

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

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Minutes

Issue #4

September 8, 1988

**ROLL CALL**

Present: Bach, Barrena, Beckwith, Bess, Brackmann, Burger, Cook, Cordero, Decious, Dillon (Parliamentarian), Farrand, Figler, Freund, Gillott, Gregorich, Hag, Herman, Holl, Humphrey, Jakob, Jirgens, Kerster, Kutchins, Marsh, Martell, Martin, Joan Maxwell, John Maxwell, McGeary, Meyer, Moorehead, Palmer, Raske, Rice, Rios, Rodriguez, Scheel, Shannon, Shek, Stradley, Stroumpos, Swanson, Tooker, Torcom, Tzakiri, Wheeler, White, Wycosky

Absent: Mills

**INFORMATION**

1. A moment of silence was observed in memory of:

ROBERT B. CATURA  
Professor of German

GERARD P. CLEISZ  
Professor of French, Emeritus

HUBERT J. McCORMICK  
Professor of Physical Education Emeritus  
and Dean of Continuing Education Emeritus

The death of MARK MINIX, a graduate student in French, was also reported and sympathy extended to colleagues in Foreign Languages.

2. Future Senate meetings were announced, as follows:

Thursday, September 29 -- Special Senate meeting: budget and implementation plan for Faculty Professional Development

Thursday, October 13 -- Regular Senate meeting

Thursday, October 27 -- Special Senate meeting: the Library

**ACTION ITEMS****\*AS 88-79/Ex. INTERNATIONAL ISSUES, AD HOC COMMITTEE ON**

The Executive Committee, on behalf of the Academic Senate, endorses the establishment of an ad hoc Committee on International Issues to assume the charge defined in Vice President Burger's April 18, 1988, "Working Paper on the Initiation of a Study of the International Center," (Attachment) with the understanding that the Academic Senate will be provided the opportunity to review and to comment on the recommendations that issue from the study, and further recommend the following ad hoc committee composition:

- One member, International Programs Subcommittee liaison
- One member, Curriculum Committee and Graduate Policies and Program Committee liaison
- One member, General Education Committee liaison
- One member, International Center staff
- One member, Dean/Associate Dean, designated by the Academic Vice President
- One faculty member from each of the five schools

Carried unanimously.

**\*AS 88-80/Ex. WASC VISIT, PROCEDURES FOR**

The Executive Committee, on behalf of the Academic Senate, endorses the "Procedures for the Fifth Year Response to the Western Association of Schools and Colleges," amended as follows [strikeover = deletion; underscore = addition]:

Procedures for the Fifth Year Response  
to the Western Association of School and Colleges

**I. Designation of Responsible Administrative Office**

The Office of the Vice President for Academic Affairs, through Dr. June Stuckey, the WASC Liaison Officer, will have oversight responsibility for the Fifth Year Response and the subsequent site visit.

**II. Preparation of the Written Response**

The campus will prepare a detailed response to the recommendations contained in the 1985 WASC Accreditation Report to this University. In addition, we shall report

major changes that have occurred since the last site visit and project future directions.

### III. Involvement of the Campus Community

All Program Center Heads, the faculty, through the Academic Senate, including Librarians and Student Affairs Professionals, and student representatives need to be knowledgeable about the response and involved as appropriate in preparing the report.

### IV. Methodology

1. The Associate Vice President will appoint, from a list of three names recommended by the Academic Senate, a faculty member to chair a drafting team and to write the initial draft of the Fifth Year Response. This faculty appointment will be given three units of assigned time both Fall and Spring Semesters, 1988-89. The remainder of the drafting team will be appointed as follows:
  - The Dean of Students shall appoint one Student Affairs Professional to the drafting team. (Spring Semester, 1988)
  - One student shall be appointed to the drafting team by the appropriate procedure. (Fall Semester, 1988)
  - The Academic Senate shall appoint one faculty to the drafting team (Spring Semester, 1988)
  - Dr. Stuckey will serve as the administrative appointee to the drafting team.
2. Dr. Stuckey will send to each Program Center Head (June, 1988) a copy of the 1985 Accreditation Report, with sections marked that need a response from that Program Center. Program Center Heads will make assignments to appropriate individuals within the Unit for preparing the response. Due date for the response shall be November 1, 1988. This timeline should allow unit heads to initiate actions that are necessary if for some reason recommendations have not yet been addressed.
3. The Chair of the Drafting Team, in consultation with the team, will draft during Fall Semester, 1988 the Section #4 "Descriptive Background and History" of the Report. The Chair, also during the Fall Semester, will interview or otherwise collect information from Program Center Heads for response to Section #7 and 8 "Description and

Evaluation of Major Changes and Developments Since the Last Visit" and "Plans for Changes and Improvements." Much of this information can be obtained from Program Center Unit Plans, due to URPC by October 1, 1988.

