

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

Minutes

Issue #10

December 8, 1988

ROLL CALL

Present: Bach, Barrena, Bess, Brackmann, Burger, Colen, Cook, Cross, Decious, Farrand, Figler, Freund, Gregorich, Haq, Herman, Holl, Holmes, Humphrey, Kutchins, Marsh, Martell, Martin, Joan Maxwell, John Maxwell, McGeary, Moorehead, Raske, Rice, Rios, Shannon, Stierle, Stradley, Stroumpos, Sullivan, Swanson, Tiche, Tooker, Torcom, Tzakiri, Wheeler, White

Absent: Beckwith, Cordero, Jakob, Jirgens, Kerster, Meyer, Mills, Moon, Moore, Palmer, Rodriguez, Scheel, Shek, Wycosky

INFORMATION

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

ROBERT SELLNER
Lecturer, Communication Studies

2. Reorganization Issues in Student Affairs

President Gerth and Dean Raske discussed and asked for input from the Senate on reorganization issues in Student Affairs related to the coordination of educational support services in Student Affairs with programs in Academic Affairs.

3. The following meetings were confirmed for Spring 1989:

January 26	Special Meeting--Senate Structure and Function
February 9	Regular Meeting
February 23	Special Meeting
March 9	Regular Meeting
March 16	Special Meeting
April 13	Regular Meeting
April 20	Nominations, 1989-90 Academic Senate
May 4	Election, 1989-90 Academic Senate
	Special Meeting, 1988-89 Senate--G.E. Review
May 11	Regular Meeting
May 18	Special Meeting

ACTION ITEMS

*AS 88-116/Ex. COMMITTEE FOR PERSONS WITH DISABILITIES

The Academic Senate endorses the establishment of a University Committee for Persons with Disabilities (to replace the Blue Ribbon Commission on Persons with Disabilities) and the charge outlined in Dean Raske's memorandum dated September 13, 1988 (Attachment A); however, the Academic Senate recommends, for the reasons stated in the October 7 memorandum from the Department of Special Education and Rehabilitation that the following membership be substituted for the membership recommended in Dean Raske's memorandum:

- 5 instructional faculty members (appointed by Academic Senate)
- 1 Librarian faculty member (appointed by Academic Senate)
- 1 Student Affairs professional (appointed by Academic Senate)
- 1 student (President of Disabled Students' Union/or designee)
- 1 student (designated by ASI)
- 1 staff (person designated by USA)
- 1 Dean of Students/or designee
- 1 Vice President for Academic Affairs/or designee
- 1 member of the disabled community (appointed by the President)

The Committee chair shall be selected by and from the voting membership of the Committee.

Carried.

*AS 88-119A/Flr. LIBRARY

The Academic Senate supports the Library recommendation to centralize the periodical collection on the fourth floor of the Library.

Carried.

*AS 88-119B/Flr. LIBRARY

The Academic Senate supports the Library recommendation that the unbound periodical collection be shelved separately from the bound.

Carried.

AS 88-119C/Flr. LIBRARY

The Academic Senate recommends that the Library periodical collection be cataloged and classified according to the Library of Congress classification system.

Defeated.

AS 88-119D/Flr. LIBRARY

The Academic Senate recommends that the appropriate funding at the University level be made available for cataloging the periodical collection by Library of Congress numbers.

No action. Moot upon defeat of AS 88-119C.

*AS 88-123/Ex. HONORARY DEGREE 1988-89

The Executive Committee, on behalf of the Academic Senate, recommends that CSU, Sacramento not participate in awarding an honorary degree this year due to the unreasonable deadline (December 1, 1988) set by the Chancellor's Office. The Executive Committee also requests that the President express to the Chancellor's Office their objection regarding such a short time-line, which prevents the consultative process necessary for gathering nominations.

Carried unanimously.

*AS 88-124/FPDC, Ex. FACULTY RESOURCE CENTER

The Executive Committee, on behalf of the Academic Senate, adopts the report and recommendations of the "Faculty Professional Development Committee Recommendations: Faculty Resource Center and Center Director" (Attachment B).

