

A C A D E M I C S E N A T E
O F
C A L I F O R N I A S T A T E U N I V E R S I T Y
S A C R A M E N T O

MINUTES

Issue #10

April 6, 1983

ROLL CALL

Present: Barkdull, Beelick, Bohr, Bossert, Brackmann, Cavaghan, Charlton, Collins, Eifenbaum, Esquerra, Gillespie, Haq, Hill, Kearney, Kerster, Kostyrko, Krebs, Livingston, McDaniel, McGillivray, Morrow, Phillips, Raines, Reinelt, Rue, Scott, Semas, Shattuck, Spray, Swanson, Stroumpos, Torzyn, Urone, Wade, Whitney

Absent: Borer, Fenley, Heidecker, Maxwell, Meeker, Raske, Stephens, Tanaka

A special meeting was convened by Alan Wade, Wednesday, April 6, 1983, at 2:00 p.m. in Psych-153.

ACTION ITEMS

AS 83-21/CC, GPPC, Ex. ACADEMIC PROGRAM PRIORITIES AND CRITERIA AND PROCESS OF EVALUATION

Marsha Dillon presented an overview of the work of the ad hoc Committee on Contingency Plans for Instructional Programs in developing the March 22, 1983, "Recommendations from the Curriculum Committee and the Graduate Policies and Programs Committee respecting academic program priorities and criteria and process of evaluation."

She pointed out that some of the information used in this document was taken from out-dated material. The committee is aware of this and will be checking materials received from departments and updating it.

She corrected an omission on page 2: under Program Priorities, Environmental Studies should be inserted as follows: "Other G.E. core programs (not eligible for core major status): Ethnic Studies, Women's Studies, Environmental Studies

It was moved (McGillivray) and seconded that "Quality of the Program" criteria (pages 6-7) be deleted from the document.

Defeated.

It was moved (Urone) and seconded to accept the substitute presented by Marsha Dillon for "University Priority #4."

Carried unanimously.

The Academic Senate approves the "Recommendations from the Curriculum Committee and Graduate Policies and Programs Committee respecting academic program priorities and criteria and process of evaluation," as amended (Attachment A).

Carried.

AS 83-22/Ex. RESOLUTION ON FACULTY MAINTENANCE AND STAFFING POLICY

It was moved (Bossert) and seconded to refer the resolution back to the Executive Committee for clarification.

Carried. Hand vote: Yes - 19; No - 8

AS 83-23/Ex. RESOLUTION ON VOLUNTARY REDUCTION IN FACULTY WORKLOAD

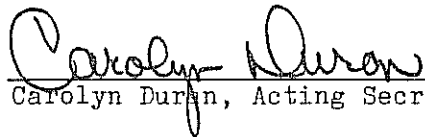
It was moved (McGillivray) and seconded to amend the first WHEREAS as follows: "the university ~~is~~ may be ..."

Carried.

The Academic Senate approves the Resolution on Voluntary Reduction in Faculty Workload, as amended. (Attachment B)

Carried.

The meeting was adjourned at 3:45 p.m.


Carolyn Duran, Acting Secretary



CALIFORNIA STATE UNIVERSITY. SACRAMENTO

6000 J STREET, SACRAMENTO, CALIFORNIA 95819

ATTACHMENT A

March 22, 1983

TO: Alan Wade, Presiding Member
Academic Senate

FROM: Marsha Dillon, Presiding Member
Ad Hoc Committee on Contingency Plans
for Instructional Programs

SUBJECT: Recommendations from the Curriculum Committee and Graduate
Policies and Programs Committee respecting academic program
priorities and criteria and process of evaluation

I am writing at the direction of the Curriculum Committee and the Graduate Policies and Programs Committee to transmit to the Executive Committee of the Academic Senate recommendations respecting academic program priorities and criteria and process of program evaluation. The accompanying recommendations were approved by the Curriculum Committee and the Graduate Policies and Programs Committee at their respective meetings on March 14 and 21, 1983.

