

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 #13

December 13, 1990

ROLL CALL

Present: Bach, Barrena, Bauerly, Blake, Bourg, Brackmann, Brown, Burris, Carlson, Cook, Curry, de Haas, Decious, Elfenbaum, Gonzalez, Hayashigatani, Hernandez, Holl, Huff, Jakob, Kenny, Kornweibel, Martell, D. Martin, McClure, Miller, Mrowka, Muller, Navari, Pacholke, Palmer, Pyne, Quade, Reinelt, Shannon, Shek, Steward, Straukamp, Sullivan, Toder, Tooker, Weissman, Whitesel, Winters, Wright, Yousif

Absent: Amos, Barnes, Freund, Glovinsky, Goldfried, Harriman, Johnson, Kando, Low, L. Martin, Mattos, Maxwell, Meier, Michael, Moore, Novosel, Olson, Schuster, Serrano, Summers, Tzakiri, White

INFORMATION

Spring 1991 Academic Senate Meetings (Tentative Schedule)

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

Forest Suite (unless otherwise noted), University Union:

February 14

February 21, Redwood Room, University Union

February 28

March 7

March 14

March 21

April 11

April 25

May 2

2:30-3:00, 1991-92 Senate nominations

3:00-4:30, 1990-91 Senate meeting

May 9

May 16

2:30-3:00, 1991-92 Senate elections

3:00-4:30, 1990-91 Senate meeting

ACTION ITEMSAS 90-101/AP, Ex. DROP POLICY

The Academic Senate recommends revision of the drop policy (page 60, 1988-90 Catalog) for implementation in 1992:

No change in a student's original class registration will be recognized unless it is made on an official form and accepted by the Registrar's Office.¹ ~~Forms should not be left in academic department offices.~~ Students who are absent from class may be replaced on class rolls by students from a waiting list in accordance with individual instructor's policy. However, students will not always be "automatically" dropped if they do not attend a class for which they register. Add/drop practice varies among instructors, departments, and schools. You should inquire about the practice in each of your courses. Failure to drop a course according to University policy as stated below is likely to result in the assignment of a penalty grade of "U" in that course.

~~Within the first two weeks of instruction, students may submit a drop form signed by the instructor or department office. Unless approved drop forms are submitted to the Registrar's Office, students will receive a final grade of U or F in the course(s).~~ During the first two weeks of the semester, a student may drop a course by filing a drop form at the Registrar's Office.¹ Dropping a course during the first two weeks does not require the approval or acknowledgment signature of the instructor or the department. During the third and fourth weeks of the semester, students must inform the course instructor or the department of their intention to drop a course, and must obtain the instructor or department's acknowledgment signature on the drop form.¹ Students are responsible for submitting drop forms to the Registrar.¹ Forms should not be left in academic department offices.¹

All drops after the ~~second~~ fourth week and prior to the end of the twelfth week must have the approval of the instructor and Department Chair and are allowed only for "serious and compelling reasons." ~~(usually illness, change in employment schedule, etc.).~~ "Serious and compelling" reasons include (but are not limited to) the following:

- a) illness or other medical or emotional problem,
- b) change in employment schedule (including the addition of job due to a significant change in financial situation),
- c) family problems, and
- d) situations that could have serious consequences for the eventual success of the student.

Poor academic performance, in and of itself, is not an acceptable reason for dropping. The instructor may require

that the student obtain official written verification (e.g., physician's note) and/or the recommendation of the student's academic or major advisor. In addition to the drop form, the student must submit (to the Registrar's Office) a drop petition which includes a statement of the "serious and compelling reasons" and the necessary approvals.¹

Drops shall not be permitted during the final three weeks of instruction except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practicable. Ordinarily, drops of this sort will involve total withdrawal from the University, except that credit, or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. All drops during the final three weeks of instruction must have the approval of the instructor, the Department Chair and School or Division Dean and are allowed only in extenuating circumstances.

Courses officially dropped during the first four weeks of instruction will not be recorded on the student's permanent record. A grade of W will be recorded for courses in which a drop has been authorized after the fourth week of instruction. The Schedule of Classes lists deadlines, dates, and procedures for each semester.

¹By Fall 1992, use of add/drop forms may be discontinued if telephone registration capability is available on the campus. If this should occur, the Academic Senate recommends that catalog copy be revised as necessary to provide appropriate direction to students on use of telephone registration.

