

A C A D E M I C   S E N A T E

AGENDA

Wednesday, March 12, 1986

2:00 p.m.

Student Senate Chambers, University Union

**INFORMATION**

- ✓1. Moment of Silence in memory of: NICK YOVANOVICH, Painter
- ✓2. Report on progress of administrative review - Shattuck
- ✓3. Please note on your calendars: Remaining 1985-86 Senate meetings--April 9; May 7 (first Wednesday of the month!). 1986-87 Senate--April 30 (nominations); May 14 (election of officers).

**CONSENT CALENDAR**

AS 86-14/Ex. COMMITTEE APPOINTMENTS

Student Life Committee: DAN DECIOUS (repl. for E. Alexander, Senate Liaison)

*To Reg. Agenda*  
AS 86-15/CC, GPPC, Ex. CURRICULUM REVIEW - DEPARTMENT OF MUSIC

The Academic Senate accepts the recommendations of the Curriculum Committee and the Graduate Policies and Programs Committee presented in the Academic Program Review for the Department of Music. [See Attachment A for commendations and recommendations; the complete Academic Program Review is available for review in the Academic Senate Office, Adm. 264.]

AS 86-16/AP, Ex. COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

CSU, Sacramento, shall accept credit for college courses taken by a high school student before high school graduation, whether or not credit has been given at the high school level.

AS 86-17/AP, Ex. WRITING PROFICIENCY EXAM FOR SECOND BACHELOR'S DEGREE CANDIDATES

Second Bachelor's degree candidates shall be required to "demonstrate writing proficiency" as prescribed by the California State University. This requirement shall apply to students who completed their first Bachelor's degree at a CSU campus prior to the imposition of the writing requirement and those who graduated from a non-CSU institution.

**REGULAR AGENDA**AS 86-13/Flr. MINUTES

Approval of Minutes of the regular meeting of February 19, 1986.

*Carried over.*  
AS 86-18/FA, Ex. ASSOCIATE/ASSISTANT DEANS/LIBRARIANS, POLICY FOR SELECTION OFPOLICY FOR THE SELECTION OF  
ASSOCIATE/ASSISTANT DEANS/LIBRARIANS

- 1) Each School\* shall have a written job description for each position of Associate/Assistant Dean/Librarian. When a vacancy occurs, or a new position is created, a job description for the position shall be reviewed or developed by the School as necessary. The job description shall be reviewed by the Vice President for Academic Affairs.
- 2) Each School shall have a policy for the selection of Associate/Assistant Deans/Librarians. This policy shall be approved by the Dean or Librarian in consultation with the Vice President for Academic Affairs.
- 3) Each School shall develop regular procedures for establishing a search/selection committee for vacancies. These procedures shall be approved by the Dean or Librarian in consultation with the Vice President for Academic Affairs.
- 4) A decision as to the extent of the search shall be made by the Dean or Librarian in accordance with School policy and after consultation with the Vice President for Academic Affairs.
- 5) In accordance with Affirmative Action guidelines, the search/selection committee shall screen applications and select candidates to be interviewed. Top ranked candidates will be interviewed by the search committee, the Dean or Librarian and the Vice President for Academic Affairs. The Affirmative Action Office will be involved at appropriate points throughout the search process to advise the screening committee and to review its work in order to ensure compliance with applicable laws and guidelines.

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\*In all references, "School" includes the University Library.

- 6) The search/selection committee shall submit, unranked, the names of not fewer than two nominees, and discuss with the Dean or Librarian the strengths and weaknesses of each of the candidates. The Dean or Librarian will make his/her recommendation to the Vice President for Academic Affairs. All offers of appointment shall be made by the President.
- 7) Pending the search for and appointment of a new Associate/Assistant Dean/Librarian, the Dean or Librarian, in consultation with the Affirmative Action Office and the Vice President for Academic Affairs, may appoint on an interim basis an acting Associate/Assistant Dean/Librarian if it is deemed necessary for efficient operations. Whenever possible, an ad hoc search committee shall be appointed for this purpose.
- 8) If the Dean or Librarian and the Vice President for Academic Affairs in consultation agree that none of the candidates recommended by the selection committee are ~~qualified~~ <sup>described</sup>, or if the selection committee determines that no applicants are qualified, the Dean or Librarian and the Vice President for Academic Affairs may decide to extend the search. In such an instance, the Dean or Librarian may make an acting appointment for the period of a one-year term while the search process is continued.
- 9) ~~Areas of policy not covered by this document are left to the individual School policy for determination. School policy relating to searches is to be consistent with this document and with other University and system policy.~~

AS <sup>85</sup>~~85~~-19/GPPC, Ex. GRADUATE EDUCATION, RECOMMENDATION ON

[The following recommendations, arranged in four groups, come to the Academic Senate from the Executive Committee. They reflect that body's deliberations on recommendations of the Graduate Policies and Programs Committee, which in turn based its proposals on the "Report of the Study Group on Graduate Education (Attachment B). The numbers in brackets refer to items in the Report of the Study Group.]

