

ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY
SACRAMENTO

Minutes

Issue #9

Wednesday, February 13, 1985

ROLL CALL

Present: Aichele, Alexander, Beckwith, Bess, Chmaj, Collins, Cowden, Deaner, Dyer-Bennet, Farrand, Figler, Gelus, Good, Harriman, Hernandez, Holl, Huff, Jensen, Kelly, Koester, Knepprath (Parliamentarian), Kramer, Madden, Maxwell, Pettay, Radimsky, Robbins, Scott, Shattuck, Stillabower, Stroumpos, Swanson, Wade, Wheeler

Absent: Anderson, Busick, Glenn, Hitchcock, Kostyrko, McGillivray, Nelson, Pucci, Spray, Wilson, Winters

INFORMATION

1. CSU Senator Peter Shattuck's report on the January 10-11, 1985, meeting of the CSU Academic Senate (Attachment B)
2. President's responses to 1984-85 Academic Senate Actions (Attachment C)
3. Updated listing of 1984-85 CSUS Academic Senators (Attachment D)

ACTION ITEMS

AS 85-01/Flr. MINUTES

The Minutes of the meeting of December 12, 1984, are approved.

Carried unanimously.

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:
STOAKLEY SWANSON, 1986

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

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

Carried unanimously.

*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.)

Carried unanimously.

*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.)

Carried unanimously.

*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.

Carried unanimously.

AS 85-07/Ex. HISPANICS AND HIGHER EDUCATION

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.

Carried unanimously.

AS 85-08/Flr. OUTSTANDING PROFESSOR AWARD - REFERENDUM
WORDING

The Academic Senate approves changing the language of the referendum which the Senate voted to hold so that it will read: "Shall California State University, Sacramento participate in the Outstanding Professor Awards?"

Defeated. HAND VOTE: YES - 12; NO - 15.

The meeting was adjourned at 3:25 p.m.

Janice McPherson
Janice McPherson, Secretary

JM/CD

*President's response requested.

California State University, Sacramento

**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. Process of Evaluation:

1. 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.
2. Initial duties: 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.

Guidelines for Periodic Review
of Administrative Performance
Page 2

- d. The committee's policies and procedures will be reviewed by the Academic Senate Executive Committee and the President before being applied.

3. Subsequent duties:

- a. To apply the procedures, beginning in the 1985-86 academic year.
 - 1) 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).
 - 2) The committee will begin by preparing a schedule of reviews.
- b. To prepare and disseminate the results of the review process.
 - 1) State law and University policy guarantee the right of confidentiality. That right shall be observed.
 - 2) 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.
 - 3) 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.
 - 4) At the next review, the report of the previous review and any response shall be considered by the review committee.

Attachment B
2/13/85 Academic Senate Minutes

Report on January 10-11, 1985, CSU Academic Senate Meeting

At its meeting of January 10-11, 1985, the Academic Senate, CSU, passed ten resolutions, postponed action on four, referred two to committee, and heard the first reading of two others. The Senate also heard reports on the 1985-86 budget from Chancellor W. Ann Reynolds and from Vice Chancellor Dale Hanner and Assistant Vice Chancellor Lou Messner. Ordinarily, I would devote much of this report to the budget; however, Vice President Bess, in his memo to the faculty of January 17 covered the pertinent issues. The Chancellor stressed one point which bears repetition: next year's faculty salary adjustment reflects a change in the list of comparison institutions used by the California Post-Secondary Education Commission (CPEC). The use of a list of institutions most of which were in the East or Midwest reflected the generally depressed economic conditions of those regions. The new list contains a significantly larger number of universities from the Sun Belt. For example, Miami (Florida) replaced Miami (Ohio) on the list.

The resolutions passed by the Senate included: Endorsement of the Role and Mission Statement of the Consortium; the Campus Guest Legislator Program; Underrepresentation of Women in the Sciences and Engineering; two on the general subject of increased science requirements in the schools; one expressing concern about use of funds from the California State Lottery; two regarding emeritus faculty; one concerning the Meritorious Performance and Professional Promise incentive awards; and one calling for the restoration of concurrent enrollment funds to the Governor's budget. Postponed items, to be considered in March or May, included the difficult effort to define collegiality; guidelines on new Bachelor's Degree majors; library funding; and revision of Area E of General Education. This last was postponed to allow for more local campus input, which our G.E. Committee is working on. The longest debate of the meeting, and I'm sorry to report the most futile, concerned the CSU motto. Senators with confessed lack of Latin debated with learned eloquence the appropriate translation of "Virtus, Veritas, Vox"; understandably, they could reach no conclusion and referred the document to committee.

Please understand that the brevity of this report reflects the length of our agenda rather than a lack of significance of the statewide senate meeting. A number of the issues discussed have major importance for us, and I'm happy to report that our committees--for example, Academic Policies on the Statement on Preparation in the Natural Sciences--are being heard at the statewide level. I'd be glad to discuss any of these items further at your convenience.

--Peter Shattuck
CSU Academic Senator

ELECTED MEMBERS

Term Expires Spring 1985

Anderson, Clifford	Journ/Phil.	Kelly, Erwin	Economics
Beckwith, Richard	MIS	Kostyrko, George	Civil Engr.
Busick, Dean	Speech P&A/ Theatre Arts	Kramer, Joe	Library
Collins, Wanda	Social Work	Maxwell, Joan*	English
Cowden, Anne	OB&E	McGillivray, Pat#	Soc/Env. Studies
Dyer-Bennet, Chris	Government	Pucci, Tom	Athletics
Farrand, Scott	Mathematics	Robbins, Mina	Nursing
Glenn, Chris	Student Aff.	Scott, Otis	Ethnic Studies
Huff, Dennis	Biol. Sci.	Shattuck, Peter@	History
Jensen, Robert	Psychology	Spray, Gary*	Teacher Educ.
		Winters, Marilyn	CAPS/Learning Skills

Term Expires Spring 1986

Aichele, Robert	Music	Koester, Jolene*	Comm. Studies
Alexander, Elaine	Mathematics	Madden, David	English
Chmaj, Betty	Home Econ./ Humanities	Nelson, Charles	E&E Engineering
Deaner, Guy	Special Serv.	Pettay, Louanna	Anthro./Geography
Figler, Stephen	Health & P.E.	Radimsky, Anne-Louise	Comp. Science
Gelus, Marjorie	Foreign Lang.	Stroumpos, Johnnie	Accountancy
Good, Robert	Psychology	Swanson, Stoakley*	Management
Harriman, Ann	OB&E	Wade, Alan*	Social Work
Hernandez, James	Crim. Justice	Wheeler, Greg	Geology/Physics- Physical Science
Hitchcock, Philip	Art	Wilson, Jerry	Chemistry/Rec. & Leisure Studies
Holl, Susan	Mech. Engr.		

EX OFFICIO, NON-VOTING MEMBERS

Students (3)

Helder, Jan P.
Holmes, Thabiti
Shahda, Michael

Administrators (3)

Barkdull, Sandra
Bess, Robert
Comstock, Tim

Staff (2)

Stillabower, Penny (85)
_____ (86)

Deans (4)

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#Vice Chair, Academic Senate
*Executive Committee Member

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