

1990-91
ACADEMIC SENATE
California State University, Sacramento

AGENDA
Thursday, April 18, 1991
2:30 - 4:30 p.m.

Mendocino Hall 1003 (new classroom building)

INFORMATION

Spring 1991 Academic Senate Meetings (Tentative Schedule)

Thursdays, 2:30-4:30 p.m.
Forest Suite, University Union

- April 25
- May 2
 - 2:30-3:00, '91-92 Nominations
 - 3:00-4:30, '90-91 Senate
- May 9
- May 16
 - 2:30-3:00, '91-92 Elections
 - 3:00-4:30, '90-91 Senate

MOMENT OF SILENCE

HOWARD F. LAWS
Prof. of Journalism
1974-1991

HELEN VEITENHANS
Library Acquisitions Supervisor
1964-1987

CONSENT CALENDAR

AS 91-26/Ex. COMMITTEE APPOINTMENTS - SENATE

Library Committee:
LINDA MARTIN, Senator, 1991 (new position per AS 90-129)

Military Studies Advisory Board:
DONALD TARANTO, At-large, 1994
SANDRA HUNTER, At-large, 1992

AS 91-27/Ex. COMMITTEE APPOINTMENTS - UNIVERSITY

Associate Vice President for Academic Affairs, Selection Advisory Committee:
MAURINE BALLARD-CAMPBELL, Member, Graduate Policies and Programs Committee
JANIE LOW, Member/Designee, Committee on Diversity and Equity/AA
JACK MROWKA, Member, Curriculum Committee
HORTENSE THORNTON, At-large

A.S.I. Elections Complaint Committee:
PAT CLARK-ELLIS, At-large, 1991

Director of Student Activities, Selection Advisory Committee:
RICHARD FISH, At-large Faculty
GAIL TOM, At-large Faculty

Lottery Fund Allocation Committee:

ROLLIN POTTER, A&S, 1991 (repl. R. Hughes)

Persons with Disabilities, Committee for:

CYNTHIA GUNSTON-PARKS, Instructional Faculty, 1992 (repl. W. Harris)

Satisfactory Progress Appeals Board:

CANDELARIA PEREZ-DAVIDSON, At-large, 1993
ROSE-LEIGH VINES, At-large, 1992

Student Economic Support Committee:

WAYNE WYLER, SBA, 1991 (repl. W. Amer)

AS 91-28/Ex. INSTITUTIONAL SCHOLARSHIP COMMITTEE

The Academic Senate endorses the membership and charge of the Institutional Scholarship Committee recommended by the University Committee on Student Economic Support in Attachment A, with the recommendation that the third paragraph on page two of the recommendation be revised as follows [underline = proposed addition]:

The Institutional Scholarship Committee will be responsible for selecting recipients for those scholarships not reviewed and selected by a particular Department or School. The University may not award funds designated for scholarships for students majoring in a particular department/program without the approval of the department/program. ...

Further, the Academic Senate recommends the following faculty members to serve on the two committees:

Institutional Scholarship Committee I:

PENDING, At-large, 1992
BUZZ FOZOUNI, At-large, 1993

Institutional Scholarship Committee II:

JEAN TORCOM, At-large, 1992
CANDELARIA PEREZ-DAVIDSON, At-large, 1993

AS 91-29/Ex. TRANSPORTATION ADVISORY COMMITTEE

The Academic Senate endorses the establishment of a University Transportation Advisory Committee with the charge and membership proposed in the February 14, 1991, draft Presidential Memorandum (Attachment B) and recommends the following faculty members to serve on the committee:

CHARLOTTE COOK, At-large, 1993
PETER URONE, At-large, 1994

AS 91-30/Ex. FACULTY ENDOWMENT FUND COMMITTEE [Amends AS 87-73 subsequently amended by AS 90-67]

The membership of the Faculty Endowment Fund Committee shall be expanded from five to seven at-large faculty members. The new members and their terms shall be:

- ED CHRISTENSON, At-large, 1994
- PETER NWOSU, At-large, 1994

AS 91-31/FPDC, Ex. MINI-GRANT FUNDS, ALLOCATION OF 1991-92

The Academic Senate recommends approval of the allocation of 1990-91 mini-grant funds (Attachment C), as recommended by the Faculty Professional Development Committee.