The Committees developed these recommendations through a joint Ad Hoc Committee on Contingency Plans for Instructional Programs. Members from the Curriculum Committee are Marsha Dillon, Richard Fish, Eleanor Kirkland, Otis Scott, and Marilyn Thompson. Members from the Graduate Policies and Programs Committee are Pennie Provo, Anne-Louise Radimsky, and David Weinerth.

I. RECOMMENDATIONS RESPECTING PRIORITIES

- A. that priorities be established in terms of academic programs rather than in terms of teaching positions or faculty assignments
- B. that identification of academic program priorities be based on University and program priorities contained in the University Planning Committee's "University Planning Profiles for Academic Units" (April 18, 1980) and subsequent "Program Planning and Budgeting" documents from the Academic Affairs Budget Committee

The existing University and program priorities are stated below:

University Priorities

From "University Mission and Goals Statement: Philosophy, Purpose, Priorities," adopted by the University Planning Committee in May 1979, endorsed by President Johns, Summer 1979, published in "University Planning Profiles for Academic Units"

"In light of our purpose and philosophy, programs will be supported relative to the following priorities:

1. We will support undergraduate offerings which are essential to the liberal tradition of the University and upon which all baccalaureate programs are based, i.e., the core undergraduate programs.
2. We will support professional undergraduate and graduate programs, subject both to demonstrated program need and student demand, at a level sufficient to ensure academic excellence.
3. We will support other graduate programs, subject both to satisfactory academic performance reviews, both on the basis of student demand and demonstrated program need and to satisfactory academic performance. (sic)
4. We will support other undergraduate programs, subject to satisfactory academic performance reviews, on the basis of student demand."

Core Programs (not ranked) - from "Core Programs" statement, published with the above

General Education

service core function

undergraduate major degree core programs - B.A. degrees in eligible departments which devote more than 40% of their respective faculty and operating budgets to G.E. and service offerings

Program Priorities (From "University Planning Profiles for Academic Units")

University Priority #1 (see above) - Core Programs - priorities in departments with B.A. programs eligible for core major status

1. G.E./service function
2. B.A. degree (& minors)
3. Social Science B.A., if applicable

The B.A. will have equal priority with the G.E./service function when core major requirements are met.

Departments eligible for core major status: Anthropology, Art, Biological Sciences, Chemistry, Economics, English, French/German/Spanish, Geography, Geology, Government, History, Humanities, Math & Statistics, Music, Philosophy, Physics, Psychology, Sociology, Theatre Arts

Other G.E. & service core programs (not eligible for core major status):
Communication Studies, Home Economics, Journalism

Other G.E. core programs (not eligible for core major status):
Ethnic Studies, Women's Studies, Environmental Studies

University Priority #2 - professional undergraduate & graduate programs - subject to demonstrated program need, student demand, and satisfactory academic performance

--School of Business & Public Administration program priorities

Business Administration: 1. BS & MBA (& minor)
2. MS, Accounting Option
3. MS, MIS Option

Public Administration: 1. MPA
2. BS in Pub. Admin. (& minor)
3. service

--School of Education program priorities

1. multiple & single subject credential programs, including single subject waiver programs in Art, Life Science, Business, Physical Science, English, French/German/Spanish, History, Home Economics, Physical Education, Mathematics, Music, Social Science
2. specialist credentials in early childhood, bilingual/cross-cultural, learning & severely handicapped; administrative services credential; MS in counseling; MA options in educational administration; supporting Child Development program
3. MA options in bilingual/cross-cultural & special education
4. Other MA options and service credential options in library services, pupil personnel services, school psychology

--School of Engineering program priorities

Engineering: 1. BS in Civil, Electrical & Electronic, & Mechanical Engineering, & Engineering Technology; MS in Biomedical Engineering
2. MS in C.E., E.E., M.E.
3. BS & MS in General Engineering
4. G.E./service

Computer Science: 1. G.E./service
2. BS
3. MS

Note: The Department is seeking a review of these priorities in order to rank the BS equally with G.E./service.