4. The Chair of the Drafting Committee will prepare during January, 1989 an initial draft of the "Fifth Year Report," including all sections except #5 and #9 "Institutional Summary Data Form" and "Required Documents" which will be assembled Fall Semester, 1989 so that these sections will reflect the latest institutional data and publications.
5. During the first two weeks of February, 1989, the initial draft will be edited by the Drafting Team.
6. Edited First Draft will be sent approximately February 15, 1989, to the Council of Deans, the Program Center Heads, the Planning Committee, and the Senate's Executive Committee for review, comment and suggestions for modification.
7. Comments on the Edited First Draft will be returned to the Chair of the Drafting Team by March 1, 1989.
8. During March, the Chair, in consultation with the drafting team, will make modifications deemed appropriate.
9. On about April 1, 1989, the Second Edited Draft will be presented to the Council of Deans, the Program Center Heads, the Planning Committee, and the Senate's Executive Committee for their final suggestions for modification. By April 17, 1989, these groups will notify the Chair of suggested modifications.
10. The Chair of the Drafting Team in consultation with the team will make appropriate modifications based upon the suggestions received and present a final revised team report to the Vice President for Academic Affairs by May 12, 1988.
11. The Vice President for Academic Affairs will distribute the final team report to the President's Staff, Program Center Heads, the Chair of the Academic Senate, the President of Associated Students.
12. The President will review the final revised team report and, considering any comments from the Program Centers,

Chair of the Academic Senate, and the President of Associated Students, make any modifications deemed necessary before approving the document for conveyance to WASC prior to November 15, 1989.

Carried unanimously.

AS 88-81/ConC COMMITTEE APPOINTMENTS

Academic Policies Committee:

DAN DECIOUS, At-large, 1991  
ANN MALVEAUX, Professional Services, 1991  
STEPHEN FIGLER, Senator, 1990

Affirmative Action Committee:

MARY SUMMERS, At-large, 1991  
JUAN HERNANDEZ, At-large, 1991  
WILLIAM MITCHELL, Professional Services, 1991  
CAROLE MAYER, Arts and Sciences, 1991  
SYBIL JAKOB, Senator, 19--

Curriculum Committee:

PAMELA MILCHRIST, At-large, 1991  
JOHN DOOLITTLE, At-large, 1991  
ANN HAFFER, Professional Schools, 1991  
ROBERT TZAKIRI, Senator, 1990  
JANET CROSS, Senator, 1990

Faculty Affairs Committee:

STOAKLEY SWANSON, At-large, 1991  
IRVING HERMAN, At-large, 1991  
LEN WYCOSKY, Senator, 1989

Faculty Endowment Fund Committee:

RENE MERINO, At-large, 1991

Fiscal Affairs Committee:

ANNE-LOUISE RADIMSKY, At-large, 1991  
SUSAN SLAYMAKER, At-large, 1991

Graduate Policies and Programs Committee:

MINA ROBBINS, At-large, 1991  
ROBYN NELSON, Professional Schools, 1991  
JAMES MCCARTNEY, Arts and Sciences, 1991  
SALAH YOUSIF, Senator, 1990

Research and Scholarly Activity Committee:

STEPHEN FIGLER, Senator, 1990  
THERESA ROBERTS, Education, 1991  
JANELLE REINELT, Arts and Sciences/Humanities, 1991  
BRUCE PALMER, Library, 1991

Carried unanimously.

AS 88-82/Ex. COMMITTEE APPOINTMENTS

Senate Committees:

Curriculum--1988-89 Program Review Team Pool: ANDREW BANTA,  
MEL HOLLAND, DENNIS HUFF, DANIEL SCHEEL, ROSE LEIGH VINES

Faculty Professional Development Committee:

JANELLE REINELT, Member, Research and Scholarly Activity  
Committee, 1988-89  
PHYLLIS MILLS, Member, Faculty Affairs Committee, 1988-89  
SHEILA MARSH, Library\*  
JOLENE KOESTER, School of Arts and Sciences\*  
ROBERT GARMSTON, School of Education\*  
HERB KUTCHINS, School of Health and Human Services\*  
ARTHUR JENSEN, School of Business and Public Administration\*  
JOEL MOORE, School of Engineering and Computer Science\*

\*Staggered, three-years terms to be determined at first  
committee meeting.

