Personnel Policies Committee - Dean's Evaluation Committee.

PERSONNEL POLICIES COMMITTEE
RECOMMENDATION TO ACADEMIC SENATE
ON FACULTY EVALUATION OF INSTRUCTIONAL DEANS
April 4, 1972

RESOLUTION:

WHEREAS, a Dean is selected to effectively administer a particular school, including optimum working relations with the faculty, and,

WHEREAS, it is desirable that he be made aware of his impact on these relations so that, if necessary, steps for improvement may be undertaken, and,

WHEREAS, the evaluation process by which he is made aware of this impact should be carried out sufficiently often to provide adequate continuity, and,

WHEREAS, during the initial period of implementation flexibility in the evaluation instrument and procedure is desirable,

IT IS HEREBY RESOLVED:

That the Academic Senate recommends to the President:

1. That Instructional Deans in each school at California State Polytechnic College be evaluated by the faculty of their school once each year, between April 15 and May 1.
2. All regular faculty, both tenured and probationary, shall be eligible to participate in the evaluation if they so wish.
3. Each school shall form a committee to develop the procedures for the evaluation of their Dean. The school committee shall be constituted of one elected member from each department or division within the school. All those who are eligible to evaluate the Dean are eligible to serve on the committee. The committee will forward a copy of its recommended procedures to the President and individual Dean concerned for their suggestions and recommendations.

Moved (Rosen) and Seconded (Coyes) to adopt the Resolution regarding the evaluation of School Deans.

After some debate about the matter the motion CARRIED.

For the motion . . . 27
Against the motion . . . 22

8. Personnel Policies Committee -- CAM Revision Relative to Office Hours

Moved (Rosen) and Seconded (Scales) to adopt the resolution as reported by the Personnel Policies Committee. After some discussion as to the definition of "each week" it was agreed to insert the word "work" between "each" and "week" on line three under a. Office Hours.

There was more discussion about the need for another "WHEREAS" or an additional item under the present "WHEREAS" to include a statement about night classes. After considerable amount of debate it was agreed in principle to:

- a. Delete the "now therefore be it," phrase of (2) under the "WHEREAS," and
- b. To insert a third item which would read:

(3) office hours need not become burdensome for those teaching night classes; now therefore be it

The original motion CARRIED with the amendments as indicated above.

The recommended revision of CAM, Section 370.26a (Scheduling of Office Hours) now should read:

RESOLUTION:

WHEREAS, it is desirable to increase the flexibility of scheduling office hours so that,

- (1) Instructors may be able, in some cases, to improve their accessibility to students, and,
- (2) Instructors may make better use of blocks of time for professional development, and,
- (3) Office hours need not become burdensome for those teaching night classes; now therefore be it,

RESOLVED:

That the Academic Senate recommends to the President that CAM, Section 370.2, 6 a, be revised as follows (changes shown by underline and cross-out):

370.2 6. Instructors Schedules

a. Office Hours

In addition to scheduled classes, each instructor must schedule and conduct at least one office hour each day (Monday through Friday) five office hours each week for consultation with students, except as otherwise provided in this section. Office hours shall be limited to a maximum of two hours in any day. Each instructor will post his office hours outside his office door.

9. Committee on Professional Responsibility (Form of a Motion).

MOTION: RECOMMENDED BY THE EXECUTIVE COMMITTEE.

The Academic Senate directs the Election Committee to hold a special election within two weeks to form an Ad hoc Committee on Professional Responsibility to function on an interim basis

until procedures for selection of a permanent committee are developed and accepted by the Senate. The Committee shall have one representative from each of the seven schools and one representative from the Professional Consultative Services and shall be elected from tenured members of Associate Professor (Senior Instructor) or higher rank. When activated, a functional committee (quorum) shall consist of five members.

Mr. Evans indicated that he felt a student should be included on the committee. After a great deal of discussion on the background of this issue it was Moved (John Stuart) Seconded (Landyshev) to table the matter with the understanding that at a future meeting the previous Senate record be made available to members of the Senate regarding the Senate's previous actions. The tabling motion CARRIED.

MSC to adjourn: 4:50 p.m.

NOTE:

Next Executive Committee meeting scheduled for May 2 in Ag 241 at 3:00 p.m.

Next regular Senate Meeting is scheduled for May 9 at 3:00 p.m. in Faculty/Staff Dining Hall.