

1:84

A C A D E M I C S E N A T E

AGENDA

Wednesday, September 12, 1984

2:00 p.m.

Student Senate Chambers, University Union

INFORMATION

1. Moment of Silence in memory of:

Taku Nimura, Librarian

M. Richard Porter, Professor, Department of Mathematics

John O'Connell, Member and Past Chair, CSU Board of Trustees

2. Report on September 6-7, 1984, CSU Academic Senate meeting -
Stoakley Swanson, CSU Senator

3. Searches and appointments

CONSENT CALENDAR

AS 84-32/ConC COMMITTEE APPOINTMENTS

Academic Policies Committee: JOEL MOORE, Prof. Sch., 1987
JUANITA BARRENA, At-large, 1987

Affirmative Action Committee: MARJORIE LEE, Prof. Sch., 1987
PEGGY CAVAGHAN, At-large, 1987
MARJORIE GELUS, Senator, 1986

Curriculum Committee: CHRIS GLENN, Prof. Serv., 1987
JOHN REHFUSS, At-large, 1987

Faculty Affairs Committee: SHEILA LAI, Prof. Serv., 1987
LOU COHAN, At-large, 1987

Fiscal Affairs Committee: MICHAEL LEWIS, Prof. Sch., 1987
JOE AIELLO, Prof. Serv., 1987
SCOTT FARRAND, Senator, 1985

Graduate Policies and Programs Committee: JOAN MOON, At-large, 1987
AMIN ELMALLAH, At-large, 1987

CONSENT CALENDAR - continued

AS 84-33/Ex. COMMITTEE APPOINTMENTS

- Academic Policies Committee: LOU COHAN, At-large, 1986
(repl. for R. Porter)
- Curriculum Committee: CHARLES NELSON, Senator, 1986
(repl. for H. Thornton)
- Faculty Affairs Committee: FRANK GAROSI, Arts/Sci., 1986
(repl. for J. Brackmann)
- LOUANNA PETTAY, Senator, 1986
(repl. for J. Morrow)
- Fiscal Affairs Committee: PETER LUND, At-large, 1985
(repl. for M. Rees)
- GUY DEANER, Senator, 1986
(repl. for J. Morrow)
- General Education Committee: JOHNNIE STROUMPOS, Senator,
1986
- STEPHEN FIGLER, Senator, 1986
- Financial Aid Advisory Committee: SHEILA LAI, At-large, 1986
- Hornet Foundation Board of Directors: RICHARD BROCK, At-large, 1987

AS 84-34/G.E.,Ex. GENERAL EDUCATION

The Academic Senate approves the recommendation of the General Education Committee that the following be added to the G.E. pattern descriptions for Groups III and IV in the class schedule: "Students may take no more than two courses in Group III (IV) from the same academic department."

AS 84-35/CC,GPPC,Ex. CURRICULUM REVIEWS

The Academic Senate approves the following recommendations as contained in the Academic Program Reviews for the Department of Foreign Languages and the Women's Studies Program:

CONSENT CALENDAR - continued

Department of Foreign Languages

It is recommended that

1. the Bachelor of Arts degree programs in French, German and Spanish be approved for a period of five years or until the next scheduled program review.
2. approval of the Master of Arts degree programs in French, German and Spanish be approved for one year while the nine-unit core is being developed and approved.
3. the overseas MA program in Spanish be approved for one year, during which time the Graduate Policies and Programs Committee will review the program.

Women's Studies Program

It is recommended that approval of the Women's Studies minor be continued through the 1984-85 academic year in order to allow time for its restructuring.

[A copy of the Academic Program Review for each program is available for review in the Academic Senate Office, Adm. 264.]

AS 84-36/CC, FisA, Ex. MECHANICAL ENGINEERING - PROGRAM REVISION

To Agenda Calendar

The Academic Senate approves the Mechanical Engineering course changes as shown in Attachment A.

AS 84-37/AP, Ex. LIBRARY - MISSION AND RESPONSIBILITIES STATEMENT

The Academic Senate endorses the University Library's statement of "Mission and Responsibilities" (Attachment B).

REGULAR AGENDA

AS 84-31/Flr. MINUTES

Approval of Minutes of meeting of May 9, 1984.

AS 84-38/Ex. ELECTION OF 1984-85 SECRETARY AND PARLIAMENTARIAN

The Executive Committee recommends that the Academic Senate elect Janice McPherson as Secretary and Eugene Knepprath as Parliamentarian of the Academic Senate for 1984-85.