Carried unanimously.

AS 88-125/Flr. MINUTES

The Minutes of the regular meeting of October 13, 1988, are approved.

Carried.

AS 88-126/Ex. COMMITTEE APPOINTMENTS

Academic Policies Committee: JOHN HEATH, Professional Services, 1991 (repl. A. Malveaux)

Fiscal Affairs Committee: JEFFREY CLARK, Professional Services, 1990 (repl. A. Malveaux)

Council for University Planning:
ANNE-LOUISE RADIMSKY, At-large, 1990

Student Academic Development, ad hoc Committee:
EUGENE SHOEMAKER

University Patent Policy Committee:
COLETTE COLEMAN, At-large, 1991
JAMES RITCHIE, At-large, 1992

Carried unanimously.

*AS 88-127/CC, GPPC, EX. CURRICULUM REVIEW--DIVISION OF SOCIAL WORK

The Academic Senate recommends that:

1. the Master of Social Work degree program be approved for another five years or until the next program review with the stipulation that the Division of Social Work provide a report to the Academic Senate on the results of the visit of the accrediting team in Spring 1989.
2. the Bachelor of Arts degree program in Social Work be approved for another five years or until the next program review.
3. the Minor in Social Work be approved for another five years or until the next program review.

[The complete Academic Program Review is available for review in the Academic Senate Office, Adm. 264.]

Carried unanimously.

*AS 88-128/CC, FisA, Ex. PROGRAM CHANGE--COMMUNICATION STUDIES

The Academic Senate recommends approval of the addition of electives to the Media Concentration in the Broadcast News Area of Study, as follows:

In the Broadcast News Area of Study electives, add:

Communication Studies 140, Critical Analysis of Social Issues OR
Communication Studies 141, Theories of Criticism
and
Communication Studies 170, Data Analysis in Communication

Research OR
Communication Studies 171, Survey Methods in Communication
Research OR
Communication Studies 172, Content Analysis

Carried unanimously.

*AS 88-129/GPPC, Fisa, Ex. PROGRAM CHANGE--HISTORY MAJOR:
PUBLIC HISTORY OPTION

The Academic Senate recommends approval of the revision of the Public History Option of the History major subject to approval of the four new courses proposed for inclusion in the program. [see program change proposal, Attachment A to the December 8, 1988 agenda, and available for review in the Senate office]

Carried unanimously.

AS 88-130/Ex. INDIRECT COSTS AND SERVICES CHARGES, HORNET
FOUNDATION POLICY ON

The Academic Senate acknowledges receipt of the revised Hornet Foundation Policy on Indirect Costs and Service Charges recommended by the Hornet Foundation Advisory Group and approved by the President.

Carried unanimously.

*AS 88-131/Fisa, Ex. LOTTERY REVENUE BUDGET 1988-89

The Academic Senate adopts the Report of the Fiscal Affairs Committee on the Lottery Revenue Budget 1988-89 and recommendations for revision of future lottery budgets (Attachment C).

Carried unanimously.

AS 88-136/Flr., Ex. PCP FUNDED RESEARCH, GUIDELINES FOR

The Academic Senate directs the PCP Committee on Research, Scholarship and Creative Activity to re-evaluate the definition, use of, and weight assigned to criterion #3 (Plan for disseminating results) in the evaluation of proposals for PCP-funded research, scholarship, and creative activity programs in future cycles, and to submit to the Senate the results of this reconsideration and any other proposed revision of evaluation criteria for action by the full Senate.