General Education Committee:

JOHN INGRAM, A&S/Science and Math, 1990 (repl. R. Cleveland)  
JOAN MAXWELL, Senator, 1990  
DAVID MARTIN, Senator, 1990

Graduate Policies and Programs Committee:

KENT MEYER, Senator, 1990

GPPC--1988-89 Program Review Team Pool: THOMAS COTTINGIM,  
CAROLE MAYER, THOMAS PHELPS, ROSE LEIGH VINES

University Committees:

Administrative Fellows Review Committee:

AMIN ELMALLAH, At-large, 1989

Affirmative Action Faculty Development Program:

CYNTHIA GUNSTON-PARKS, At-large, 1989  
CHARLES ROBERTS, At-large, 1989  
RUTH WANG, At-large, 1989

A.S.I. Budget Review Board: ROGER BARTLETT, At-large, 1989

A.S.I. Elections Board of Inquiry: WALLACE ETTERBEEK, At-large

Athletic Advisory Board: JEAN TORCOM, At-large, 1989  
ROBERT METCALF, At-large, 1989

Child Care Advisory Committee: SUSAN HOLL, At-large

Energy Management Committee: HOMER IBSER, At-large, 1990

Financial Aid Advisory Committee:  
MEL HOLLAND, Instructional Faculty, 1990

Financial Aid Scholarship Selection Committee:  
JUANITA BARRENA, At-large, 1989

Hornet Foundation Board of Directors:  
SUSAN SLAYMAKER, At-large, 1991

International Issues, ad hoc Committee on:  
MARJORIE LEE, School of Education  
RUTH WANG, School of Business and Public Administration  
SYLVIA NAVARI, School of Health and Human Services  
FLOYD LECUREUX, School of Engineering and Computer Science  
ANGUS WRIGHT, School of Arts and Sciences  
RICHARD KORNWEIBEL, General Education Committee liaison  
LES KONG, Curriculum Committee and Graduate Policies and  
Programs Committee liaison  
KERMIT SMITH, International Program Subcommittee liaison

Livingston Annual Faculty Lecture Committee:  
JOHN BRACKMANN, At-large, 1990  
EDITH LEFEBVRE, At-large, 1990

Meritorious Performance and Professional Promise Awards  
Committee: THEODORE LANE, Unit 3 faculty, 1989  
THERESA ROBERTS, Unit 3 faculty, 1989  
JEAN TORCOM, Unit 3 faculty, 1989

Public Safety Advisory Committee: JAMES BOSCO, At-large, 1989  
(individual also serves as member of Parking Subcommittee)

Student Disciplinary Hearing Officers:

- EDWARD BRADLEY, At-large, 1989
- PAUL FALZONE, At-large, 1989
- SUSAN GERINGER, At-large, 1989
- ERWIN KELLY, At-large, 1989
- CAROLE MAYER, At-large, 1989
- PETER MICHAEL, At-large, 1989
- NOBUAKI NAMIKI, At-large, 1989

Student Health Advisory Committee: DENNIS HUFF, At-large, 1989

University Center Board: HOWARD GOLDFRIED, At-large, 1989

University Union Board of Directors:

- STEVEN BUSS, At-large, 1989

Carried unanimously.

AS 88-83/Ex. ELECTION OF 1988-89 SECRETARY AND PARLIAMENTARIAN

The Academic Senate elects JANICE McPHERSON, Secretary, and WILLIAM A. DILLON, JR., Parliamentarian, of the Academic Senate for 1988-89.

Carried unanimously.

\*AS 88-84/CC, FisA, Ex. PROGRAM CHANGES - ART

**Art Minor:** More clearly defines Art History and Art Education minors and updates requirements for Studio Art minor.

**Art Waiver Program:** Deletes Art 70 from choice between Art 70 and Art 88; deletes Art 134, 150, 152, 154, and 186 from the Basic Core and replaces with Art 133; deletes Art 108 and 118 from present choices of Art 100, 108, 111, 112, 117 and 118; and deletes Art 133 from the elective choices (now in Basic Core).

Carried unanimously.

