Committee named to pick academic VP  
The following people are serving on the consultative committee for the selection of the provost and vice president for academic affairs: Les Ferreira, College of Agriculture; Gilbert Cooke, College of Architecture and Environmental Design; Terri Swartz, College of Business; Joe Grimes, College of Engineering; Al Landwehr, College of Liberal Arts; Gary Epstein, College of Science and Mathematics; Wendy Spadlin, Professional Consultative Services; Nick Demogines, ASI; Tara McQuerrey, ASI; Harvey Greensfeld, Academic Senate; H. Joanne Freeman, Industrial and Manufacturing Engineering; Juan Gonzalez, Student Affairs; William Boynton, College of Business; Susan Opava, Research and Graduate Programs; Michael Sues, Faculty Affairs (ex officio); Anna McDonald, Affirmative Action (ex officio).

Applicants sought for ‘forgivable’ loans  
The 1996-97 Forgivable Loan Doctoral Incentive Program is seeking applicants. The program is designed to increase the number of CSU faculty members who are minorities, women and persons with disabilities in academic fields where they are underrepresented. All disciplines will be considered, with priority given to applicants pursuing doctorates in the most severely underrepresented fields in the CSU. The program is open to new and continuing full-time students enrolled in doctoral programs at accredited universities.

The deadline to submit applications is Wednesday, Jan. 31. For applications and more information, call Affirmative Action at ext. 2062.

New student procedure for adding classes  
Beginning winter quarter, students will need to follow a new procedure that includes calling CAPTURE in order to enroll in a full class. Students will need to:

1. Pick up a Permit Form from Academic Records.
2. Have the instructor sign and date the form.
3. Return the signed permit to Academic Records by the 10th day of instruction, or Tuesday, Jan. 16, for winter quarter. Late permits will not be accepted.
4. Call CAPTURE to enroll in the class by Wednesday, Jan. 17.

In the past, students were added to the classes when they turned in the Add Form to Records. Now students must call CAPTURE.

Academic Records would like faculty members to remind students of the new process.

CPR schedule and deadlines  
Next week’s Cal Poly Report, due out Dec. 8, will be the last issue of fall quarter. The deadline to submit copy for that issue is 1 pm today (Dec. 1). The Cal Poly Report will not be published during quarter break. The first winter quarter issue will appear Friday, Jan. 5, and copy deadline for that issue is 1 pm Friday, Dec. 29.

$50K grants available from CSU commission  
The CSU Commission on the Extended University provides up to $50,000 for projects to initiate or improve programs to:

• Reach underserved populations.
• Develop statewide and regional instructional programs.
• Develop distance-education programs.
• Develop international programs.

Request-for-proposal forms are available from the Faculty Development Office in Extended University Programs and Services, Room 202, Jespersen Hall. Copies of the forms have also been sent to all department heads and chairs.

The deadline for proposal submissions is March 29, 1996.

For more information or to request a proposal form, call Janice Eagle at ext. 5935.

Change your message for the holidays  
The Communications office suggests that departments that will be closed for the upcoming holidays change the recordings on their voice-mail or telephone message machines to let callers know when they can expect a call back.

Complaints were received from people off campus who tried unsuccessfully to reach department on the Veterans’ Day holiday, Nov. 11, which was not a holiday for many people. At least one caller said she tried a variety of offices and spent a long time listening to messages that did not indicate the department was closed for the day.
Tonight's performance teaches Mozart, Matisse

The music of Mozart and the art of Matisse come together in a magical, family program for children of all ages at 7 pm tonight (Dec. 1) in the Theatre.

The Theatreworks USA presentation, titled "Mozart, Monsters and Matisse," features Emmy-award-winning children's show creator Marshall Izen and actor Jim West. A medley of vivid, enchanting tales comes to life with the help of puppets, Mozart's music, and Henri Matisse-inspired cutouts. It all begins when a puppet of Mozart comes to life with the music of his 27th piano concerto.

Izen and West continue to transfix the audience by using color and magic to tell three tales: "Tamino and Dorabella," about an island terrorized by a sea monster; "Why the Willow Weeps," a tale of animals, people and flowers; and "Little Blue," an underwater adventure.

The duo call on their musical and artistic knowledge to teach youngsters about Mozart and Matisse. They will also show how to make hand puppets. Tickets for the show are $10 and $8 for adults and $8 and $6 for children 12 and under. For reservations, call the Anytime Artsline at ext. 1421 or buy them in person at the Theatre Ticket Office between 10 am and 4 pm Monday through Friday.

"Mozart, Monsters and Matisse" is the second event in Cal Poly Arts' 1995-96 Family Arts Series.

Music of Madagascar coming to Chumash

Tarika, a five-member band from Madagascar, will demonstrate its stimulating mix of multicultural influences in a concert set for 8 pm Tuesday, Dec. 5, in Chumash Auditorium.

The band is known for its rapid-fire, five-part harmonies and a repertoire that encompasses traditional African and Asian music, rhythm and blues, and British folk.