--School of Health & Human Services program priorities

- Criminal Justice: 1. CJ BA (& minor)
2. CJ MA
3. BS Forensic Science

- Health & Safety Studies: 1. BA (& minor) 2. credential
3. G.E./service
- Physical Education: 1. BS (& minor) 2. G.E. 3. graduate
- Athletics: 1. intercollegiate Athletics 2. service
(also offers a minor)
- Nursing: 1. BS Nursing
2. School Nursing Credential Program
3. G.E./service
- Recreation & Leisure Studies: 1. BS RPA (& minor)
2. MS RPA
3. service
- Social Work: 1. MSW 2. BA Social Welfare (& minor)
3. BA Corrections 4. G.E./service
- Communication Studies 1. G.E./service 2. BA (& minor) 3. MA
- Home Economics 1. G.E./service 2. BA (& minor)
3. graduate courses
- Journalism 1. BA Journalism & Government-Journalism
2. G.E./service 3. graduate courses
- MA International Affairs
- BA & MA Speech Pathology & Audiology

University Priority #3 - other graduate programs, subject to demonstrated program need, student demand, and satisfactory academic performance

graduate programs in A & S core major departments:

1. MA/Social Science MA
2. MS

departments: Anthropology, Art, Biological Sciences (MA & MS), Chemistry (MS), Economics, English, French/German/Spanish, Government, History, Math & Statistics (MA & MS), Music, Psychology, Sociology, Theatre Arts

University Priority #4 - Placement of the following programs within the University's priorities is not clear from the Planning Profiles. These programs will be evaluated with respect to program need, student enrollment/faculty positions, and program quality. Following the evaluation, recommendations will be made respecting placement within the University's priorities.

BA degrees in Child Development, Environmental Studies, Ethnic Studies, Liberal Studies

BS degrees in Biological Science, Chemistry, Geology, Physics

Bachelor of Music degree

offerings in Chinese (basic skills courses supporting the bilingual/
cross-cultural credential program and GE)

African, Greek, Japanese (basic skills courses for GE/
service)

Italian, Latin, Portuguese, Russian (basic skills courses
for GE/service)

other minors: Film Studies, Gerontology, Librarianship, Soviet
Studies, Women's Studies

Aerospace Studies (Air Force ROTC); Military Science (Army ROTC)

Learning Skills

II. RECOMMENDATIONS RESPECTING CRITERIA

- A. that the criteria to be used by the Curriculum Committee and the Graduate Policies and Programs Committee include program need, student enrollment/faculty positions, and program quality, leaving assessment of fiscal impact to the Fiscal Affairs Committee.
- B. that the following sources of information be used in the course of assessing each program in accordance with the priorities and criteria approved by the Academic Senate
 1. the most recent data available respecting program need, student enrollment, and faculty positions
 2. the set of most recent program review documents on file with the university
 3. responses to specific questions the evaluation committee may address to program representatives to obtain updated information respecting quality of programs

The Committees recommend the following criteria:

Criteria of Evaluation -- to be assessed concurrently in an effort to identify patterns of strength, adequacy, or weakness

Program Need: programs and offerings as defined by their functions
(majors, minors, options, concentrations, and special
emphases) -- Source of data: University administration

- magnitude of need for the large-moderate-small

function in the local community and service area growing-stable-declining

- magnitude of need for the function in the state and national contexts large-moderate-small
growing-stable-declining

- availability of alternative sources of the function capable of accommodating the need large-moderate-small
growing-stable-declining

Student Enrollment/Faculty Positions -- Source of data: University administration

- enrollment - most recent 5-year sequence in total FTES; major FTES; number & percentage of sections that fall below minimum class size standards
- degrees completed - most recent 5-year sequence - undergraduate & graduate
- projected enrollment
- FTEF - full-time tenured; full-time tenure track; full-time lecturer; part-time
- SFR - target, with comment on appropriateness
 - most recent 5-year sequence of actual SFR - lower division; upper division; graduate