AS 91-32/CC, Ex. WAIVER PROGRAM RECIPROCITY

The Academic Senate recommends that departments offering waiver programs extend reciprocity to commission-approved waiver programs in the subject area, unless specifically exempted by the University Teacher Education Council.

AS 91-33/AP, Ex. SCHOLARSHIP PHILOSOPHY AND GUIDELINES

The Academic Senate endorses the "Scholarship Philosophy and Guidelines, California State University, Sacramento" (Attachment D) developed by the University Committee on Student Economic Support, with the following recommendations for revision:

- a. The last sentence of the first required policy be amended to read: "The donor or designee will also be contacted and asked to sign the new specification forms."
- b. The second required policy seems to rule out the possibility that a scholarship might be offered only to a specific group (e.g., a scholarship for women). The Senate recommends that it be permitted that a scholarship be offered only to a specific group, and that the second required policy be amended to address this concern.

REGULAR AGENDA

AS 91-25/Flr. MINUTES

Approval of Minutes of February 28 (#16), March 7 (#17), March 14 (#18), March 21 (#19) and April 4 (#20), 1991.

Agreed

Handwritten notes and a checkmark on the right margin.

AS 91-?/Flr. RECONSIDERATION OF AS 91-24

AS 91-24/UWC, Ex. G.E. CONTENT REVISION--ADVANCED STUDY REQUIREMENT, DELETION OF

[Note: The Chair intends to invite a motion to reconsider the item (adopted by the Senate on April 4, 1991) at a subsequent meeting (on April 25) since, in the judgment of the Chair, failure to give the item two readings does not serve in the best interest of the body.]

AS 91-34/UARTP, Ex. UNIVERSITY ARTP POLICY--ADD NEW SECTION 9.05.C

The Academic Senate recommends the following addition (underlined) to the University ARTP document as recommended by the University ARTP Committee:

Referred back to UAC 10

9.05 Periodic Evaluation of Temporary Faculty Unit Employees

...
C. Pursuant to Section 9.05.B of this document, probationary faculty unit employees who are appointed initially for two years shall undergo a periodic evaluation during the second semester of their appointment. This evaluation shall be made after the student evaluations of the probationary employee's teaching have become available. It shall be completed before the beginning of the last week of instruction during the second semester of the appointment. The evaluation shall be governed by the criteria and procedures governing the performance review of the members of the primary unit in which the evaluation takes place. The peer review committee making the evaluation shall set a file closure date that is consistent with the provisions of this section.

ED. ...
DE. ...

AS 91-35/GPPC, Ex. CORE REQUIREMENT FOR GRADUATE PROGRAMS AND CONCENTRATIONS

Based on the recommendation of the Graduate Policies and Programs Committee, the Academic Senate recommends revision of the "Policy Relating to Undergraduate and Graduate Degree Programs" (1990 Compilation of Policies and Procedures for Initiation, Modification, Review and Approval of Courses and Academic Programs, page 28) as follows [strikeover = deletion; underscore = addition; bold = conditions imposed by the President]:

Referred back to GPPC

~~... Graduate degree programs are expected to include at least three courses with no fewer than nine units, excluding~~

~~independent study, field work, and the culminating experience, that are common to the degree program.~~ All graduate programs or concentrations must have a core curriculum requirement which emphasizes integration of knowledge and preparation for specialization and which is designed to assure mastery of requisite knowledge and skills.

The core, which ^{official} is a common body of knowledge specific to a discipline or concentration, ^{or options (i.e. Chancellor approved)} will consist of a minimum of nine units. Excluded are independent study, field work, internships and thesis units.

*When several areas of concentration are offered in a discipline, each core track must be fully articulated.

