

1991 - 92 ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY
SACRAMENTO

Minutes

Issue #4

September 26, 1991

ROLL CALL

Present: Barnes, Barrena, Bauerly, Bourg, Burger, Carlson, Chopyak, Cook, De Haas, Decious, Elfenbaum, Ernst, Farrand, Fitzgerald, Goldsworthy, Gunston-Parks, Hernandez, Holl, Huff, Jacobs, Jensen, Kornweibel, Lonam, D. Martin, L. Martin, Maxwell, McClure, Merritt, Miller, Mitchell, Mogull, S. Moore, Morrow, Mrowka, Navari, Nelson, Ostiguy, Palmer, Pugh, Quade, Scott, Serrano, Shannon, Tooker, Wade, Weissman, Wheeler, White, Whitesel, Yousif, Zucker

Absent: Cloughley, Colberg, Fueyo, Gelus, Giles, Gonzalez, Gutowsky, Jakob, Lee, Meier, Michael, J. Moore, Novosel, Olson, Pyne, Schuster, Wiggins

INFORMATION

1. Tentative Schedule--Fall 1991 Academic Senate Meetings, Thursdays, 2:30-4:30 p.m., Forest Suite, University Union:

October 10 - ROTC discussion	December 5
October 24	December 12
November 14	
November 21	

2. Senators were asked to consider establishing mentor/mentee relationships between experienced and new senators. They were also asked to offer suggestions to the Chair on improvements to or modifications of Senate process.

ACTION ITEMS

*AS 91-77/Ex. COMMITTEE APPOINTMENTS--UNIVERSITY

University Copyright and Patent Committee:

PAMELA MILCHRIST, At-large, 1994

Carried unanimously.

*AS 91-78/CC, GPPC, Ex. CURRICULUM REVIEW--INTERNATIONAL AFFAIRS PROGRAM

The Academic Senate receives the commendations and recommendations of the Curriculum Committee and the Graduate Policies and Programs Committees on the program review of the International Affairs Program (September 26, 1991, Senate Agenda Attachment A) and recommends that the International Affairs program be reapproved for six years or until the next program review.

Carried unanimously.

*AS 91-79/CC, GPPC, Ex. CURRICULUM REVIEW--DEPARTMENT OF MUSIC

The Academic Senate receives the commendations and recommendations of the Curriculum Committee and the Graduate Policies and Programs Committees on the program review of the Department of Music (September 26, 1991, Senate Agenda Attachment B) and recommends that the following programs in the Department of Music be reapproved for a period of six years or until the next scheduled program review:

1. The Bachelor of Arts degree program
2. The Bachelor of Music degree program
3. The single Subject Credential program
4. The Master of Arts degree program
5. The Minor in Music

Carried unanimously.

AS 91-75/Ex. WRITING REQUIREMENTS, G.E.

The Academic Senate directs the University Writing Committee to develop a proposal pertaining to writing requirements, general education and class size.

Carried.

AS 91-73A/Ex., Flr. PROFESSIONAL LEAVES--CRITERIA AND POLICIES (Amends AS 84-39; PM 84-05)

The Academic Senate postpones consideration of AS 91-73A until the results of Unit 3 contract negotiations are known:

AS 91-73A: The Academic Senate recommends amendment of the "Policy on Leaves With Pay," as follows
[strikeover = deletion; underscore = addition]:

POLICY ON LEAVES WITH PAY

Traditionally, paid academic leaves are not a privilege, but a right. In affirming that tradition, the Statement of Principles on Leaves of Absence, adopted by the American Association of University Professors in 1972, states:

Leaves of absence are among the most important means by which a faculty member's teaching effectiveness may be enhanced, his scholarly usefulness enlarged, and an institution's academic program strengthened and developed. A sound program of leaves is therefore of vital importance to a college or university, and it is the obligation of every faculty member to make use of the available means, including leaves, to promote his professional competence. The major purpose is to provide opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, or travel.

The Statement further states that leaves should "be provided with reasonable frequency and preferably be available at regular intervals because they are important to the continuing growth of the faculty member and the effectiveness of the institution." At many reputable institutions of higher learning, sabbatical leaves are granted automatically as an incentive for professional growth. Sabbatical and other paid leaves are among the most precious assets that the University and its faculty possess and should be used as instruments of policy. Through the leaves faculty development and renewal occurs, faculty advance their disciplinary knowledge, attain additional competence in related or new fields of inquiry, and produce impressive scholarly and creative works. Through the experience gained by faculty on leaves the University benefits from revitalized people who bring new insights, vigor, and enthusiasm to their teaching assignments and other scholarly pursuits. The University promotes program development by assisting faculty through paid leaves to gain new awareness, knowledge, and skills in advancing and new fields. ~~By not adhering to this standard policy on sabbatical leaves, the California State University has long been doing a disservice to its faculty, its students, and the people of the State.~~

~~Because the California State University does not provide sabbatical leaves according to the ideal pattern, a limited number of leaves must be allocated to a larger number of eligible faculty.~~ CSU policy with regard to sabbatical leaves is defined in Articles 27 and 28 of the Memorandum of Understanding. The following shall be the policy of CSU, Sacramento; it conforms to and elucidates Articles 27 and 28.