Defeated. (Hand Vote: Yes - 8; No - 16)

The hour of adjournment having been reached, the following agenda

items were postponed to the February 9, 1989, Senate meeting:

AS 88-117/Ex. EDUCATIONAL EQUITY, COMMITTEE FOR [Supercedes AS 86-55, 86-56 and 86-57]

AS 88-132/Ex. PLAGIARISM (POLICY ON ADVERTISEMENTS CONCERNING PREPARATION, SALE AND DISTRIBUTION OF TERM PAPERS, THESES, OR OTHER WRITTEN MATERIAL) (see 12/8/88 agenda, page 4)

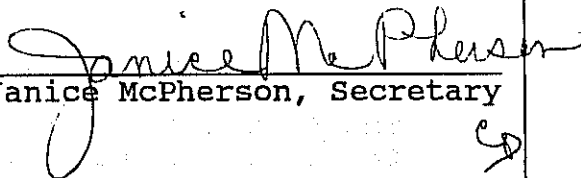
AS 88-133/Ex. ATHLETIC DIRECTOR, SEARCH COMMITTEE

AS 88-134/FPDC, Ex. FACULTY PROFESSIONAL DEVELOPMENT PROGRAM--ASSIGNED TIME REIMBURSEMENT

AS 88-135A/Fisa, Ex. SABBATICAL LEAVES

AS 88-135B/Ex. SABBATICAL LEAVES

The meeting was adjourned at 4:30 p.m.


Janice McPherson, Secretary

*President's approval requested.

FPD COMMITTEE RECOMMENDATIONS:

FACULTY RESOURCE CENTER AND CENTER DIRECTOR

I. Introduction: Rationale for Recommendations

The Faculty Professional Development Committee has been charged with defining the function of the Faculty Resource Center and the duties of its Director, and with providing continuing guidance for the Center.¹ When confronting the formidable number of complex issues involved in providing a blue-print for an effective Faculty Resource Center and an accurate job description for its Director, serious considerations appear. Any attempt to fill the position of Director for the Spring faces deadlines similar to those of the current PCP and Lottery programs. It is increasingly clear that the Director's job will be an enormous one, requiring a remarkable combination of talents and energies. In addition, writing an accurate and comprehensive job description in such a short amount of time is almost impossible, even if all other obstacles were negligible, which of course they aren't.

¹ "Faculty Professional Development: A CSUS Investment in Program Growth," endorsed by the Academic Senate and the President, Spring, 1988, p.5.

The necessity for care and precision in every step of the implementation of the various Faculty Professional Development programs extends to this Resource Center and its Director. We have been repeatedly cautioned about making sure that the Center responds to faculty needs, be faculty identified, and be free from any association with the RPT process of evaluation. There seems to be some danger in setting early precedents which are not well thought-out or in blundering, through haste, in a way that might jeopardize the future effectiveness of Director and Center. In light of these considerations, we make the following recommendations:

II. Recommendations:

1. A delay in the appointment of the Director of the Faculty Resource Center until the 1989-90 academic year.
2. The appointment of a Special Coordinator of Faculty Professional Development Activities for Spring 1989 to assess campus needs and to work with the FPD Committee to develop and articulate the scope and functions of the Faculty Resource Center and its future Director.
3. The phased-in establishment of the Faculty Resource Center beginning in Spring 1989. For Spring 1989 we recommend initial operational support for the Faculty Resource Center as follows:

--half-time clerical or student assistance; message machine; file cabinets; and postage and supplies (approximately \$1000).

This will not make the Center fully operational, but given the extent and number of faculty professional development activities on campus this spring, it will serve as a mechanism for clarifying current programs and organizing future activities.

4. The assignment of the following duties to the Special Coordinator of Faculty Professional Development:

--to work closely with the FPD Committee in clarifying and disseminating information about current faculty development activities on campus;

--to work closely with the FPD Committee to develop a description of the services, activities, and programs administered through or by the Faculty Resource Center;

--to work closely with the FPD Committee to develop a detailed description of the qualifications and duties of the Director of the Faculty Resource Center;

--to conduct such study as appropriate to ascertain a current and thorough assessment of faculty priorities for the Faculty Resource Center;

--to provide the FPD Committee with a briefing on similar offices at other campuses, and assessments of their effectiveness based on a review of the literature.