Exceptions to this nine-unit core requirement will be considered on a program by program basis. Exceptions will only be made under extraordinary circumstances and must be approved by the Vice President for Academic Affairs. Requests for exceptions along with documentation are to be submitted to the Graduate Dean and the Graduate Policies and Programs Committee for consideration.

[Note: This requirement must be met in full by December 31, 1991, or the next program review, whichever occurs first.]

AS 91-36/AP, Ex. GRADING POLICIES

The Academic Senate recommends revision of the campus grading policies (1990-92 CSUS Catalog, pages 73-74), as follows [underscore = addition; strikeover = deletion]:

GRADING SYSTEM

Lower division courses (numbered 1-99), upper division courses (100-199) and graduate courses (200-299 and 500 and above) and postbaccalaureate level Education/credential courses (300-499) are graded:

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3

D	1.0
D-	.7
F	.0

Certain designated courses, i.e., field work, field tours, workshops, theses, supervised teaching, and similar courses, are graded Credit (CR) or No Credit (NC). The Credit (CR) grade will equate to A, B, or C level competence for undergraduate courses and A or B level competence for graduate courses.

A student's academic status is determined by grade point average. Grade point average is computed by dividing the total number of grade points earned by the number of units attempted, except that units graded CR or NC are not included. A grade point average of 2.0 indicates a C average, a 3.0 indicates a B average, etc.

*91-369
+ Shannon
amendment
agreed*

Undergraduate students may choose to take a maximum of fifteen (15) letter graded CSUS units on a CR/NC basis under the following conditions:

- a. No more than 15 units taken at CSUS which are graded CR/NC may apply toward a bachelor's degree (this does not include units obtained from challenge or Advanced Placement examinations).
- b. Any course which is graded CR/NC cannot be used to satisfy requirements in the major, the minor, or G.E. (unless the course is identified in the catalog as graded CR/NC).
- c. Students must submit the appropriate form requesting CR/NC grading to the Records Office by the end of the fourth week of the semester.

If a student chooses the CR/NC option, then the grade "CR" will be given if the student accomplishes work equivalent to C- or better.

Grade Symbols and Grade Point Explanation

- A Exemplary achievement of the course objectives. In addition to being clearly and significantly above the requirements, the work exhibited is of an independent, creative contributory nature. (4 grade points per unit.)
- B Superior achievement of the course objectives. The performance is clearly and significantly above the

satisfactory fulfillment of course requirements. (3 grade points per unit.)

- C Satisfactory achievement of the course objectives. The student is now prepared for advanced work or study. (2 grade points per unit.)*
- D Unsatisfactory achievement toward the course objectives, yet achievement of a sufficient proportion of the objectives so that it is not necessary to repeat the course unless required to do so by the academic department. (1 grade point per unit.)
- F ~~Ineffective achievement toward the course objectives. The student has made no clearly significant progress.~~
Unsatisfactory achievement toward the course objectives to an extent that the student must repeat the course to receive any credit. (0 grade points per unit.)
- U "Unauthorized withdrawal". Indicates that a student did not officially withdraw from a course, and attended the course after the second week of the semester, but failed to complete it. (If the only work that a student failed to complete is a final examination, paper, or project, then the appropriate grade is either an I, a letter grade, or (when appropriate) CR/NC.) Its most common use is in those cases where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by one of the letter grades A-F or by CR/NC. It is charged as a failing grade in GPA calculation. (0 grade points per unit.)

In courses which are graded CR/NC, or in cases where the student has elected CR/NC evaluation, use of the symbol "U" is inappropriate.

- CR Satisfactory achievement of course objectives. (Not used in CSUS grade point calculation.)
- NC Unsatisfactory achievement of course objectives. (Not used in CSUS grade point calculation, but is calculated as F by many graduate and professional schools.)
- I Incomplete; a portion of the requirements usually completed during one term remains to be completed and evaluated. (Not used in grade point calculation.) See Incomplete Grade policy which follows.

SP Satisfactory progress to date on thesis, project or similar course work usually extending beyond one term. (Not used in grade point calculation.) See SP Grade Policy which follows.