The President shall establish annually the initial number of professional leaves to be granted. This determination will be made following consultation with the School Deans, the Dean of the Library, and the Vice President for Academic Affairs and the Council for University Planning. The number of sabbatical leaves granted shall be no less than the number budgeted for the 1991-92 year. In order to minimize the inequities in the granting of sabbaticals based upon such issues as the size of the department or school and the recent sabbatical history of the department or school, the funds for the support of sabbatical leaves shall be centralized. The number of sabbaticals actually granted within each school shall not be predetermined. Rather, a centralized reserve, or some other funding mechanism, shall be established to avoid such inequities. The President shall ~~allocate grant~~ professional leaves on the basis of recommendations of a Professional Leave Committee and the School Deans or Dean of the Library. The Professional Leave Committee will be a University Committee, composed of nine elected members serving staggered three-year terms; to include four members elected by and from faculty members in Arts and Sciences, and one each elected by and from faculty members in Business and Public Administration, Education, Engineering and Computer Science, Health and Human Services, and the Library. Persons applying for sabbatical or difference-in-pay leaves shall be ineligible for election to the Professional Leave Committee. Normally, the term of membership shall be three years. Persons elected previously to membership on the Professional Leave Committee who apply for sabbatical or difference-in-pay leaves shall become ineligible to serve during the year in which their application is to be considered and shall be replaced for the remainder of their term by an appropriate election. The Professional Leave Committee shall recognize the importance to individual faculty members and to the University of professional leaves. The Committee shall function according to the following process and criteria.

...
I. APPLICATION PROCESS FOR PROFESSIONAL LEAVES

- 3C. The Department or Library unit shall prepare a statement regarding the possible effect on the curriculum and the operation of the department during the time of the leave should it be granted. This statement shall be written in consideration of the fact that the school and department shall normally be reimbursed for sabbatical leaves from the centralized fund as necessary to meet programmatic needs. This statement shall be forwarded to the School Dean.

Carried.

*AS 91-73B/Ex., Flr. PROFESSIONAL LEAVES--CRITERIA AND POLICIES
(Amends AS 84-39; PM 84-05)

The Academic Senate recommends amendment of the "Policy on Leaves With Pay," as follows [strikeover = deletion; underscore

= addition]:

I. APPLICATION PROCESS FOR PROFESSIONAL LEAVES

- ~~1A.~~ An eligible faculty member who applies for a sabbatical leave must submit ~~two~~ four copies of his/her proposal ~~on with the application form~~ provided, by the announced University deadline, to the Office of Faculty and Staff Affairs.
- ~~2B.~~ The ~~Associate Provost for~~ Dean of Faculty and Staff Affairs shall send a copy of the proposal to the Professional Leave Committee, and to the faculty member's home department or unit, ~~and to the appropriate School Dean or Librarian.~~
- ~~3C.~~ The Department or Library unit shall prepare a statement regarding the possible effect on the curriculum and the operation of the department during the time of the leave should it be granted. This statement shall be forwarded to the School Dean.
- ~~5D.~~ After reviewing all leave proposals against the specified criteria ~~(6.B below)~~ in Section II and ~~considering the deans' comments concerning the merits of the proposed projects,~~ the Professional Leave Committee shall sort the proposed projects into no more than three categories as follows:
- ~~a)1.~~ Those that are judged by the Professional Leave Committee to be not acceptable;
- ~~b)2.~~ Those that are judged by the Professional Leave Committee to be meritorious;
- ~~e)3.~~ Those that are judged by the Professional Leave Committee to be outstanding and exceptional.

Of the three categories, it is the intention of this policy that the third category, those projects judged to be outstanding and exceptional, be reserved for those projects which, by virtue of some feature or features of extraordinary value or promise, warrant that the proposals be approved for funding regardless of equity, defined as accrued service since the establishment of initial eligibility for sabbatical leave.