Tarika's members play the valiha (a tubular zither), marovany (a box zither), kobossy (a small guitar), sodia (an end-blown flute), and jeby (a dalmerine-like instrument), along with electric bass and guitar.

Founding sisters Hanitra and Nore Rasoanaivo provide the percussion, Polynesian-flavored harmonies, and socially and politically inspired lyrics about women and the environment.

Tickets for the concert are $14 and $12 for the public and $12 and $10 for students and senior citizens. For reservations, call the Anytime Artsline at ext. 1421 or buy them in person at the Theatre Ticket Office from 10 am to 4 pm Monday through Friday.

Tarika's appearance is part of the Cal Poly Arts 1995-96 season.
Supervisory training program offered

Human Resources is accepting enrollment in its supervisory training program, "Tools for Effective Supervision," to be offered winter quarter. The comprehensive program is taught in nine "modules" on Tuesdays and Thursdays, and participants are expected to attend all nine. The program is specifically designed for first-line supervisors and incorporates lectures, written material, interactive exercises, case studies and group discussion.

The training schedule is:

• Module 1 - "Basic Tools of Supervision" - Jan. 18, 8:30 am to noon.
• Module 2 - "Workplace Safety" - Jan. 23, 9 to 11 am.
• Module 3 - "Developing Team Work" - Jan. 25, 9 am to noon.
• Module 4 - "Affirmative Action and Diversity, and Sexual Harassment Issues" - Jan. 30, 9 to 11 am.
• Module 5 - "Classification and Recruitment" - Feb. 1, 9 to 11 am.
• Module 6 - "Interviewing: Avoiding Costly Mistakes" - Feb. 6, 9 to 11 am.
• Module 7 - "Effective Performance Appraisal" - Feb. 8, 9 to 11 am.
• Module 8 - "Strategies for Resolving Conflicts" - Feb. 13, 9 am to noon.
• Module 9 - "Supervision: From Critic to Coach" - Feb. 15, 9 to 11 am.

Enrollment is limited, but those not accommodated during winter quarter will be scheduled for the spring quarter program. For a program brochure or to enroll, call Joan Lund in Human Resources at ext. 6563 or e-mail du427@oasis by Friday, Dec. 15.

Process of change topic of training

"Managing the Process of Change" is the title of a small group training class to be held from 8:30 to 11:30 am Thursday, Dec. 7, in Room 140 in the Health Center. The class, sponsored by the Employee Assistance Program, will look at how people respond to change. Participants will:

• Come to understand the dynamics of change.
• Explore and understand healthy and unhealthy reactions to change.
• Examine the different forces, personally and organizationally, that resist change.
• Learn ways to help themselves and others appreciate change while managing outcomes.

Enrollment in the class is limited. To enroll or for more information call the EAP office at ext. O-EAP (0327).

Research proposals need to be approved

The Research and Graduate Programs office reminds the faculty that all research projects involving human subjects need to be referred to the Human Subjects Committee for review and approval before the research begins.

All institutions where federally funded research involving human subjects is conducted are required to have a review board to oversee the projects. At Cal Poly, all research projects involving human subjects – not just those funded by a federal agency – are subject to approval to ensure projects comply with established ethical guidelines.

The Human Subjects Committee reviews projects such as senior projects, thesis work, and faculty research that involve human subjects. Many projects require only minimal review to ensure that:

• Participation is voluntary.
• Informed consent is obtained when necessary.
• Confidentiality is ensured.

Send research proposals to the Research and Graduate Programs office for referral to the Human Subjects Committee. For a copy of the guidelines on preparing proposals for review, call the office at ext. 1508.

Report changes of personal information

Human Resources reminds employees that changes in address, family status, or other pertinent personal information should be reported promptly to Payroll Services or Human Resources.

This will ensure that mail, including checks and W-2 forms, is received without delay and that eligible family members receive their benefits.

Changes that should be reported include:

• Address or phone number: A change in address or phone number should be reported in person to Payroll Services. Wednesday, Dec. 6, is the last day to report an address change for the 1995 W-2 form. Employees no longer need to notify their insurance carriers of an address change.

• Health and dental insurance: A change in a family member’s status should be reported in person to Human Resources within 60 days. This includes the birth or marriage of a child, death of a family member, or marriage or divorce of the employee. Late notification could result in ineligibility for coverage of the family member or in delayed processing of future enrollment requests.

• Designation of person authorized to receive state warrants: This form designates the beneficiary for any unpaid salary warrants or lump-sum leave payments still owed by Cal Poly to a deceased employee. All employees, including FERP participants and retired annuitants, should update this information with Payroll Services as soon as a change in beneficiary is desired, because a major change in family status, such as divorce, will not void the designation on file.

• Emergency contact information: It is important that Cal Poly have current emergency contact information on file. To update this information, call Payroll Services.