W Withdrawal or drop authorized after fourth week of instruction. (Not used in grade point calculation.) Each student has the responsibility of dropping any courses that he/she enrolled in but did not attend or stopped attending. If a student enrolls in a course, does not attend or stops attending that course, but does not drop the course, then the student should expect to receive a grade of U or F in the course.

RD Report Delayed because a grade has not been reported to the Registrar due to unforeseen circumstances beyond control of student. (Not used in grade point calculation.)

AU Audit grade indicates student's status as Auditor and does not earn degree credit.

Students must report errors shown on the grade report form to the Office of Admissions and Records within three months after the semester ends if they wish to request corrections.

Incomplete Grades

The grade of symbol I (Incomplete Authorized) signifies indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. (Note that students in the military reserve whose units go on active duty during or around the final examinations period are eligible to receive an "I".) There is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied determine from the instructor the remaining course requirements which must be satisfied to remove the Incomplete. Agreement as to the conditions for removal of the Incomplete shall be in writing and placed on file with the appropriate campus department until the Incomplete is removed or the time limit passed. A final grade is assigned when the work agreed upon has been completed and evaluated.

An I (Incomplete) should not be assigned when it is necessary for the student to attend additional class meetings to complete the course requirements. An incomplete must be made up within the calendar year immediately following the end of the term in

which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. Failure to complete the assigned work will result in incomplete being changed to an "F".

A degree will not be awarded to a student who receives an I (Incomplete) grade in any course taken during the graduating year (ordinarily the student's senior year) if including this course as a grade of F will cause the student's GPA for any grade point requirements (CSUS, major, General Education or overall) to fall below the minimum level for graduation.

SP Grade Policy

Instructors may use the SP symbol in connection with courses that extend beyond one semester (for courses in which an SP grade is appropriate, departments should request the use of the SP grade through the course change proposal). It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. Cumulative enrollment in units attempted may not exceed the total number applicable to the course. The SP symbol shall be replaced with the appropriate final grade within one year of its assignment, except for Master's thesis enrollment, in which case the time limit shall be two years.

*The letter grade "C" does not imply satisfactory achievement at the graduate level.

The Academic Senate further recommends that in cases where faculty certify on the third week class roster that a student has not been attending class that the certification be used by the Registrar's Office to administratively drop the student from the class. [Note: The means of making this certification effective will be determined by the registration and add/drop system that is in effect, but resources must be provided to make this possible.] While faculty must make a good faith effort to accurately report attendance on the third week class list, faculty shall not be held responsible for dropping a student for non-attendance. In accordance with established grading policies, "the student has the responsibility of dropping any courses that he/she enrolled in but did not attend, or stopped attending."

UNIVERSITY COMMITTEE ON STUDENT ECONOMIC SUPPORT
RECOMMENDATION

Subcommittee Presenting Recommendation: Scholarships, Fellowships, and Stipends
Subcommittee

Date: November 14, 1990

Subject: Institutional Scholarship Committee

Background and Issues:

Question was raised concerning the make-up and functions of the Institutional Scholarship Committee which was established under the old Financial Aid Advisory Committee. After careful consideration of the scholarship selection issues, the following proposal was written.

Recommendation:

The University will appoint two Institutional Scholarship Committees which will consist of five members each. Each committee will be comprised of:

- 2 faculty as appointed by the Academic Senate
- 1 staff from Undergraduate Studies and Educational Support Services as appointed by the Dean of USESS
- 1 staff from Student Affairs as appointed by the Dean of Student Affairs
- 1 student as appointed by Student Activities

With regard to the faculty appointments:

- no two faculty on each committee may be appointed from the same school
- for the first year, one faculty member will be appointed for a two year term and one faculty member will be appointed for a one year term on each committee
- all future appointments will be for two year terms

With regard to the USESS staff appointment:

- for the first year, the individual will be appointed for a one year term
- all future appointments will be for two year terms

With regard to the Student Affairs staff appointment:

- for the first year, the individual will be appointed for a two year term
- all future appointments will be for two year terms

With regard to the Student appointment:
each appointment, including the first year, will be for a one
year term

Individuals may be reappointed to the Institutional Scholarship Committee
but may not serve more than two consecutive terms.

