

ACADEMIC SENATE

AGENDA

Wednesday, February 13, 1985

2:00 p.m.

Student Senate Chambers, University Union

**INFORMATION**

1. CSU Senate meeting will be held in Sacramento, March 7-8
2. Report on CSU Academic Senate meeting - Peter Shattuck
3. WASC Accreditation Team visit - George Craft
4. Convocation: Superintendent of Public Instruction Bill Honig
5. Letter to Academic Senate Chairs concerning "Statement of Preparation in Natural Science Expected of Entering College Freshmen"
6. Appointment of Dr. Stephanie <sup>ALSTET</sup> Lieberman as University Affirmative Action Officer
7. *Spring Dialogue Mon Mar 18 - May 11*
8. *Inv Brief - Emda*

**CONSENT CALENDAR**

AS 85-02/Ex. COMMITTEE APPOINTMENTS

Faculty Affairs Committee: LAWRENCE TAKEUCHI, Prof. Sch., 1986  
(repl. for R. Kellough)

Administrative Fellows Review Committee: GALE TOM, 1985

Board of Judicial Appeals: WALLACE ETTERBEEK, 1985

CSUS Foundation Board of Directors: JOSEPH DIGIORGIO, 1986  
(repl. for J. DiGiorgio)

Governmental Affairs Specialist, CSU Academic Senate: STOKLEY SWANSON

Search Committee, Director of Research and Sponsored Programs:  
LARRY TAKEUCHI, Research Subcommittee Member  
BARBARA ARNSTINE, Education  
MARCUS MARSH, Arts and Sciences  
DENNIS HUFF, Arts and Sciences

AS 85-02/Ex. (cont'd)

University Union Board of Directors: LAWRENCE CHASE, 1985  
(repl. for S. Green)

AS 85-03/CC, GPPC, Ex. CURRICULUM REVIEW - JOURNALISM

The Academic Senate approves the recommendation of the Curriculum Committee and the Graduate Policies and Programs Committee forwarded with the Academic Program Review for the Department of Journalism: "We recommend that the Bachelor of Arts Degree program in Journalism be approved for a period of five years or until the next scheduled program review." (A copy of the Academic Program Review is available for review in the Academic Senate Office, Adm. 264.)

AS 85-04/CC, GPPC, Ex. CURRICULUM REVIEW - INTERNATIONAL AFFAIRS PROGRAM

The Academic Senate approves the recommendation of the Curriculum Committee and the Graduate Policies and Programs Committee forwarded with the Academic Program Review for the International Affairs Program: "We recommend that the International Affairs Program be conditionally approved for one year while it is being restructured." (A copy of the Academic Program Review is available for review in the Academic Senate Office, Adm. 264.)

**REGULAR AGENDA***Approved*  
AS 85-01/Flr. MINUTES

Approval of Minutes of meeting of December 12, 1984.

*Carried*  
AS 85-05/Ex. EVALUATION OF ADMINISTRATORS - PROCEDURES

The Academic Senate approves the "University Guidelines for Periodic Review of Administrative Performance." (Attachment A)

*Carried*  
AS 85-06/Ex. OFFICE HOURS

Since the recently adopted Unit 3 contract no longer stipulates the number of required office hours, the Senate endorses a return to the pre-contract practice of requiring three scheduled office hours each week, plus the opportunity for students and colleagues to make appointments.

AS 85-07/Ex. HISPANICS AND HIGHER EDUCATION

*Carried over*

The Senate adopts the following:

Whereas, "Hispanics and Higher Education: A CSU Imperative," Part I of the Report of the Commission on Hispanic Underrepresentation, has been distributed by the Office of the Chancellor, and

Whereas, This document contains a series of significant recommendations for action, including among others outreach to schools, increased aid to low-income students, summer "bridge programs," and faculty development programs, and

Whereas, The final report, which is expected to be available in early May, will contain additional recommendations, and

Whereas, Efforts have already begun at the Chancellor's Office and at CSU, Sacramento to implement some of the recommendations of Part I; therefore be it

Resolved, That the Academic Senate, CSU, Sacramento, form a special committee to study the report and its recommendations and to recommend to the Senate through the Executive Committee appropriate actions.

*Approved by AS 2/13/85*

**University Guidelines for  
Periodic Review of Administrative Performance**

**A. Purpose of Evaluation:**

To assist people who hold administrative positions to maintain or improve their effectiveness.

**B. Frequency of Evaluation:**

Administrative performance shall be evaluated on a five-year cycle.

**C. Committee Structure:**

For this process, a standing committee shall be established, consisting of three designees of the President, three faculty members chosen by the Academic Senate, a staff member chosen by the University Staff Assembly, and one student chosen by the Associated Students. Members, except for the student, will serve staggered three-year terms, designated by lot. The President's designees shall not serve during the year in which their performance is to be reviewed.

**D. Charge:**

1. To develop, within the following guidelines, policy and procedures for the periodic performance review of people holding administrative positions.
  - a. Review policy should seek to encourage the professional development of people holding administrative positions.
  - b. Review evaluations shall include an assessment of performance on a common core of competencies and skills normally required in administrative assignments, and elements that apply specifically to the nature and responsibility of the position held. The latter elements shall be selected by the review committee, in consultation with the person being reviewed, in advance of the scheduled review.
  - c. Appropriate faculty participation will be a part of all review evaluations; the participation of other constituencies will vary according to the position under review.

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- d. The committee's policies and procedures will be reviewed by the Academic Senate Executive Committee and the President before being applied.
2. To apply the procedures, beginning in the 1985-86 academic year.
    - a. The positions to be reviewed will include: Provost, Vice Provost, Associate Provosts, Vice President, Associate Vice Presidents, Assistant Vice Presidents, University and School Deans, Associate Deans, Librarian, Associate Librarian, Unit Directors (in Management Personnel Plan Categories 3 and 4).
    - b. The committee will begin by preparing a schedule of reviews.
  3. To prepare and disseminate the results of the review process.
    - a. State law and University policy guarantee the right of confidentiality. That right shall be observed.
    - b. The committee shall draft a summary report of the results of the review process. The person whose performance is under review will be given a copy of the draft, and may respond to it within two weeks.
    - c. The committee will consider any response, revise the draft if it seems appropriate, and send the report and any response to the President, to the immediate supervisor of the person under review (if that is not the President), and to the person under review.
    - d. At the next review, the report of the previous review and any response shall be considered by the review committee.

15:2/7/85