REGULAR AGENDA - continued

AS 84-39/Ex. PROFESSIONAL LEAVES - CRITERIA AND PROCESS

The Academic Senate approves the policy recommend by the ad hoc Committee on Professional Leaves (Attachment C).

AS 84-40/Ex. CONSTITUTIONAL AMENDMENT

The Academic Senate approves, for faculty referendum, amendment of the Constitution of the Faculty of California State University, Sacramento, as follows:

Article III, Section 4, Membership:

- A. Membership on the Academic Senate shall be open to (1) forty-two faculty members; (2) three students as ex officio non-voting members; (3) the Vice President for Academic Affairs Provost, the Vice President for Administration and Business Affairs Operations and Finance, and the Dean of Students Vice Provost for Student Affairs as ex officio non-voting members; (4) the four five School Deans/Division Chairs, chosen by the School Deans/Division Chairs, as ex officio non-voting members; (5) the University Librarian as an ex officio non-voting member; (56) two staff representatives, from the academic area, chosen by the voting members of the Senate as ex officio non-voting members.

AS 84-41/Ex. BYLAWS REVISION

The Academic Senate approves revision of Section IV of the By-laws of the Academic Senate as follows:

IV. PROCEDURES FOR ELECTION OF REPRESENTATIVES AND ALTERNATES TO THE STATE CSU ACADEMIC SENATE

A. Membership

Three State CSU Academic Senate representatives and three alternates shall be elected from each university with more than ten thousand, but less than twenty thousand, full-time-equivalent enrollment. For purposes of this section, full-time-equivalent enrollment shall mean the average annual total full-time-equivalent enrollment reported for the academic year in which an election is held. Each year in which such an election is held, the election results shall be certified to a designated officer of the State CSU Academic Senate

REGULAR AGENDA - continued

by the Chair of the local Senate on or before May 15; and representatives elected shall take office on or before June 15.

B. Terms of Office

1. Representatives and alternates shall serve a term of three (3) years, to be established on a staggered basis so that one of the three members is to be elected each year.
2. The Senior State CSU Academic Senator shall be the person who has served as a State Academic Senator for the longest consecutive period of time.
3. The first alternate shall be the person who has served as an alternate for the longest consecutive period of time; the second alternate - the next longest period of time; and the third alternate - the shortest period of time.

C. Procedures for Nomination and Election of Representatives and Alternates

- and appointment of alternate*
1. Nominations ^{of representatives} shall be by and from the full voting membership of the faculty. In order to appear on the primary ballot, a faculty member must submit a nomination petition signed by ten voting members of the faculty.* If one candidate receives a majority of the votes cast in the primary election, that candidate shall be elected. If no candidate receives a majority of the votes cast, the two candidates receiving the largest number of votes will appear on a final ballot. The candidate receiving the largest number of votes on the final ballot shall be elected CSU Academic Senator.

2. The nominees (normally four times the number of vacancies, unless a tie occurs) with the most votes will appear on the election ballot. On the final ballot voters will be asked to vote for twice the number of candidates for which there are vacancies, using the designation A for first choice, B for second choice, and so on. When counting the ballots the Election Committee will assign a value for each designation (e.g.,

*Carried
Dillon/Holl*

** If more than two candidates are nominated, a primary election shall be held.*

*Carried
Ramey*

REGULAR AGENDA - continued

*Kelly/Wade
Carried*

for one vacancy, A = 2, B = 1. The alternate CSU Academic Senator will be the current chair of the campus Academic Senate, or the Executive Committee's designee.

D- Procedures for Filling Vacancies Among State Academic Senators and Alternates

When a vacancy among the State Academic Senate representatives and alternates is to be filled, the procedures in C (above) pertain. Until the vacancy of an Academic Senator can be filled, the appropriate alternate shall serve.

- 3. If a vacancy occurs in the office of CSU Academic Senator at a time other than the regular expiration of a term, it will be filled in accordance with the procedures in C.1 above.

*AS 84-36
Carried
Stroumpou/Swanson
Refer to G.E. Com. for review & recommendation*

State of California

California State University, Sacramento

Memorandum

To : June E. Stuckey
Associate Vice President
for Academic Affairs

Date : May 1, 1984

Subject: Course Changes for
M.E. 145, M.E. 190,
M.E. 191

From : 
John Zickel, Chair
Mechanical Engineering

The proposed changes for eliminating M.E. 145 (2 units) and increasing M.E. 190 and M.E. 191 from 2 units to 3 units is a solution to a problem of staffing courses with proper faculty. Most importantly, the change is intended not to affect the curriculum in Mechanical Engineering.