~~The Committee shall recommend to the President that all proposals for projects placed in the second category, those judged to be meritorious, be ranked in order of~~

accrued service and forwarded to the President with a recommendation that they be funded. The Professional Leave Committee shall rank any proposals in the third category ahead of those in the second category. Proposals in the second category shall be ranked in order of accrued service. The Professional Leave Committee shall forward through the appropriate School Dean to the President a recommendation for approval of the number of top-ranked leaves for which there is funding. The recommendation that those leaves be approved shall also be a recommendation that they be considered for granting, contingent upon the possible effect on the curriculum and the operation of the institution. Those proposals in the second or third category that are not included in the above-mentioned recommendation shall be recommended as alternates for approval. The alternates list will be constructed by order of ranking.

The Professional Leave Committee shall provide the President with a written statement of the reasons for recommending or not recommending funding approval of each proposal, including, when appropriate, a justification for recommending outstanding and exceptional projects for funding approval irrespective of accrued service. In conveying its recommendations to the President, the Professional Leave Committee shall include the departmental statements and the deans' comments. The Committee's recommendation shall be forwarded to the President via the appropriate School Dean.

4E. After considering the departmental statement and the recommendation of the Professional Leave Committee, the Dean or Librarian shall forward to the Professional Leave Committee President an assessment of the implications to the department's program, other campus programs, and the budget, should the leave be granted, and may comment concerning the merit of the proposal as compared with the specified criteria. The Dean shall include the departmental statement and the recommendations of the Professional Leave Committee with the material forwarded to the Professional Leave Committee President. A copy of the Dean's recommendation shall also be sent to the Professional Leave Committee.

F. Upon receipt of comments from a School Dean concerning the merit of a proposal, the Professional Leave Committee shall have the opportunity to respond to

those comments by submitting a statement directly to the President.

II. EVALUATION OF APPLICATIONS

A. Dimensions of Evaluation

The Committee shall assess the *appropriateness* of the substance of each proposal, the *benefits* which would ensue from its being undertaken, and its *practicability*. A copy of the Dean's recommendation shall also be sent to the Professional Leave Committee. Upon receipt of comments from a School Dean concerning the merit of a proposal, the Professional Leave Committee shall have the opportunity to respond to those comments by submitting a statement directly to the President.

B. Criteria

1. *Appropriateness*. Appropriate sabbatical leave activities may include the following; this list implies no ranking of relative worth among the categories. The PLC will evaluate each proposal on the basis of standards relevant to its character.
 - a. A course of study leading to increased mastery of the applicant's own field, or the development of an additional area of specialization within his/her field, or the development of a new field of specialization;
 - b. A plan for professionally beneficial travel, which will enable the applicant further to develop his/her knowledge, skill, or expertise in a discipline or area of specialization within a discipline;
 - c. Professional development of a scope or nature not possible through normal workload assignment;
 - d. Pursuit of a scholarly, research, or creative project of a scope or nature not permitted through normal workload assignment;
 - e. Study or experience designed to improve teaching effectiveness;
 - f. Study or experience designed to improve professional practice.

2. *Benefit.* Sabbatical leave projects should demonstrate clear promise of producing results beneficial to students, to the development of the profession or a discipline within the profession, to the University, and/or to the faculty member as a teacher, scholar, or professional practitioner.
3. *Practicability.* The PLC shall determine whether the proposed project is clearly defined and articulated, and conforms to the requirements of Contract Article 27.3, and the stated objectives of the proposal are realistically attainable.

III. DIFFERENCE-IN-PAY APPLICATIONS

- A. Faculty members eligible for Difference-in-Pay leaves shall submit four copies of their proposals with the applications to the PLC on the forms provided to the Office of Faculty and Staff Affairs. ~~Deans and departments will submit to the PLC assessments of the impact of proposed leaves on curriculum and programs.~~ The PLC will forward to the ~~Provost~~ President via the appropriate School Dean all Difference-in-Pay proposals which meet minimal quality standards. After considering the departmental statement and the recommendation of the Professional Leave Committee, the Dean shall forward to the President an assessment of the implications to the department's program, other campus programs, and the budget, should the leave be granted, and may comment concerning the merit of the proposal as compared with the specified criteria. The Dean shall include the departmental statement and the recommendations of the Professional Leave Committee with the material forwarded to the President.
- B. Deadlines for Difference-in-Pay applications shall be flexible; it shall be campus practice to grant Difference-in-Pay leaves whenever possible in the interests of faculty members, departments, and schools.
- C. Sabbatical leave applications that have been recommended by the PLC shall also be considered to have been recommended for Difference-in-Pay leaves if requested.

Carried.

The following item was postponed: AS 91-76/Flr. MINUTES

The meeting was adjourned at 3:55 p.m.


Janice McPherson, Secretary

*President's approval requested.