The Institutional Scholarship Committee will be responsible for selecting
recipients for those scholarships not reviewed and selected by a particular
Department or School. It is expected that the Committees will meet a
minimum of 40 hours during any given academic year. However, the total
number of hours required will be based on the number of scholarships to
award and the number of applications received for that application period.

A majority of members within each Committee must be present in order to
hold a session where scholarship recipients are determined.

The Institutional Scholarship Committees will not be convened
simultaneously as they may be reviewing the same application for two
scholarships and a student is only required to submit a single application for
all scholarships awarded by this committee. It should also be noted that
each committee will be selecting recipients for different scholarships and at
no time will be duplicating the efforts of the other committee(s).

The Financial Aid Office will convene and facilitate the Institutional
Scholarship Committee meetings. In addition it will be the responsibility
of the Director of Financial Aid to equalize the workload between these
committees.

It is recognized that the University has been actively seeking scholarships for
the past few years and that activity is expected to continue in the future.
Therefore, it will be the responsibility of the Director of Financial Aid to
determine when the workload of scholarship awarding is too great for the
existing Committees to handle. At that time, an additional committee of five
members will be appointed with the same composition and by the same
individuals/groups listed above.

UCSES Action:

This recommendation was moved, seconded, and approved.

Date: November 14, 1990

D R A F T

February 14, 1991

PM 90-

M E M O R A N D U M

TO: Administrative Council

FROM: Donald R. Gerth

SUBJECT: Transportation Advisory Committee

Based on consultation with those closely involved, I am establishing a University Transportation Advisory Committee. The committee is to be administrative, with actions in the form of recommendations to the President or his designee.

The committee will assume tasks previously undertaken by the Public Safety Committee regarding campus transportation issues. Their work will involve parking, campus and vicinity traffic management, the campus shuttle service, alternative transportation activities including bicycles, car and van pooling, and coordination with transit agencies.

Charge

The University Transportation Advisory Committee shall be the principal campus body responsible for recommending to the President or his designee policy on all aspects of campus transportation, including:

1. Review and critique existing transportation programs;
2. Explore and recommend new programs and modification or elimination of existing ones;
3. Recommend priorities for use of parking and fines and forfeitures revenue;
4. Aid in the development of policy proposals, fee schedules and other matters related to the conduct of a comprehensive transportation management program.

Membership

Appointments to the committee are made by the President. Membership for faculty and staff shall be for a period of three years, staggered to insure continuity. Students and community members shall be appointed annually. The President shall have the option of reappointing members to additional terms. The composition of the committee will be as follows.

- 2 Faculty Members recommended by the Academic Senate
- 2 Staff Members recommended by the University Staff Assembly president
- 2 Students recommended by the Associated Students, Inc. president
- 1 Community Member
- 1 Public Safety Director, or designee
- 1 Parking Administrator - Ex officio

Recommendations for membership from campus constituencies should consider the backgrounds of the persons selected, with a focus on transportation and environmental disciplines and on balancing members between those who routinely use public transportation or other alternative modes and those who drive to campus. The community member will be selected from a local agency which deals with transportation issues. The committee will select a chair. The campus parking administrator will serve as an ex-officio member and staff to the committee.

The initial agenda proposed includes consideration of recommendations made by the Parking Task Force for improvement of campus transportation, including adoption of a program of differentiated parking fees and operation of a university-operated van pool.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

SCHOOL OF BUSINESS ADMINISTRATION
DEPARTMENT OF MANAGEMENT

California State University - Sacramento
6000 J Street
Sacramento, California 95819

M E M O R A N D U M

MAR 20 1991

Academic Senate Received
413

March 20, 1991

To: Juanita Barrena, Chair
Academic Senate

From: Art Jensen, Chair
Academic Senate Faculty Professional Development Committee

Subject: Allocation of 1991-92 Mini-Grant funds

Since the exact allocation of available funds for the next cycle of the Mini-grant program is still unknown, the Senate Faculty Professional Development Committee requests that the dollars expected to be available for mini-grant funding during the 1991-92 academic year be allocated to the eligible program centers in the following manner:

1. The Student Affairs and Athletics program centers receive 3.5% of the total allocation. These funds are to be administered through the office of the Vice President for Academic Affairs.
2. The Library receive 4.5% of the total allocation. These funds are to be administered by the Library's Faculty Professional Development Committee.
3. The remaining dollars be allocated to the five schools, based on the proportional FTEF for each school.