AS 88-85/Ex. BY-LAWS REVISION - ELECTION PROCEDURES FOR SENATORS REPRESENTING TEMPORARY FACULTY

III. VOTING PROCEDURES FOR ELECTION OF ACADEMIC SENATE MEMBERS

- A. Procedures for nomination and election of full-time faculty representatives

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IV. PROCEDURES FOR NOMINATION AND ELECTION OF AT-LARGE SENATORS REPRESENTING TEMPORARY FACULTY

A. Procedures for Nomination and Election

All nominations and elections shall be conducted in the spring semester. Nominations and elections shall be by and from the temporary faculty who have at least six wtu's during the semester of the election. To be nominated, an eligible faculty member must submit a nomination petition signed by six members of the electing body.

In the event that the number of nominees exceeds twice the number of positions to be filled, the Election Committee may hold a primary election in order to reduce the number of candidates.

Each member of the electing body may vote for as many candidates on the secondary ballot as there are positions to be filled. The positions shall be filled in the order of greatest number of votes received. However, no more than two at-large Senators may be from the same school. Two-year positions shall be filled before one-year positions. In the event of ties there shall be a ballot with each member of the electing body voting for one of the tied candidates.

All ballots shall be secret ballots.

B. Terms of Office

The four at-large Senators shall serve two year terms, staggered so that two members are elected to new terms each year. At-large Senators must have at least six wtu's during the semester of their election, and must continue to have at least 3 wtu's for each semester of their term. An at-large Senator may serve at most six consecutive years. At no time may more than two at-large Senators be from the same school.

C. Vacancies

If an at-large Senate seat is vacant, the Academic Senate may appoint a replacement who is willing to serve voluntarily for the remainder of the academic year from the temporary faculty who have at least 6

wtu's during the semester of their appointment. If this leaves a remaining year of the term, the position shall be filled for the second year by means of the elections held during the spring semester of the first year.

FWV. PROCEDURES FOR ELECTION OF REPRESENTATIVES TO THE CSU  
ACADEMIC SENATE

First Reading.

\*AS 88-86A/FPDC COMMITTEE ON PROGRAM CHANGE PROPOSAL (PCP)  
FUNDED RESEARCH, SCHOLARSHIP AND CREATIVE  
ACTIVITY PROGRAMS

The Academic Senate recommends that the campus committee required under the Guidelines for Allocation of Funds Received Through the Program Change Proposal on Research, Scholarship, and Creative Activity (AAP 88-26) be established as an elected committee of the Senate for the 1988-89 Academic Year.

Whereas, the Guidelines for Allocation of Funds Received Through the Program Change Proposal on Research, Scholarship, and Creative Activity require that a campus committee be established on each campus to develop a plan for the use of PCP funded Research, Scholarship and Creative Activity, and to review proposals for funding, and

Whereas, the guidelines specify that the committee be composed of a majority of faculty who shall be elected by probationary and tenured faculty or who shall be members of an existing elected committee, and

Whereas, each campus shall "have discretion to allocate funds among the three categories enumerated (in the PCP) in a way most appropriate to that campus," and

Whereas, in 1988 the Academic Senate recommended and the President approved a comprehensive plan for faculty professional development, and

Whereas, in accordance with the campus plan for faculty professional development, a Senate committee, named the Faculty Professional Development Committee (FPDC), has been established to provide general oversight of faculty professional development activities, and

Whereas, the campus plan for faculty professional development contained provision for the establishment of the committee called for in the PCP as a subcommittee of the FPDC, be it

Resolved: that the Academic Senate recommend that the committee called for in the guidelines be established as a committee of the Senate, and be it further

Resolved: that the Academic Senate recommend that the Committee on PCP Funded Research, Scholarship and Creative Activity Programs be composed as follows:

Eight tenured or probationary faculty (three from Arts and Sciences, one from each of the professional schools, and one from the Library) nominated by the probationary and tenured faculty in each school and elected at-large by the probationary and tenured faculty.

One graduate student, in good standing in a degree program, who has participated in a faculty research project, appointed by A.S.I.

The Vice President for Academic Affairs/or designee.

One school-level administrator selected by the Council of Instructional Deans

One member of the FPDC (ex-officio, non-voting) appointed by the FPDC

and, be it further

Resolved: that the Academic Senate recommend that the charge of the committee be as follows:

1. To develop criteria and guidelines for each of the categories specified in the PCP for review by the Senate.
2. To develop a plan for the allocation of funds to each of the categories specified in the PCP for review by the Senate.

