

OF  
CALIFORNIA STATE UNIVERSITY  
SACRAMENTO

Minutes

Issue #5

September 30, 1993

**ROLL CALL**

**Present:** Baldini, Barrena, Burgess, Cahill, Carter, Chopyak, Cintron, Cleveland, Cook, M. Dillon, W. Dillon (Parliamentarian), Dokimos, Eden, Ernst, Fitzgerald, Giles, Goldstene, Gregorich, Gunston-Parks, Heffernan, Jacobs, Jakob, Jensen, Kando, Klucas, Koester, McGowan, Metzger, Meyer, Miller, Moore, Mulira, Navari, Nelson, Noble, Ostiguy, Pearson-Rounds, Plummer, Rice, Schulte, Smith, Swanson, Tobey, Tooker, Tucker, Ware, Wheeler, Wilcox, Zhou

**Absent:** Amer, Bennett, Driesbach, Gonzalez, Lewis, Meier, Michael, Mitchell, Olson, Pyne, Seid, Serrano, Shoemaker, Swift, Tsai, Work

**INFORMATION**

1. A Moment of Silence was observed in memory of:  
**MELVIN ALLEN ANGEL**  
 Student Affairs Officer Emeritus  
 CSUS 1968-1983
2. Statewide Academic Senator Arthur Jensen reported on the September 9-10, 1993, meeting of the CSU Academic Senate..
3. Tentative Schedule--Fall 1993 Academic Senate Meetings, Thursdays, 2:30-4:30 p.m., Forest Suite (unless otherwise indicated in bold), University Union:  
 October 7--**John C. Livingston Annual Faculty Lecture,**  
**University Theatre, 2:45-3:45**  
 October 14, 21 and 28  
 November 4 (**Mendocino Hall 1003**), 11 and 18  
 December 2, 9, 16

**ACTION ITEMS**

[Note: AS 93-45G was accepted as a substitute for AS 93-45.G.1 through AS 93-45G.6):

AS 93-45G/Ex.      **CONSTITUTION OF THE FACULTY--Amendment  
(substantive)--Article II, Section 5**

The Academic Senate recommends approval of substantive amendments to Article II, Academic Senate, Section 5, of the Constitution of the Faculty of California State University, Sacramento, as follows [strikeover = deletion; underscore = addition]:

**CONSTITUTION OF THE FACULTY OF CALIFORNIA STATE UNIVERSITY,  
SACRAMENTO, ARTICLE II, ACADEMIC SENATE:**

Section 5. MEMBERSHIP.

- A. The voting membership of the Academic Senate shall be composed of ~~(1) the electing unit representatives of the electing units; (2) four representatives to be elected at large by the temporary faculty from those temporary faculty who are teaching six or more units during the semester in which the election is conducted.~~ Each electing unit, as defined in Article II, Section C, of this Constitution, shall be entitled to elect no more than one representative from its membership. Election procedures for electing unit representatives shall be specified in the By-laws of the Academic Senate.
- B. The ex-officio, non-voting members shall be composed of (31) chairs of certain standing committees of the Academic Senate (when specified in the committee's charge); as ex-officio, non-voting members; (42) the statewide academic senators, as ex-officio, non-voting members; (53) three students representatives, as non-voting members, chosen by, and in a manner determined by, the Associated Students of CSUS; (64) the Vice President of Academic Affairs, the Executive Vice President, and the Dean of Students as ex-officio, non-voting members; (75) the School Deans, as ex-officio, non-voting members; (86) the University Librarian as an ex-officio, non-voting member; (97) two staff representatives, as non-voting members, chosen by, and in a manner determined by, the University Staff Assembly.
- BC. Representatives of electing units shall be elected by and from those units. There shall be ~~two (2)~~ three (3) types of electing units: single academic electing units, and combined academic electing units, and special electing units. Each electing unit shall be entitled to elect no more than one representative from its membership.