The Payroll Services office is in Adm. 107, ext. 2605, and is open from 8 am to 5 pm. Human Resources is in Adm. 110, ext. 2237, and is open from 8 am to 4 pm.
Dateline
Admission charged - $5
FRIDAY, DECEMBER 1
Musical: Cal Poly Choirs' Christmas Concert, Atascadero Bible Church, 8 pm. ($) Also at 3 pm and 8 pm Saturday, Dec. 2, at First Baptist Church, San Luis Obispo. ($) Play: "Mozart, Monsters & Matisses," presented by Theatreworks USA. Theatre, 7 pm. ($) SATURDAY, DECEMBER 2
Musical: Cal Poly Choirs' Christmas Concert, First Baptist Church, San Luis Obispo, 3 and 8 pm. ($) TUESDAY, DECEMBER 5
Workshops-Panel Discussion: T. Menzie Cliff (psychiatrist) will present "Strategies for Managing Career-Related Stress" and James Aiken (Psychological Services) will present "Personal and External Stressors at Work." Frank Lebens (Administration and Finance) will lead a panel discussion. UU 220, 9 am.
Musical: Tarika, a five-member band from Madagascar. Chumash, 8 pm. ($) WEDNESDAY, DECEMBER 6
Holiday Luncheon: Chumash Auditorium, 11:30 am. ($) SATURDAY, DECEMBER 9
Fall Commencement: The colleges of Business, Engineering, Science and Mathematics, and the University Center for Teacher Education, 9:30 am; Agriculture, Architecture and Environmental Design, and Liberal Arts, 2 pm, Rec Center.
Men's Basketball: UC Santa Cruz, Mott Gym, 1 pm. ($) SUNDAY, DECEMBER 10
Holiday: Holiday for academic-year employees, through Jan. 1.
MONDAY, DECEMBER 11
Men's Basketball: Eastern Washington, Mott Gym, 7 pm. ($) Position vacancies
More information and applications for the following staff positions are available from the appropriate human resources office. Faxed applications and resumes will not be accepted in lieu of official application.
State (Adm. 119, ext. 2326 or job line at ext. 1533). Official application forms must be received by 4 pm of the closing date or be postmarked by the closing date.
CLOSING DATE: Dec. 15
667059: Clerical Assistant II, Facilities Planning (Unit 7), $907.50-$1027.30/mo., 50 hour base, temporary to 12/31/96 with annual renewal. $667051: Clerical Assistant III, University Advancement (Unit 7), $1948-$2307/month.
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
General Description of the Position: The university seeks an experienced, visionary and dynamic leader to work effectively with the president and all major councils and committees to accomplish the mission of the university. The combined position of provost and vice president for academic affairs reports directly to the president and serves as acting president in the absence of the president. The provost coordinates, on behalf of the president, all programmatic areas within the university and represents the campus within the CSU system and to external constituencies as designated by the president. The vice president for academic affairs is the chief academic officer of the university and is responsible to the president for all operations of the university related to instructional programs, educational policy, academic planning, academic resources and faculty personnel actions. The academic and college deans, as well as all other academic units and the academic affairs' staff report to the vice president for academic affairs.
Qualifications:
• Earned doctorate or equivalent terminal degree.
• A distinguished record of teaching, scholarship, and service that exhibits a commitment to academic excellence.
• Successful record of progressively responsible university administrative experience, preferably at dean or equivalent level.
• Appreciation and experience with shared collegial governance characterized by broad consultation and collaboration.
• Superior communication and interpersonal skills.
• A strong commitment to the values of the university.
• Experience and ability in integrating academic, administrative, professional development, and service.
• Experience in strategic planning, assessing institutional effectiveness, and developing policy and capital improvements to enhance academic programs.
• Demonstrated leadership in enrollment planning and resource allocation.
• Experience and ability in integrating communication and information resources into teaching and other operations of the university.
Compensation: Salary is commensurate with the background and experience of the individual selected. Cal Poly offers excellent fringe benefits. All rights associated with this appointment are governed by the Management Personnel Plan adopted by the CSU board of trustees.
Applications and Nominations: Each application should include a current resume; the name, address and telephone numbers of at least three professional references; and a statement, of not more than two pages, of the applicant's approach and philosophy of administration, teaching, academic planning, professional development, and service.
The position is open until filled, but applications and nominations should be submitted as early as possible. The preferred starting date for the position is July 1, 1996. Please address inquiries to the Faculty Affairs Office at (805) 756-2844. Applications and nominations should be referred to Recruitment Code 6M028 and should be addressed to:
President Warren J. Baker
Cal Poly
San Luis Obispo, California 93407
or fax to: (805) 756-5185
Cal Poly is strongly committed to continuing excellence through cultural diversity. The university actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups, including the disabled. Affirmative Action/Equal Employment Opportunity.
FUNDATION (Foundation Adm., Building, ext. 1533). All foundation applications must be received (not just postmarked) by 5 pm of the closing date. (No fax)
CLOSING DATE: Open until filled
CLOSING DATE: Dec. 8