The Academic Senate recommends approval of the following, with the stipulation that the recommendations do not constitute an endorsement of reallocating current resources in order to accomplish these recommendations.

Group I: Administration Actions

1. In recognition of the importance of graduate education at CSUS, the Academic Senate recommends the appointment of a Graduate Dean. The work of the Graduate Dean should be

coordinated with the Director of Research and Sponsored Projects by the Vice President for Academic Affairs and through the Associate Vice President for Program Development and Evaluation. [C.1]

2. Representatives should be selected from each of the schools as graduate studies coordinator(s) to work with the Graduate Dean on long-range planning, program development, and promotion of graduate education (recognition should be given to the size of the School of Arts and Sciences in determining the number of its coordinators). The coordinator(s) should be selected by the Dean of each school with a recognition that the scope of this responsibility be included in the faculty members' workloads. [C.2]
3. The University Resources and Planning Council, in consultation with the Graduate Policies and Programs Committee, should establish an ad hoc committee for long-range planning of graduate education to make recommendations to the Academic Senate within two years. [A.2]
4. A Graduate Dean's Council should be formed--composed of the graduate studies coordinators in the schools, a representative of the Graduate Policies and Programs Committee, the Graduate Dean, the Director of Research and Sponsored Projects, the Associate Vice President for Program Development and Evaluation, and the Coordinator of the Graduate Processing Center--to assist the Graduate Dean in the administration and promotion of graduate education. This charge shall include, but not be limited to, the following areas: planning for graduate education; community liaison; graduate student recruitment, tuition, and financial aid; fostering administrative, faculty, departmental, computer, and library resources and support. Recommendations of the Graduate Dean's Council shall be made to the appropriate administrative and faculty bodies. [C.3.]
5. A graduate handbook should be developed. [B.12]
6. The Graduate Advisor's Handbook should be updated. [C.8]

Group II: Departmental Actions

7. All graduate programs should have a coordinator. Schools are encouraged to provide assigned time commensurate with the duties of the graduate coordinators. [B.9]

8. Departments should be encouraged to establish community advisory boards for graduate programs. [A.3]
9. Graduate student associations should be created at the appropriate school, division, or department level. [A.4]
10. The policy of assigning .5 WTU to each student's thesis/project advisor should be enforced. [B.10]
11. Departments with graduate programs should be encouraged to request additional clerical support. [B.13]
12. Advising should be done primarily at the department level. [C.7]
13. An oral defense of the master's thesis and master's project should be required. [C.12]

Group III: Funding Actions

14. Budgets should include provision for acquisition of research-related materials. [B.19]
15. The President and the statewide Academic Senators to seek restoration of the graduate differential. [B.20]
16. Funds should be raised for graduate programs through a university-wide effort, utilizing departmental expertise. [B.16]
17. Plans for space development should include the needs of graduate programs for laboratories, seminar rooms, and offices. [B.11]
18. Faculty should be provided with resources for participating in research meetings. [B.4.]
19. Support should be provided for faculty members who seek funds for graduate programs. [B.17]
20. The University should provide program resources and positions for research and development to support graduate education. [B.7]
21. Financial aid, in the form of scholarships, assistantships, fellowships, grants, and loans, should be increased for graduate students. [B.2.]
22. Out-of-state and foreign student tuitions should be reduced or eliminated for students with superior potential and achievement. [B.5.]

23. Tuition and/or fee remissions should be available as part of students' assistantships/fellowships. [B.6.]
24. The adequacy of the staffing of the Graduate Studies Processing Center should be reevaluated. [C.4.]

Group IV: Outreach Actions

25. Students should be recruited through professional high-quality advertising, funded through the Office of Program Development and Evaluation and developed with the assistance of the Offices of University Affairs, School/College Relations, and Student Affirmative Action. [B.1]
26. Speaker bureaus should be established for outreach programs. [B.3]
27. Stronger and more numerous ties with the community should be developed and visibly displayed. [B.18]

*info. on file*  
[The Executive Committee referred items C.10 and C.11 to the GPPC for further study and evaluation. The Executive Committee voted to recommend no Senate action on items B.8, B.14, B.15, C.5, C.6, and C.9.]

AS 85-20/Ex. SICK LEAVE REPLACEMENT, BUDGET SUPPORT FOR

[Resolution will be distributed at the meeting.]