5. The FPD Committee be instructed to review applications for Special Coordinator and recommend a candidate to the Executive Committee of the Academic Senate, which in turn will recommend to the Vice President for Academic Affairs, who will make the appointment.

6. The procedures for application for the Special Coordinator be established as per attachment to this document. The Call for Applicants should go out by December 2nd. Letters of Intent, describing the applicant and his/her qualifications should be due by December 9th. Wednesday, December 14th the FPD Committee should make its recommendation.

CALL FOR APPLICANTS:

SPECIAL COORDINATOR OF FACULTY PROFESSIONAL DEVELOPMENT FOR SPRING 1989

DESCRIPTION:

The Special Coordinator of Faculty Professional Development Activities for Spring 1989 will assess campus needs and work with the Faculty Professional Development Committee to develop and articulate the scope and functions of the Faculty Resource Center and its future Director. In particular, the Coordinator is charged:

- to work closely with the FPD Committee in clarifying and disseminating information about current faculty development activities on campus;
- to work closely with the FPD Committee to develop a description of the services, activities, and programs administered through or by the Faculty Resource Center;
- to work closely with the FPD Committee to develop a detailed description of the qualifications and duties of the Director of the Faculty Resource Center;
- to conduct such study as appropriate to ascertain a current and thorough assessment of faculty priorities for the Faculty Resource Center;
- to provide the FPD Committee with a briefing on similar offices at other campuses, and assessments of their effectiveness based on a review of the literature.

The Coordinator will receive six units of assigned time to fulfill these tasks.

APPLICATION PROCESS:

Applicants should submit a letter of application directly to the Faculty Professional Development Committee through the Academic Senate Office, 264 Administration Building, 278-6593.

The letter should include a description of past experience with faculty professional development, experience with planning and conducting organizational research such as needs assessments, and any other qualifications relevant to the job description above.

EVALUATION:

The Faculty Professional Development Committee will review applications and make a recommendation to the Executive Committee of the Academic Senate, which will make a recommendation to the Vice President for Academic Affairs, who will make the final appointment.

Letters of application are due by 5:00p.m. December 9 in the Academic Senate Office.



California State University, Sacramento

6000 J STREET, SACRAMENTO, CALIFORNIA 95819-2694

M E M O R A N D U M

November 16, 1988

TO: Juanita Barrena, Chair
Academic Senate

FROM: Michael Lewis, Chair
Fiscal Affairs Committee

SUBJECT: Lottery Revenue Budget 1989-90/Recommendations

The Fiscal Affairs Committee has completed its deliberations on the document, Lottery Revenue Budget 1988-89. We have consulted with faculty and campus administrators, including members of the Lottery Fund Allocation Committee (LFAC). Our recommendations are as follows:

1. Decrease amount dedicated to endowment. Over time, lottery revenue has proved a relatively stable source of funding. It is doubtful that sizeable endowments are necessary to provide stability to activities funded through the lottery. Over time, a growing endowment might confound efforts to secure increased levels of State support.
2. Adjust base amount allocated to the endowment account of each campus. The desire to provide a base amount to smaller campuses is understandable. However, the base amount presently is too high, unfairly impacting large campuses.
3. Evaluate timelines and consider a two-year planning horizon for lottery activities. The 1988-89 budget timeline is a significant improvement over previous years. Campus committees must receive a broad budget outline in January if planning is to be thoughtful and meaningful. Moving to a two-year cycle for determining broad budget categories would provide needed stability for campus efforts to plan for the use of lottery funds.