Quality of the Program -- Source of information: appropriate portions of the most recent program review document, updated by reports of subsequent significant change

- comments from commendations and recommendations in the most recent program review document favorable-marginal-unfavorable
- action on review recommendations effective-ineffective
- faculty strong-adequate-weak
- library resources & services excellent-adequate-inadequate
- facilities & equipment excellent-adequate-inadequate

To assist the evaluation process, the Committees recommend requesting the following additional information from departments:

- actions on recommendations in the most recent program review document
- significant changes in the structure of programs not reflected in the 1982-84 catalogue
- significant changes since the most recent program review in each of the following:
 - quality of each program
 - quality of faculty
 - library resources & services
 - facilities & equipment

III. PROCESS OF EVALUATION

- The process of program evaluation by the Curriculum Committee and the Graduate Policies and Programs Committee under AS 83-18 (approved by the Academic Senate on March 9, 1983) will be based upon Senate approval of priorities and criteria arising out of recommendations from the Committees.
- The process is intended to develop advice to the Academic Senate respecting contingency plans for instructional programs.
- The evaluation will be conducted by the Ad Hoc Committee on Contingency Plans for Instructional Programs, a joint subcommittee of the Curriculum Committee and the Graduate Policies and Programs Committee. The results of the evaluation will take the form of a set of recommendations to both Committees. The Committees will forward their joint recommendations* to the Fiscal Affairs Committee for assessment of fiscal impact. The Fiscal Affairs Committee will forward the joint recommendations to the Executive Committee for Senate action.
- The evaluation committee will consider the following sources of information in the course of assessing each program in accordance with the priorities and criteria approved by the Academic Senate:

*Form of recommendations:

- continue program at current level; maintain resource allocation
 - continue program at reduced level; reduce resource allocation by a specified magnitude
 - expand program to a specified level; increase resource allocation by a specified magnitude
 - terminate program and resource allocation
1. the most recent data available respecting program need, student enrollment, and faculty positions

2. the set of most recent program review documents on file with the University
3. responses to specific questions the evaluation committee may address to program representatives to obtain updated information respecting quality of programs.

The appearance of all programs before the evaluation committee will be by means of these written sources. When the Executive Committee of the Academic Senate takes up the joint recommendations of the Curriculum Committee, the Graduate Policies and Programs Committee, and the Fiscal Affairs Committee, it may exercise its discretion to permit the personal appearance of program representatives. Otherwise, program representatives should expect to convey their positions through the agency of their elected Senators. The Senate may also exercise its discretion to permit personal appearances of program representatives during its discussion of the Executive Committee's recommendations. If the Senate chooses not to do so, the program representatives should again expect to convey their positions through the agency of their elected Senators.

Approved by the Academic Senate on April 6, 1983 (AS 83-21).

AS 83-23/Ex. RESOLUTION ON VOLUNTARY REDUCTION IN FACULTY WORKLOAD

- WHEREAS, the University may be faced with severe budget reductions for the 1983-84 academic year; and
- WHEREAS, every possible avenue for savings should be explored before resorting to layoffs; and
- WHEREAS, some faculty members from time to time have expressed a willingness to voluntarily reduce workload and pay in order to help avoid or minimize the threat of layoffs of their junior colleagues; and
- WHEREAS, a precise statement of the consequences of such voluntary reductions in workload/pay in terms of loss of credits toward sabbatical leaves, reduced retirement and other benefits, etc., is necessary information prior to making such a decision; therefore be it
- RESOLVED, that the Academic Senate of CSU, Sacramento urge Executive Vice President Barkdull to inform the faculty as soon as possible of the implications and consequences of such voluntary reductions in workload/pay to the end that such decisions may be forthcoming where appropriate and desirable.

Approved by the Academic Senate April 6, 1983 (AS 83-23).