1. Single academic electing units shall normally be academic departments or divisions having ten (10) or more probationary, tenured, and full-time temporary faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on paid leave or reduced load, but excluding faculty holding administrative appointments). ~~In addition, the Library shall be a single electing unit, and a single electing unit, named the Student Services electing unit, comprised of all Student Service Professionals included in the membership of the faculty (Article I, Section 2) shall be established for the purpose of electing their representative(s).~~ Faculty holding joint appointments shall designate one of the departments in which they serve as the electing unit in which they intend to vote. The faculty member may designate another of the departments in which he or she serves by informing the Chair of the Academic Senate of his/her change of designation. Having designated an electing unit, a faculty member holding a joint appointment shall vote in that unit and no other. Academic departments or divisions having fewer than ten (10) probationary, tenured, and full-time temporary faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments), may choose to become single electing units or may choose to form combined academic electing units as described below.
2. A combined academic electing unit shall be formed when an academic department or division with fewer than ten (10) probationary, tenured, and full-time temporary faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments) combines by mutual consent with another academic department or division to elect a representative.
3. A special electing unit shall be the following:
  - a. Library Electing Unit shall consist of full-time probationary and tenured library faculty and full-time temporary library faculty (including library faculty participating in the FERP and faculty on leave or reduced load, but excluding faculty holding administrative appointments).
  - b. Student Services Electing Unit which shall consist of all student service professionals included in the membership of the faculty (Article I, Section 2).
  - c. Intercollegiate Athletics Electing Unit which shall consist of coaching faculty on full-time temporary appointment.
  - d. Temporary Faculty Electing Unit which shall consist of temporary faculty teaching six or more units during the semester in which an election is conducted.

- ~~C. The number of representatives to which an electing unit is entitled shall be determined annually prior to holding the annual election of representatives to the Academic Senate. Each electing unit shall be entitled to one representative. Electing units having twenty-four (24) or more probationary, tenured, and full-time temporary faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments) shall be entitled to one additional representative.~~
- ~~D. To assist in determining the number of faculty appointments in the departments, faculty members holding joint appointments shall designate one of the departments in which they serve as the electing unit in which they intend to vote. The Chair of the Academic Senate shall ascertain the faculty member's designation prior to apportioning representatives among the electing units during the first year of the joint appointment. The faculty member may designate another of the departments in which he or she serves by informing the Chair of the Academic Senate of his/her change of designation prior to the apportionment of representatives during subsequent years. Having designated an electing unit, a faculty member holding a joint appointment shall vote in that unit and no other.~~

Carried.

AS 93-46C.5.1/Ex. BY-LAWS--Amendment (Substantive)

The Academic Senate postpones consideration of AS 93-46C.5, By-Laws--Amendment (Substantive), until existing Senate committees can have input into the process. The committees shall be asked to provide feedback by November 4 and Senate action shall be taken before the end of the semester.

Carried.

AS 93-60/Flr. MINUTES

The Minutes of the meeting of September 9 (#4), 1993, are approved.

Carried.

**AS 93-61/Ex. COMMITTEE APPOINTMENTS--SENATE****University Teacher Education Council:**

MICHAEL BAAD, A&amp;S, Dept. w/Single Subject Waiver Program, 1996

JOSE CINTRON, Education, At-large, 1994 (repl. M. Lewis)

CHRIS HASEGAWA, Education, At-large, 1996

ROBIN REESE, H&amp;HS/H&amp;PE, 1996

GARY SHANNON, A&amp;S, Liberal Studies Program, 1996

GARY SPRAY, Education, At-large, 1995 (repl. R. Edwards)

Carried unanimously.