Defeated.

AS 90-125/Ex. COMMITTEE APPOINTMENTS--SENATE

ad hoc Committee on Course Orientation:

Christye Peper (repl. H. Johnson)

Curriculum Committee:

SANDRA HUNTER, At-large, 1991 (repl. P. Milchrist)

Faculty Professional Development Committee:

RHONDA KRAVITZ, Library, 1992 (repl. S. Marsh)

LEAH VANDE BERG, At-large, 1992 (new position)

ROBERT PLATZNER, At-large, 1992 (new position)

ANGUS WRIGHT, Senator, 1991 (new position)

Carried unanimously.

*AS 90-126/Ex. COMMITTEE APPOINTMENTS--UNIVERSITY

KXPR Board of Directors:

RICHARD SHEK, At-large, through July 1, 1992

Carried unanimously.

*AS 90-127/CC, Ex. GRADES--MINIMUM REQUIREMENT FOR CHEMISTRY
MINORS

The Academic Senate recommends approval of the Department of Chemistry's proposal to require that all courses required for the Chemistry Minor be passed with a minimum grade of C-.

Carried unanimously.

*AS 90-128/CC, GPPC, Ex. LABOR STUDIES, ESTABLISH CERTIFICATE
AND MINOR IN

The Academic Senate recommends approval of the new certificate and minor in Labor Studies (Attachment A-1, December 13, 1990, Academic Senate Agenda) and urges that every effort be made to identify resources sufficient to offer the courses included in the academic programs. The Academic Senate notes that full implementation of the program proposal would require considerable resources (see Fiscal Affairs Committee analysis, Attachment A-2, December 13, 1990, Academic Senate Agenda) and that the School of Arts and Sciences has indicated that their approval of the program is subject to a commitment by the University to provide new funds (Attachment A-3, December 13, 1990, Academic Senate Agenda).

The Academic Senate recommends that the Department of Economics consider providing for initial program implementation (e.g., clerical support) and that the School of Arts and Sciences consider whether some funding can be reallocated from existing resources to facilitate implementation at a minimal level in the event that no additional University funding can be made available.

Carried.

*AS 90-131/CC, Ex. UNIVERSITY TEACHER EDUCATION COUNCIL--
POLICIES AND PROCEDURES (Revises Senate
Statute 3.08.03)

The Academic Senate amends Senate Statute 3.08.03, membership and charge of the University Curriculum Committee, to delete the University Teacher Education Committee as a subcommittee, and enacts a new Senate statute which establishes a University

Teacher Education Council as a standing Senate committee, as follows:

UNIVERSITY TEACHER EDUCATION COUNCIL
POLICIES AND PROCEDURES

I. Definition

"Teacher Education Program" is a general term encompassing competencies in academic subject matter and competencies in teaching performance leading to approved teacher credentials for the multiple subject and/or single subject. It is a coordinated program developed by appropriate University administrative units in consultation with public schools, the community, the CSU system, and appropriate state agencies.

"Professional Education Program" refers to courses and field work designed to provide intensive, thorough, and realistic experiences with emphasis on classroom instruction.

"Waiver Programs" are a collection of courses usually required of a major in a discipline and approved by the University and the CSU system. They are accepted by the Commission on Teacher Credentialing (CTC) as complying with the CTC guidelines to establish subject matter competence in lieu of the CTC mandated examinations.

II. Authority

A. The University Teacher Education Council (UTEC) is a standing committee of the California State University, Sacramento, Academic Senate. It shall coordinate its execution of responsibilities with the standing committees of the Academic Senate. The committee shall:

1. review all waiver programs for compliance with the University's academic policies and regulations; for compliance with the CTC guidelines; for submission through appropriate review procedures of the University and for subsequent submission to the president for action and transmittal to the CTC for approval by that agency;
2. review policies and programs pertaining to the professional education programs for the multiple subject and single subject credentials;

3. be responsible for the revision of programs to comply with changes and revisions in the University's policies and regulations, and changes and revisions in State laws and the CTC guidelines.