Note: Criteria, guidelines and allocation plan shall be subject to Senate review and

recommendation to the President prior to campus adoption.

3. To recommend to the Vice President for Academic Affairs the allocation of funds to individual faculty based on a review of proposals according to the guidelines and criteria adopted by the campus.
4. To prepare a report to the faculty on the number and types of proposals funded.
5. To evaluate the degree to which the funded programs achieved their stated goals. The results of this evaluation shall be forwarded to the FPDC.

and, be it further

Resolved: that the Academic Senate shall conduct a review of the 1988-89 procedures for implementation of the PCP funded research, scholarship, and creative activity programs, including a review of the selection and composition of the campus committee required under the guidelines.

Carried.

\*AS 88-87/AP, Ex. ACADEMIC YEAR SCHEDULE

The Academic Senate supports in concept the adoption by the University of an annual class schedule. The production of such a schedule may prove to be a valuable program planning document as well as an important academic advising tool. However, since the campus appears to be divided more in opinion about the feasibility rather than the desirability of an annual schedule, the Senate recommends a trial and evaluation period precede the formal adoption of an annual schedule. This test period would allow for examining the mechanics of putting together an annual schedule, including the time and effort spent on the enterprise, as well as for comparing the number and types of changes required under an annual schedule and a semester schedule. To this end, the Senate recommends that during the 1989-90 academic year the University continue to publish class schedules each semester while the evaluation of the feasibility of the annual schedule is tested as described below.

In the Spring of 1989, all academic units will submit to Academic Affairs class schedules for both 1989-90 semesters. Units will have an opportunity to update their Spring 1990 schedules in the Fall of 1989. With the annual schedule data, as submitted in Spring 1989, Academic Services will experiment, in cooperation with the academic units, with the mechanics of preparing and producing electronically an annual schedule. Departments and Academic Services will be asked to comment upon time and effort required to produce the data for the annual year schedule in comparison to a one semester schedule. Also, Academic Services will keep track of the number and types of changes required to produce an annual schedule and its supplemental update as compared to a semester schedule and its supplemental update. Based upon the information and experience gained from this test period, Academic Policies Committee will recommend to the Senate, no later than March 1, 1990, whether the publication of an annual schedule of classes shall be adopted as University policy. In any regard, academic units will continue to prepare and submit in the Spring of 1990 a complete class schedule for both semesters of the following academic year. This material then, whether published as a semester or an annual class schedule, may be used by departments and faculty as a planning guide and an advising tool.

Carried. (Hand vote: Yes - 19; No - 15)

\*AS 88-89/AA, Ex. AFFIRMATIVE ACTION HIRING PROCESS

- Whereas, The intent of affirmative action is to achieve a balanced work force to more nearly approximate the University's public constituency, and
- Whereas, Executive Order 340, Systemwide Guidelines for Nondiscrimination and Affirmative Action Programs in Employment, mandates "... far reaching and special efforts to attract qualified minorities, women, the disabled, disabled veterans and Vietnam era veterans." (Section V, B. 2), and
- Whereas, The CSUS is committed to affirmative action, therefore be it,
- Resolved, that the following University Process for Affirmative Action Hiring be adopted:

UNIVERSITY PROCESS FOR  
AFFIRMATIVE ACTION HIRING

1. Statements in the Position Advertisement

Characteristics such as experience in developing programs for students from underrepresented groups, teaching in a multicultural setting, working with students who have learning or other disabilities, enhance the university's educational equity program. Departments shall consider which of such qualifications will support their own programs and state on the "Request to Advertise for Full-Time Faculty" that preference will be given to candidates with those qualifications.

Departments should consider that listing openings as "Assistant/Associate Professor" level positions provides flexibility in making an offer to the most desirable qualified candidate in order to meet the department's affirmative action goals.

2. Strategies of Recruitment

Before preparing a "Request to Advertise," departments should contact the Affirmative Action Office for information regarding location of underrepresented candidates with the qualifications suited to the department's programmatic needs.

Departments must develop a recruitment plan to be submitted to their Dean with the "Request to Advertise."

- A. The recruitment plan must include a tentative timetable for the recruitment process.
- B. Recruitment Strategies for Hiring New Faculty (attached) is a guide for developing the recruitment plan. Strategies to be used must be specified in the plan.
- C. Characteristics of candidates which are related to the department's affirmative action goals, and which would lead to additional consideration should be listed in the advertisement.
- D. Advertisements must appear in professional journals and newsletters likely to be consulted by minority candidates. The Affirmative Action Office can give assistance with the selection of appropriate

periodicals. Departments may have to bear the expense of advertising, but should consult the Affirmative Action Office and the Dean about the availability of special funds for recruitment.

