

CALIFORNIA STATE POLYTECHNIC COLLEGE
SAN LUIS OBISPO, CALIFORNIA

VICE PRESIDENT KENNEDY

Minutes of the Regular Meeting of the

FACULTY-STAFF COUNCIL
Meeting No. 7
April 12, 1966

RECEIVED

The meeting was called to order by Chairman Noble at 3:15 p.m.

All members of the Faculty-Staff Council were present with the exception of: Paul Dillon, Joseph Hampl, Harold Hayes, John Healey, Jerald Holley, Richard Johnson, Dan Lawson, and Robert Williams.

MSP - Minutes of the March 8, 1966, meeting approved as mimeographed.

NOMINATIONS FOR
ACADEMIC SENATE

Dr. Bucy, Chairman, Elections Committee, presented the names of Walter Schroeder, Robert Adamson, and Philip Overmeyer as nominees for the office of Academic Senator. Messrs. Warren Anderson, George Mach and Edgar Hyer were nominated from the floor.

MSP - Nominations for Academic Senator be closed.

Faculty-wide election for this office will be held in the near future.

REPORT ON ACADEMIC
SENATE

Dr. Bucy briefly reviewed the twenty-two items discussed at the recent Academic Senate meeting of the California State Colleges held in San Francisco. The complete report is available in the Faculty Reading Room.

SUBSTITUTE
INSTRUCTORS

Dr. Hyer, Chairman, Faculty Personnel Committee, presented the memorandum on Substitute Instructors as attached to the April 12 agenda. This proposal was amended to read as follows:

"403.22 One Year or Less Than One Year Appointments"

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4. If the appointment is as a substitute instructor

- a. Substitute instructors may be employed to replace members of the teaching staff who are temporarily absent on sick leave or a leave without pay of 15 days or less. Substitute instructors may not be employed to replace instructors who are absent on official business. Relatives of staff members as defined in Employees' Handbook Section 403.4 will not be employed as substitute instructors, except as provided in section 403.43.

- b. Substitute instructors will be expected to perform the related duties of correcting papers, maintaining office hours, preparing lectures and laboratories.
- c. The salary schedule for substitute instructors is displayed in Section 401.22 C.
- d. The procedure followed may depend upon the length of time the instructor is expected to be absent from his usual duties.

(1) In event the absence is expected to last longer than one week.

- (a) The department head working with the division dean will select a candidate to serve as a substitute instructor.
- (b) The Division Dean may authorize the appointment of the substitute instructor and will notify the Department Head and the Business Manager of his action.
- (c) The Business Manager will prepare and sign the appropriate documents.

(2) In the event the absence is expected to last no longer than one week.

- (a) The department head will appoint the substitute instructor.
- (b) The department head will notify the Division Dean of the appointment.
- (c) The Division Dean will notify the Business Manager of the action.
- (d) The Business Manager will prepare and sign the appropriate documents.

MSI: That the Faculty-Staff Council approve the Substitute Instructor report as amended.

CURRICULUM AND
INSTRUCTION
COMMITTEE

Dr. Frost, Chairman, Curriculum and Instruction Committee, presented the progress report from his committee, as attached to the April 12 Agenda. Faculty desiring a copy of the complete proposal Guidelines for Senior Projects, which was drafted by an Executive Council sub-committee, may contact Dr. Noble or Dr. Frost.

PROFESSIONAL
ETHICS
COMMITTEE

Pearl Turner, Chairman, asked if discussion should be held regarding the proposed Code of Ethics (attachment April 12 agenda) or delayed until the next meeting. Also, Miss Turner requested that the word department (Line 4, Page 2 of attachment) be corrected to read deportment.

MSP - This proposed Code of Ethics should be referred to a faculty sub-committee of the Faculty-Staff Council after the May meeting for their recommendation.

STUDENT AFFAIRS
COMMITTEE

Dr. Tellew, Chairman, Student Affairs Committee, presented the progress report as attached to the April 12 agenda. Faculty are urged to present their ideas to this committee in regard to a system to review students' complaints about grades.

ANNOUNCEMENTS

William Thurmond has resigned from the Faculty-Staff Council for the Spring Quarter, 1966, due to a special leave of absence to do research. William Alexander has been appointed to take his place for the remainder of this academic year. Robert Wheeler has been appointed as Chairman of the Research Committee.

John McCombs has been appointed to be the Faculty-Staff Council representative to the College Union Advisory Board.

John Merriam, Chairman, Outstanding Teacher Selection Committee, will present to President McPhee a nomination for the Outstanding Professor Award by April 26.

A letter received from Mr. Larson, AAUP, concerning the election of a collective bargaining group for State College professors, will be referred to the Personnel (Faculty) Committee for their consideration and recommendation.

The May 10 meeting will be devoted to final reports and the election of officers. The June meeting will be held on the first Tuesday of the month, June 7. President McPhee has been invited to speak to the Faculty-Staff Council at this meeting.