*AS 86-15*

[PLEASE PLAN TO REMAIN FOR REFRESHMENTS (THANKS TO YOUR GENEROUS DONATIONS) FOLLOWING THE MEETING.]

After reviewing thoroughly the attached Academic Program Review Report for the Department of Music, prepared by the Review Team jointly appointed by our respective groups, the Academic Senate Curriculum Committee and the Graduate Policies and Programs Committee make the following responses in terms of commendations and recommendations and directs these to the indicated units and administrative heads. (Page references refer to the documentation of the response in the Review Report.)

Commendations to the Department of Music

1. The Department of Music is commended for its annual music festivals, which have made outstanding contributions to the campus and community.
2. The Chair of the Department of Music is commended for her strong, inventive, and highly positive leadership.
3. The Department of Music is commended for its considerable contribution toward the University's general education program.
4. The Department of Music is commended for adhering to policies of integrity and excellence in its major programs.
5. The Department of Music is commended for its excellent advising booklet "CSUS Graduate Study in Music."
6. The Department of Music is commended for its strong efforts to recruit new students.
7. The Department of Music is commended for establishing important outreach programs with local and regional community colleges.

Recommendations to the Department of Music

It is recommended that

1. the department consider credit/no-credit grading for some of its undergraduate performance courses. (p. 6)
2. the department consider possession of a doctorate as a requirement for future hirings. (p. 6)
3. the department consider the utilization of on-site visitations of faculty in the review of teaching effectiveness as part of retention, tenure, promotion, and post-tenure review procedures. (p. 6)
4. the department do an assessment of long-term curricular needs to prepare for the eventual replacement of tenured faculty now on early, partial retirement. (p. 7)
5. the department pay special attention to affirmative action goals when hiring new faculty. (p. 7)
6. the department develop an undergraduate advising booklet similar to the one it developed for its graduate program. (p. 8)

7. the department consider ways of establishing formal procedures for career advising. (p. 8)
8. the department chair consult with the Dean of the School of Arts and Sciences and the Assistant Vice President for Plant Operations to develop a plan to reduce vandalism of departmental equipment. (p. 9)
9. the department chair work with the Vice President for University Affairs to plan a strategy for seeking outside funding for a pipe organ. (p. 9)

Recommendations to the Dean of the School of Arts and Sciences

It is recommended that

1. the proposed alterations of the music recital hall proceed on schedule for spring, 1986. (p. 9)
2. the proposed alterations of the listening laboratory be given very serious considerations. (p. 9)
3. the requests by the Department of Music for an additional, clerical position and a half-time stage technician be given very serious consideration. (p. 9)
4. appropriate officers and committees of the university be informed of the need to develop plans for an auditorium or performing arts center to allow performances in opera and other formats requiring large stage space. (p. 9)

Recommendations for Academic Senate Action

It is recommended that

1. the Bachelor of Arts degree program in Music be reapproved for a period of five years or until the next scheduled program review.
2. the Bachelor of Music degree program be reapproved for a period of five years or until the next schedule program review.
3. the Single Subject Credential Program in Music be reapproved for a period of five years or until the next scheduled program review.
4. the Master of Arts degree program in Music be reapproved for a period of five years or until the next scheduled program review.
5. the Minor in Music be reapproved for a period of five years or until the next scheduled program review.



Recommendations. Based upon the findings summarized above, the following recommendations are made.

A. Planning

1. The Catalog mission statement should be revised, from its emphasis on the achievement of acceptable standards to an emphasis on the achievement of excellence (pgs. 5-6)\*.

2. A committee should be established to study long-range planning for the university, and graduate education should be a major issue in the planning (pg. 2).

3. Community advisory boards should be created for all graduate programs (pg. 6).

B. Outreach and Support

1. Students should be recruited through professional high-quality advertising, funded through the Office of Program Development and Evaluation and developed with the assistance of the Offices of University Affairs, School/College Relations, and Student Affirmative Action (pg. 11).

2. Financial aid, in the form of scholarships, assistantships, fellowships, grants, and loans, should be increased for graduate students (pgs. 7, 9).

3. Speaker bureaus should be established for outreach programs (pg. 7).

4. Faculty should be provided with resources for participating in research meetings (pg. 7).

5. Out-of-state and foreign student tuitions should be reduced or eliminated for students with superior potential and achievement (pgs. 6-7).

6. Tuition and/or fee remissions should be available as part of students' assistantships/fellowships (pg. 9).

7. Program resources, as well as positions for research and development, should be allocated according to requests and justifications, through the Office of Program Development and Evaluation (pg. 9).

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\*Numbers in parentheses refer to pages in the report on which the recommendations and their relevant issues are discussed more fully.

