

ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY
SACRAMENTO

Minutes

Issue #21

April 18, 1991

ROLL CALL

Present: Bach, Barnes, Barrena, Burger, Cajucom, Cook, Cooper, Curry, De Haas, Decious, Elfenbaum, Fryer, Gelus, Gonzalez, Hayashigatani, Hernandez, Holl, Huff, Jensen, Kornweibel, Martell, D. Martin, L. Martin, Mattos, Michael, Mrowka, Muller, Navari, Pacholke, Pyne, Quade, Reinelt, Schuster, Serrano, Shannon, Steward, Summers, Sutherland, Tobey, Toder, Wade, Wheeler, Whitesel, Wright, Yousif

Absent: Al-Kazily, Amos, Bauerly, Bourg, Brackmann, Brown, Carlson, Glovinsky, Harriman, Jakob, Johnson, Lonam, Maxwell, McClure, Meier, Miller, Novosel, Palmer, Radimsky, Shek, Tooker, Weissman, White, Winters

INFORMATION

1. A Moment of Silence was observed in memory of:

HOWARD F. LAWS
Professor of Journalism
1974-1991

HELEN VEITENHANS
Library Acquisitions
Supervisor
1964-1987

2. Spring 1991 Academic Senate Meetings (Tentative Schedule)

Thursdays, 2:30-4:30 p.m.

Forest Suite, University Union (unless noted otherwise)

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

ACTION ITEMS

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

Carried unanimously.

***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)

Carried unanimously.

*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 (Attachment A, 4/18/91 Senate Agenda), 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

Carried unanimously.

*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, 4/18/91 Senate Agenda) and recommends the following faculty members to serve on the committee:

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

Carried unanimously.

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

Carried unanimously.

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

The Academic Senate recommends approval of the allocation of 1991-92 mini-grant funds (**Attachment C, 4/18/91 Senate Agenda**), as recommended by the Faculty Professional Development Committee.

Carried unanimously.

*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.

Carried.

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

The Academic Senate endorses the "Scholarship Philosophy and Guidelines, California State University, Sacramento" (**Attachment D, 4/18/91 Senate Agenda**) 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.

Carried unanimously.

AS 91-25/Flr. MINUTES

The Minutes of the meetings of February 28 (#16), March 7 (#17), March 14 (#18), March 21 (#19) and April 4 (#20), 1991, are approved.

Carried.

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

The Academic Senate refers AS 91-34 (University ARTP Policy--Add New Section 9.05.C) to the University ARTP Committee to clarify the following: Is it necessary to conduct an evaluation during the first year? If not, would it be possible to conduct the evaluation in the Fall of the second year?

Carried.

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

The Academic Senate refers AS 91-35 (Core Requirement for Graduate Programs and Concentrations) to the Graduate Policies and Programs Committee to clarify if the term "concentration" means "Chancellor approved concentrations/options" or does it mean "fields of study within a discipline"?

Carried.

*AS 91-36A/AP, Ex., Flr. 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.

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 (by the Registrar's Office) if the student accomplishes work equivalent to C- or better. The instructor shall assign a letter grade on the grade roll.

Carried.

AS 91-37/Flr. RECONSIDERATION OF AS 91-24

The Academic Senate shall reconsider AS 91-24 (G.E. Content Revision--Deletion of Advanced Study Requirement) adopted on April 4, 1991, at its meeting of April 25, 1991.

Carried.

The hour of adjournment having arrived, the following item was postponed to the April 25, 1991, Senate meeting:

AS 91-36B/AP, Ex., Flr. 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]:

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. 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."

The meeting was adjourned at 4:55 p.m.

Janice McPherson
Janice McPherson, Secretary

*President's approval requested.