M.E. 190 and 191 are a combination of supervisory and lecture courses. M.E. 190 has 2 hours of lecture per week and one 3-hour laboratory. M.E. 191 has 1 hour of lecture per week and two 3-hour laboratories. The material from M.E. 145 will be taught in M.E. 190 during the lecture period. This will shift some of the "Understanding Personal Development" phase of M.E. 190 into M.E. 191. The lecture part of M.E. 191 is completely devoted to satisfying that part of the General Education requirement.

The department faculty has considered these changes at great length and has come to the conclusion that this change will assure better handling of the material formerly in M.E. 145 and also give specific attention to the added G.E. requirement.

The fiscal impact of these changes is in the variation of a total of 4 lecture hours and two 3-hour laboratories to 3 lecture hours and three 3-hour laboratories. This variation has not been caused by the absorption of M.E. 145 but by our experience with the Senior Project which requires more machine shop and testing laboratory time than had been anticipated.

RECEIVED

MAY 3 1984

California State University, Sacramento
Office of the Assoc. Vice President
for Curriculum

FISCAL IMPACT STATEMENT FOR PROGRAM CHANGES

PART B: FOR COURSES OFFERED BY THE ACADEMIC UNIT SUBMITTING THE PROPOSAL

1. Complete the following table for each course added, deleted or modified. Provide an estimate of the number of sections per semester to be added or deleted, average enrollment per section, change in staffing requirements (increase or decrease in scheduled wtu's), and gain or loss of FTE.

COURSE	SECTIONS ADDED (+) SECTIONS DELETED (-)		ENROLLMENT PER SECTION		STAFFING +/- wtu's		+/- FTE	
	F	S	F	S	F	S	F	S
M.E. 445	-2	-2	30	30	-4	-4	-3	-8
M.E. 190	0	0	28	28	2	2	4	4
M.E. 191	0	0	28	28	3	3	4	4
					1	1	0	0

2. How will the above changes in FTE and wtu's be accommodated?

There is no change in FTE. We will have to increase the workload for a part-time faculty by one unit per semester

3. Will the above program changes require additional space, equipment, operating expenses, library resources, clerical/technical support, or other resources? Describe and estimate cost.

There are no other changes in terms of space or equipment.

UNIVERSITY LIBRARY

MISSION AND RESPONSIBILITIES

Policy Series No. 1

The mission of the University Library is to develop the collections and to provide systematic access to the body of recorded knowledge and information needed to support the educational programs and social responsibilities of the university; to assist users in identifying alternative solutions to their information needs and to direct them to relevant information resources; and to provide instructional programs that develop the user's understanding of the elements, structure and knowledgeable use of bibliographic systems.

RESPONSIBILITIES*

- Selecting, acquiring and managing the collection needed to support instruction and other activities in the academic programs of the University.
- Organizing the acquired materials in a manner conducive to maximum-user access and consistent with national standards for bibliographic records, except where the needs of local usage require deviation from these standards.
- Housing services and collections in facilities that provide ready access to materials for circulation, reference and study, and that assure safe, comfortable, and efficient working conditions for both library users and staff.
- Maintaining the collection in a usable physical condition.
- Providing services for interpreting the information needs of users and assisting them in locating, as well as utilizing, relevant resources.
- Making available, through resource-sharing networks, information resources that are not part of the Library's collection.
- Providing instruction in the use of information resources to support curriculum assignments and to develop life-long information-use skills.
- Maintaining contact and cooperation with the instructional faculty to ensure maximum integration of library services with academic programs.
- Providing support for the University's extended, community-oriented, education programs while integrating library resources.
- Recruiting and training staff who possess the wide range of knowledge, skills and experience necessary to meet the diverse needs of the University community.
- Providing a dynamic and flexible organization capable of anticipating and responding to the evolving information needs of the University community.

*Listing of Responsibilities does not imply priority.

mjf (DK17B:l)



PAID LEAVES

AD HOC COMMITTEE DRAFT

Traditionally, paid academic leaves are not a privilege, but a right. At many reputable institutions of higher learning, sabbatical leaves are granted automatically as a reward for past service and as an incentive for continually improved service by the faculty member to the institution, the students and his/her discipline.