8. Certain graduate discipline areas should be designated as hard-to-hire to compete with salaries in the private sector (pg. 10).
9. All graduate programs should have a coordinator who receives at least three units of assigned time (pg. 10).
10. The policy of assigning .5 WTU to each student's thesis/project advisor should be enforced (pg. 10).
11. Plans for space development should include the needs of graduate programs for laboratories, seminar rooms, and offices (pg. 10).
12. A graduate student handbook should be developed. (pgs. 11, 18).
13. Clerical support for graduate programs should be increased (pg. 11).
14. Resources to explore development of doctoral programs should be provided through the Office of Program Development and Evaluation (pgs. 11-12).
15. Study Groups should be formed in the professional schools to consider the establishment of free-standing doctoral programs (pg. 12).
16. Funds should be raised for graduate programs through a university-wide effort, utilizing departmental expertise (pgs. 12-13).
17. Assigned time should be provided for faculty members who seek funds for graduate programs (pg. 13).
18. Stronger and more numerous ties with the community should be developed and visibly displayed (pg. 13).
19. A portion of all resource budgets should include funds for library acquisition of research-related materials (pg. 16).
20. Faculty workload credit should be increased for those who teach graduate courses and for those who advise and supervise graduate students (pg. 20).

### C. Administration

1. A graduate dean should be appointed whose work should be coordinated with the Director of Research and Sponsored Projects by the Provost and through the Associate Provost for Program Development and Evaluation (pgs. 16-18).
2. Each school should appoint one person as a graduate program specialist (the School of Arts and Sciences, because of its size, should appoint three), who would be given at least six units of assigned time to work with the Graduate Dean on long-range planning, program development, and promotion of graduate education (pgs. 17-18).

3. An executive council should be formed--composed of the graduate program specialists in the schools, a representative of the Graduate Policies and Planning Committee, the Graduate Dean, the Director of Research and Sponsored Projects, and the Associate Provost for Program Development and Evaluation--to implement graduate policies and to plan, promote, evaluate, and assist graduate programs (pgs. 17-18).
4. The adequacy of the staffing of the Graduate Studies Processing Center should be reevaluated (pg. 18).
5. Applications for graduate admission should be processed within one month of receipt of all documents (pg. 18).
6. The activities and concerns of the departmental graduate coordinators, the graduate program specialists in the schools, the Office of the Graduate Dean, and the Graduate Studies Processing Center should be coordinated, and regular meetings should be held for the exchange of information (pg. 18).
7. Advising should be done primarily by departmental graduate coordinators (pg. 18).
8. The Graduate Advisor's Handbook should be updated (pg. 19).
9. Departments should give serious consideration to requiring a qualifying examination for advancement to candidacy (pg. 19).
10. Continuous enrollment and fee payment should be required for all graduate students enrolled in the master's thesis and master's project courses during the time after advancement to candidacy and before degree completion (pgs. 19, 20).
11. To provide for continuous enrollment and fee payment, as well as to ensure consistency, all departments should lower the base level of units-of-credit for the master's thesis and master's project courses to zero and offer a range of 0-6 units (pg. 20).
12. An oral defense of the master's thesis and master's project should be required (pg. 20).

AS 86-20/Ex. SICK LEAVE REPLACEMENT, BUDGET SUPPORT FOR

*Kelly  
Chavez*  
Whereas, Faculty on sick leave, although unable to carry out their assigned responsibilities, nevertheless continue to be charged against a department's allocation of faculty positions, thus negatively affecting the department's enrollment and student-faculty ratio, and

Whereas, Under existing system policy, persons hired as replacements for such faculty against a department's allocation (represent an additional charge), and

Whereas, Failure by a department to replace incapacitated faculty may adversely affect the quality and integrity of its ongoing academic programs, and

Whereas, The CSU has failed to include in its budget any specific provision for funding the cost of replacing incapacitated faculty on a temporary basis, or to provide a procedure that would permit departments to hire temporary faculty replacements without the need for special dispensations, perhaps obtained at the expense of other academic programs or departments, and therefore be it

Whereas, The advancing age of the CSU faculty makes it likely that the incidence of faculty on sick leave will increase in the immediate future, thus aggravating an already serious problem, therefore be it

Resolved, That the Academic Senate, CSU, Sacramento, urge that the CSU make specific budgetary provision to replace faculty on sick leave without cost or detriment to any academic department, and be it further

Resolved, That this resolution be forwarded to the CSU Academic Senate, the CFA Board of Directors, and the Chancellor of the CSU.

*Carried*

*Sarreal/Holl*  
*Kelly/malk*  
*at any time during the semester either at the beginning of a term or mid-term*  
*Carried*