**\*AS 93-62/Ex. COMMITTEE APPOINTMENTS--UNIVERSITY****Council for University Planning:**

LINDA GOODRICH, Curriculum Committee Designee, 1994

CYNTHIA GUNSTON-PARKS, At-large, 1995

ROBYN NELSON, Fiscal Affairs Committee Designee, 1994

**KXPR/KXJZ Board of Directors:**

THOMAS KRABACHER or M. HOSSEIN PARTOVI or MARJORIE GELUS, Senate nominees for appointment to the Faculty At-large position, January 1994-December 1996

Carried unanimously.

**\*AS 93-63/AP. Ex. STUDENT RIGHTS AND RESPONSIBILITIES (Amends FS 78-3)**

The Academic Senate recommends that the Student Rights and Responsibilities document (September 30, 1993, Agenda Attachment A; University Manual last revised July 1, 1988) be amended as follows (strikeover = deletion; underscore = addition):

Student Rights and Responsibilities, Page 9:

**RESPONSIBILITIES IN THE CLASSROOM**

~~It is the responsibility of the student to meet appropriate standards of performance and conduct stated by the instructor.~~ Education is the unique experience of communicating and analyzing knowledge. This experience needs an atmosphere and an attitude that are appropriate to its unique nature. An appropriate atmosphere encourages critical inquiry and the exchange of ideas, respects the need for quiet and solitude, and honors intellectual and aesthetic values. An appropriate attitude is tolerant, inquisitive and committed to the pursuit and examination of knowledge.

Students share responsibility for fostering an appropriate atmosphere by demonstrating in such ways as the following a serious commitment to acquiring and analyzing knowledge: regularly attending class, completing assignments on time, bringing to class texts and other materials requested by the instructor, preparing sufficiently so as to participate in class discussions.

Students share responsibility for fostering an appropriate attitude by being tolerant of new ideas and the views of peers and instructors, demonstrating interest in the subject matter during class, and honoring the civility of the academic community. Civility refers to such aspects of behavior as the level of discourse suitable for academic communication, courteous behavior in the classroom, instructors' offices, libraries and elsewhere on campus, and respect for the intellectual and physical environment of the university.

Carried unanimously.

\*AS 93-64/Ex.            **GENERAL EDUCATION--UPPER DIVISION WRITING  
REQUIREMENT (Amends AS 91-42)**

The Academic Senate recommends amendment of the "Policies Pertaining to the General Education Program and Course/Proficiency Requirements for Graduation with the Baccalaureate Degree," dated August 1991, Section I.D.1.b.2).c), page 10, as follows [underscore = addition]:

- 2)        **Writing Component in Upper Division G.E. Courses**
  - a) Upper division G.E. courses, unless granted an exception as provided in paragraph c) below, shall include substantial writing assignments (a minimum of 1500 words of formal, graded writing assignments). The writing in these assignments, as well as mastery of content, shall be evaluated and shall enter into the determination of the grade for the assignment and the final grade in the course. Criteria for evaluation of the writing shall, at a minimum, include: clarity of focus, organization and sentence structure; adequacy of idea development; and pertinence of the response to the specific assignment. Preferably there should be more than one formal writing assignment and each writing assignment should be due in stages throughout the semester to allow the writer to revise after receiving feedback from the instructor. In addition, informal writing assignments ideally should be included to move the student forward toward completion of the formal writing assignments.
  - b) Whenever possible, an early writing sample should be obtained to assess whether any students in the course should be advised concerning appropriate available tutoring or ancillary courses for students with writing difficulties.

- c) The course syllabus submitted to the G.E. Course Review Committee for initial G.E. listing of the course and periodic course review shall indicate how the upper division writing objectives are met. Requests for exception to the writing requirement shall also be submitted to the G.E. Course Review Committee which shall determine whether the justification provided warrants an exception. Exceptions will be granted only when it is established that clear and compelling reasons exist preventing compliance with the writing requirement. Neither size of class nor workload are acceptable reasons since the University is bound by the President's approval of this requirement to provide and assure sufficient resources to each department to meet this commitment.

Carried.

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

  
Janice McPherson, Secretary

\*Presidential approval requested.