November 16, 1988

4. Increase discretionary funds available to campuses. In 1988-89, the CSUS discretionary account is smaller than its account for campus-based programs. These funds represent a major source of funds to support enhancement activities that meet the unique needs of this campus. One faculty member judged the current difference in support "insulting".
5. Describe a consultation process for determining University initiatives and a procedure for evaluating effectiveness. Faculty do not doubt the importance of the Fine Arts Initiative and the Forgivable Loan Program. However, they question the process through which these efforts became "initiatives". What process led to the decision to tie some campuses more closely to the Fine Arts Initiative? Faculty agree that an open request for proposal (RFP) process should be used when individual campuses are to be selected as lead campuses with regard to an initiative.
6. Revise substantially the guidelines for campus-based programs. Faculty believe that there are too many campus-based programs; that their definition is too specific and restrictive; that the consultation process leading to the designation of a "campus-based program" is unclear; that specific programs and procedures are being required of campuses without appeal to a research base speaking to effectiveness.

Subrecommendations re: Campus-Based Programs:

- a) Increase or eliminate the limit on transfer of funds among categories of campus-based programs.
- b) Structure campus-based programs as priority statements requiring some response from campuses. Such priority statements should not be accompanied by specific plans/programs unless supported by a well-defined body of research.
- c) Describe a broad and meaningful system-wide consultation process that would feed into the decision to designate programs or efforts "campus-based". (Note: There also is considerable sentiment among faculty to eliminate any system-wide determination of campus-based programs, deferring decisions on the best use of funds to individual campuses.)



California State University, Sacramento

6000 J STREET, SACRAMENTO, CALIFORNIA 95819-2694

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Senate Received

DEAN OF STUDENT AFFAIRS

M E M O R A N D U M

September 13, 1988

TO: ✓ Juanita Barrera, Academic Senator
Jay Thornall, President, ASI

FROM: *Dr. Raske*
David E. Raske, Assoc. Vice President
Academic Affairs/Dean of Student Affairs

RE: Committee for Persons with Disabilities

The Committee for Persons with Disabilities is being formed for the 1988-89 academic year with the following charge:

1. Assist the University to increase the representation of persons with disabilities in its student enrollment and its employment of staff and faculty.
2. Assist the University to develop plans to provide full opportunities for persons with disabilities in its programs, activities, and facilities with respect to satisfying their academic, cultural, and social interests and to prepare them for further employment.
3. Assist the University in the evaluation, review and recommendation of campus-wide educational and administrative policies, procedures, and curricula that affect the equal access, retention and graduation of students with disabilities.
4. Assist the University in the evaluation, review, and/or establishment of campus-wide policies or procedures for state or non-state funded new architectural projects as well as facility modifications to ensure the safety and equal access for persons with disabilities in the university programs and activities.

5. Advise the President, School Deans, and CUP on federal law and state mandates; as well as the development of priorities, timelines, cost estimation and resources allocation required to make "reasonable accommodation" for persons with disabilities.
6. Promulgate and incorporate the fundamental and uncontestable principle -- to educate ALL students, in the skills and knowledge of their society, with equal access to programs and activities as required by law -- into the mission and goals of California State University, Sacramento.

Would you please recommend the members appropriate to your area as soon as possible. Give me a call at x6060, if you have any questions. Thank you.

Membership:

Vice President for Academic Affairs' designee*
Assistant Vice President for Facilities Management -
Howard Harris
Affirmative Action Officer - Stephanie Lieberman*
Area Director of Educational Support for Student
Affairs - Harriet Taniguchi
Director of Services to Students with Disabilities -
Pat Sonntag
Director of TRIO Special Services - Teresa Mendick*
Co-Director of Assistive Device Service Center
One disabled community representative
Two faculty members recommended by the Academic Senate
The President of Disabled Students' Union
One student designated by ASI

*Designates ex-officio appointed by the Dean of Student Affairs.

cc: P. Sonntag
H. Taniguchi
S. Uplinger

DER/rlp

November 16, 1988

7. Allow unexpended funds at the end of the fiscal year to be carried over in the discretionary account, rather than adding to endowments (refer to recommendations 1 and 3).
8. Eliminate maintenance item from continuing commitments. Faculty agree with the stated intention to eliminate this item from future budgets; they believe it is an inappropriate use of lottery funds.

These are our major findings and recommendations. I hope they are helpful to you and the Senate. Please call if you have any questions or concerns.

ML/jac