SCHOLARSHIP PHILOSOPHY AND GUIDELINES
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

PHILOSOPHY

The basic mission of the University is to preserve, communicate, and advance knowledge, to cultivate wisdom and encourage creativity, and to promote values ensuring the survival of humankind and improving the quality of life.

We strive to provide educational opportunities for all eligible students and encourage multicultural understanding and perspectives throughout the University community and region. The University is enriched by diversity in its membership and in its curriculum. The campus is attentive to issues of age, race, national origin, gender, sexual preference, human disability, and religion.

In keeping with the University mission, the scholarship process should allow and encourage participation of individuals involved in and concerned with the success of the scholarship program. Whether in the initial establishment or in the awarding of scholarships, donors, community members, alumni, faculty, staff and students should be encouraged to contribute to the process.

GUIDELINES

There are standards that have been established by California State University, Sacramento with regard to scholarship programs.

Following are REQUIRED policies and procedures of scholarship accounts:

1. The criteria that established the scholarship account must be followed as provided by the donor. Changes to this criteria must first be approved by campus administration, which is initiated with the Office of University Advancement. The donor will also be contacted and asked to sign the new specification forms.
2. It is required that criteria for selecting a recipient from a pool of eligible applicants follow equal opportunity/affirmative action guidelines and be made public. These criteria must be developed and approved before the selection committee begins to review the applications.
3. The school or department must notify the scholarship recipient(s) and provide at least the following information:

name of scholarship
amount of scholarship
when funds are to be paid to recipient
any special condition of award (e.g. unit enrollment, class standing, etc.)

4. Information about scholarship recipients must be forwarded to the Director of Financial Aid to assure the University complies with Title IV regulations. This information is required whether the University administers the scholarship funds or whether this is done by an outside source. This can be accomplished by providing a copy of the letter informing the student of the scholarship award to the Financial Aid Office.
5. For those accounts administered by the University, the following information is needed by the Financial Aid Office to disburse the funds to the recipient:

name
social security number
amount of award
when funds are to be paid to recipient
any special conditions of award (e.g.
verification of units, verification of class
standing, etc.)

Following are practices for administration of scholarship accounts:

1. Committees selecting scholarship recipients should consist of at least three members. Representation of these committees is left up to the individual schools and departments, however, consideration should be given to both internal and external communities that are involved with the school or department.
2. It is recommended that all schools and departments utilize the general scholarship application endorsed by the University Committee on Student Economic Support. Additional information needed to award individual scholarships would be obtained by an addendum to the application. In addition, all scholarship applications should contain a statement that indicates scholarships are a source of grant-in-aid.
3. It is recommended that all schools and departments distribute and collect scholarship applications during the months of January, February, and March of each academic year. This will centralize the time period during which students will need to apply for scholarships throughout the campus and allow individuals to better advise students about when and where to apply for scholarships.
4. It is recommended that a school or department widely advertise the availability of all scholarship announcements it receives. Examples of this would be: kiosks (Activities Office), electronic bulletin board (University Media Services), within the school/department, and Financial Aid Office.
5. It is recommended that when a school or department receives funds for a scholarship during the middle of the academic year and decides to advertise it outside the general application period, the scholarship is widely publicized and made available to all students. It is further recommended that the scholarship is advertised for a minimum of two weeks.

6. It is recommended that the donor be informed by the school or department of all awards made from the scholarship account. Students should also be encouraged to write a letter thanking the donor for making the funds available.
7. It is recommended that after the recipient(s) is(are) selected for the scholarship, the school or department should notify the remaining applicants that they were not selected for the scholarship.