B. Charge to UTEC

1. Stimulate cooperation among all areas concerned with teacher preparation.
2. Identify and define problems.
3. Encourage cooperative resolution of defined problems.
4. Review, study, and make recommendations concerning the single-subject and multiple-subject waiver major programs, and all aspects of the professional education program. Also included are any other programs relevant to teacher education.
5. Recommend policy concerning curricular aspects of the credentials program and all-university aspects of teacher education.
6. Propose criteria for program approval and evaluation. Determine if an attempt has been made to coordinate the professional program with the academic areas.
7. Recommend long-range goals.
8. Monitor information concerning curricular matters and refer such information to the proper organizations and persons.
9. Consult with the deans and associate deans of Arts and Sciences, Education, and Health and Human Services about agenda items.
10. Identify resource needs, including attendance at systemwide meetings, to support the responsibilities of the committee and communicate such needs to the Senate.

III. Procedures and Implementation

- A. All new waiver programs and proposed revisions in waiver programs shall be reviewed first by UTEC in

relation to their academic scope and content, the CTC standards, Statement Department Frameworks, and Title 5. Any programmatic change affecting degree requirements shall be sent to the Curriculum Committee.

All programs and program changes submitted for UTEC review must have been reviewed and approved through the accepted university process.

- B. UTEC review shall include consultation with academic departments and schools, compliance with the University's policies and regulations, and compliance with requirements of the CTC and other State agencies.
- C. UTEC shall review all proposed changes in professional education programs pertaining to the multiple-subject and the single-subject credentials.
- D. UTEC shall establish review procedures to assure a timely review of proposals.

IV. Membership

Voting members:

Six members from the School of Education:

- 4 members at large
- 1 member from Field Services
- 1 member, Chair of Teacher Education

Six members from the School of Arts and Sciences:

- 4 members from 4 departments with single-subject waiver programs
- 2 members representing the Liberal Studies Program

One member from the School of Health and Human Services (representing Health and Physical Education)

Two student members appointed by Associated Students, Inc., by October 15, or by the deans of Arts and Science and Education thereafter, from the students in Liberal Studies, a single-subject waiver or the Phase Programs

Ex-officio (non-voting) members:

Dean or designee of the School of Education

Dean or designee of the School of Arts and Sciences

An appointee or a representative of the Los Rios District

Site-specific appointees, one each from American River College, Consumnes River College, Sacramento City College, Sierra College

Appointed Liaison from the University Curriculum
Committee
CTC Liaison(s), when appropriate

Members for the Schools of Arts and Sciences, Education,
and Health and Human Services shall be nominated by the
school deans to the Academic Senate Executive Committee
for appointment to UTEC.

The UTEC Chair shall be elected by and from the UTEC
membership each year to serve for the academic year.

Terms of membership:

A student term will be one year with the possibility of
reappointment.

All other terms will be three years, with the
possibility of reappointment.

Two members from the School of Arts and Sciences and
two from the School of Education will be nominated
annually on a rotating basis. Nomination of members
and election of the chair will be in spring semester.

Quorum:

A simple majority of the voting faculty members will
constitute a quorum.

Carried unanimously.

The hour of adjournment having arrived, the following items were
postponed to the February 14, 1991, meeting.

AS 90-124/Flr. MINUTES

AS 90-129/AP, Ex. LIBRARY COMMITTEE

AS 90-130/AA, Ex. AFFIRMATIVE ACTION COMMITTEE, REVISE NAME
AND CHARGE OF (Revises Senate Statute
3.08.02)

AS 90-132/GE G.E. PROGRAM, RACE AND ETHNICITY REQUIREMENT--
IMPLEMENTATION

AS 90-132A/Ex. G.E. PROGRAM, RACE AND ETHNICITY REQUIREMENT--
IMPLEMENTATION

AS 90-133/GE, Ex. G.E. PROGRAM, RACE AND ETHNICITY
REQUIREMENT--CRITERIA STATEMENT (Translates
AS 89-91)

AS 90-134/AA, Ex. DIVERSITY GOALS, GUIDELINES FOR DEVELOPING
FACULTY

AS 90-135/Ex. FACULTY PROFESSIONAL DEVELOPMENT PLAN--
PARTICIPATION OF ADMINISTRATORS

AS 90-135A/FPDC FACULTY PROFESSIONAL DEVELOPMENT PLAN--
PARTICIPATION OF ADMINISTRATORS

AS 90-136/UARTP, FA, Ex. ENDOWED PROFESSORSHIPS,
ADMINISTRATIVE GUIDELINES FOR CAMPUS
IMPLEMENTATION OF CSUS POLICY ON

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


Janice McPherson, Secretary

*President's approval requested.