By not adhering to this standard policy on sabbatical leaves, the California State University has long been doing a disservice to the quality of education offered to its students. Every effort should continue to be made by all concerned--from students to the Governor--to institute a policy which will no longer restrict sabbatical leaves through insufficient fiscal allocations, thereby placing the California State University in a disadvantageous educational position vis-a-vis its students.

The Professional Leave Committee shall recommend for a paid leave every applicant who meets legal requirements and the standards enumerated below. (Difference-in-pay applicants on an unranked list, sabbatical applicants on a ranked list.)

The Professional Leave Committee will be a University committee with four members from Arts and Sciences and one from each other School or unit. Members will be elected by and from Schools and will meet the criteria established in Article 27.5 of the Contract.

clarify
Assisting the Professional Leave Committee (PLC) ^{in an advisory capacity} will be School Review Teams (SRTs), one for each school or unit. Each School Review Team will have a minimum of three members, elected by the School. SRT members will be chaired (non-voting) by a PLC member from the same School. *carry over*

The PLC will make recommendations on paid leaves to the Office of the Provost. The provost or other academic administrator with campus-wide responsibility should be the responsible administrator indicated in Article 27.7.

Sabbatical Leaves

1. A sabbatical leave shall be for purposes that provide a benefit to CSUS.
2. An eligible faculty members shall submit an application on the form provided.
3. (deadlines)

4. A copy of each application shall be sent to the faculty unit employee's Department. The Department shall prepare a statement on the impact on the operation of the Department if a leave is granted. The statement will be forwarded to the Dean who may (but is not obligated to) comment upon the impact on the operation of the Department and/or School if a leave is granted. The Dean will forward all statements both to the PLC and to the Provost.

Evaluation of Applications

5. Dimensions of Evaluation

- A. Quality of proposed project. (Listed items weighted equally.)
 1. The proposed project is clearly defined and articulated and conforms to the requirements of Contract Article 21.3.
 2. The proposed project advances the faculty member's knowledge, skill or professional expertise (practice) in the chosen field of study.
 3. The plan for study or advancement is sound and defensible.
 4. The stated objectives of the proposal are realistically obtainable.
- B. Contribution to the University.

The proposed project will provide a benefit to CSU in accord with Contract Article 27.1.
- C. Length of service in years and fractions of years since last leave or appointment.

6. Methods of Evaluation

- A. Applications will be sent to the appropriate School Review Teams. Each team member will be provided with a review rating form for each application. Each team member will individually (but in consultation with other members if desired) fill out a separate form for each applicant.
- B. The review rating form will list the four quality criteria and the contribution to the University

criterion. For each quality criterion a score is to be assigned:

- Strongly Disagree (1)
- Disagree (2)
- Neither Agree nor Disagree (3)
- Agree (4)
- Strongly Agree (5)
- Cannot Rate (if used, not part of computation)

The contribution to the University criterion will be rated "yes" or "no."

- C. The quality criteria scores will be combined and averaged across SRT reviewers on a scale of 1-5 by the PLC.
- D. The contribution to the University responses will be combined and forwarded to the PLC.
- E. Review rating forms shall contain space for reviewer comments on the strengths and weaknesses of the proposal.
- F. The PLC will review the procedures and recommendations of all SRTs. The PLC will ~~recommend against leave for any proposals where the SRT majority found no benefit for the University or where the composite score on the quality criteria is below 3.0.~~ *not recommend any leave which in its judgment does not meet minimal qualitative standards.* Y-22 N-7 *Carried McGillivray Kelly*
- G. The PLC will note the comments made by Departments and Deans.
- H. For each application deemed acceptable under #F, a length of service score will be computed on a scale of one to five (1-5). With six years of service always equaling 1 and the greatest length of service of any applicant that year equaling five. (That is, both quality of project and length of service will be measured on a scale of one to five.)
- I. Length of service and quality points will be combined with a weight of 75% assigned to length of service and 25% assigned to quality of proposal.
- J. The scores will allow the construction of a ranked list which will be the recommendation of the PLC to the Provost.
- K. The Provost (or designee) shall consider the recommendations of the PLC as well as the comments supplied by Departments and Deans as provided in Article 27.7 of the M.O.U.

Difference in Pay (DIP) Applications

Difference in Pay leaves would also elicit Department and Dean comments on the effect upon curriculum and operation. DIP applications would also be sent to the SRTs. For each application to be recommended to the PLC, it would require a majority of the SRT to agree that both the quality criteria and the contribution criterion had been met. The SRT recommendations would determine PLC recommendation.