3. Determining Adequacy of Candidate Pool

At the close of the announced period for submission of applications, departments should request a summary of the pool of candidates from the Affirmative Action Office.

This summary will indicate the number of candidates who voluntarily return the request for identification of status with regard to underrepresented group membership.

From the pool of applicants, those who may be members of underrepresented groups may be identified. Although the status of the applicants does not appear on the applications submitted to the department, affirmative action candidates can often be inferred by the colleges and universities they attended, subject matter and titles of their publications, membership in professional and community organizations (including social organizations, fraternities, sororities, etc.), university and community service, and courses previously taught.

At this point, the department's pool will be examined by the Dean and/or the Affirmative Action Officer.

If the pool is found to be inadequate, a decision will have to be made as to whether the closing date should be extended, the process aborted or the hiring of a tenure-track position postponed.

4. Paper-Screening of Applicants

It is legitimate to give credit to candidates for characteristics related to the department's affirmative action goals. Criteria and weights must be consistent with the advertisement(s) announcing the position. If search committees are unsure about the legitimacy of their ranking procedure, they should consult with the Affirmative Action Officer.

5. Interviewing of Candidates

Before arranging interviews, the files of candidates selected for interviews must be submitted to the Dean,

along with the "Affirmative Action Process Summary" completed through Section IV B.

If the candidates selected do not apparently include a candidate from an underrepresented group and if the affirmative action goals of the department call for an affirmative action candidate, the department's search committee must meet with the Dean before proceeding with any interviews.

When conducting interviews, if appropriate or if a telephone interview, information regarding campus services to disabled individuals should be provided. Search committees should obtain information appropriate to any possible candidate prior to conducting the interview by contacting the Affirmative Action Office or the Office of Disabled Student Services.

6. Negotiations with Candidates

It is important to remember that only the President has the power to extend an offer to a candidate; search committees must not make promises or commitments of any kind.

When candidates inquire about special benefits (such as for student assistants, release time, computer support moving expenses, benefits, etc.), such considerations must be discussed with the Dean prior to proceeding with that candidate.

If an offer cannot be made by the last day of the spring semester, a waiver must be obtained from the Dean and the Affirmative Action Officer in order to continue the hiring process. A lectureship position might be discussed with the Dean.

ATTACHMENT

Recruitment Strategies for Hiring New Faculty

- I. Minimum recruitment efforts necessary for establishing a pool of applicants:
  - A. Advertise the vacancy in a university-wide recruitment effort.
  - B. Advertise the vacancy in professional journals.



- C. Mail vacancy announcements to institutions known to have doctoral programs in the subject area. Include historically black universities, with personal notes attached if the faculty knows someone at the University.
- D. Contact (via letter, telephone, or in person at meetings) the minority and women's caucuses or professional associations in the field.
- E. Inform any active school or department alumnae association.
- F. Attend professional meetings and "network" the vacancy. Be careful to avoid the appearance of an "offer" to a prospective applicant.

II. Effective affirmative action searches should include the following action:

- A. Conduct A through F above.
- B. Contact doctoral programs in the field, requesting ethnic and gender data on their students, and establishing networks with those institutions with prospective underrepresented faculty applicants.
- C. Consult with campus minority and women faculty on recruitment strategies--follow suggestions.
- D. Expand advertising efforts.
- E. Notify the Affirmative Action Office when a minority or female applicant rejects an offer. Try to find out the real reasons for rejection.
- F. When you get an "out-of-cycle" application, acknowledge it and keep it on file for the future. Send vacancy announcements out to past applicants.
- G. "Grow" your own. Encourage promising underrepresented students to think about teaching as a career. Help them get into doctoral programs. Hire them as part-time faculty.

Carried.

The hour of adjournment having been reached, the following agenda items were postponed to the October 13, 1988, Senate meeting:

AS 88-88/AP, Ex. DISRUPTIVE STUDENT, DEALING WITH THE

AS 88-/AA, Ex. AFFIRMATIVE ACTION COMMITTEE COMPOSITION

The meeting was adjourned at 4:40 p.m.

  
Janice McPherson, Secretary

\*President's approval requested.