

NOTE: You will need to bring your February 4 Agenda attachments.

1998-99
FACULTY SENATE
California State University, Sacramento

AGENDA
Thursday, February 18, 1999
Foothill Suite, University Union
3:00-4:00 p.m.

Introduction of Student Recipients of 1998-99 Faculty Merit Scholarships
4:15 p.m.-5:00 p.m.

OPEN FORUM

CONSENT CALENDAR

FS 98-13/Ex. COMMITTEE APPOINTMENTS--Senate

General Education Policies/Graduation Requirements Committee:
DAVID RASKE, At-large, 1999 (repl. J. Henry)

CONSENT - INFORMATION--No items

REGULAR AGENDA

FS 99-12/Flr. Minutes

Approval of the Minutes of February 4 (#11), 1999.

SECOND READING ITEMS (Action may be taken)

Carried FS 99-07/APC, Ex. ^{FIR} DROP POLICY PROPOSAL

The Faculty Senate recommends amendment of the CSUS drop policy as shown in February 4, 1999, Faculty Senate Agenda Attachment D.

FIRST READING ITEMS (Discussion only; no action)

Time Certain: 3:45 p.m.

FS 99-08/APC, Ex. ACADEMIC ADVISING POLICY

The Faculty Senate recommends adoption of the recommendations contained in the Academic Policies Committee's "Analysis of Department Compliance with CSUS Advising Policies" (February 4, 1999, Faculty Senate Agenda Attachment E). The Senate further recommends that Academic Affairs distribute copies of the analysis report to all department and program chairs.

FS 99-09/CPC, Ex. WRITING AND READING IN THE UNDERGRADUATE PROGRAM

The Faculty Senate recommends adoption of the following policy on Writing and Reading in the Undergraduate Major [refer to February 4, 1999, Faculty Senate Agenda Attachment F for synopsis by Curriculum Policies Committee]:

WRITING AND READING IN THE UNDERGRADUATE MAJOR**I. Purpose**

CSUS is committed to the development of sound writing and reading skills

- A. appropriate to the requirements of majors and their related careers, and
- B. recognizing the needs of ESL students.

Beyond General Education requirements, major programs are responsible for writing and reading standards and development at the upper-division level.

II. Goals

- A. Writing skills shall include an ability to communicate in a clear and organized form by both general expository writing and at an appropriate level, writing specific to the discipline.
- B. Reading skills shall include an ability to understand general expository writings and at an appropriate level, writings specific to the discipline.
- C. In order to assist programs in developing standards of general expository writing and reading comprehension, Academic Affairs will distribute copies of Senate-approved standards for those skills. In addition, it will distribute copies of Senate-approved standards relevant to ESL students. **The standards distributed shall be advisory:** Programs may adopt or modify them as the needs of their majors require.

D. Subject to the approval of Academic Affairs, programs will decide which additional writing and reading standards, goals and assessment methods are appropriate for their disciplines.

III. Program Reviews

The University shall assist writing and reading development in the majors by a modification of program review requirements.

A. Major programs' program review self studies shall include 1) descriptions of current writing and reading requirements; 2) standards for general expository and discipline-specific writing and reading; 3) any plans for the development of writing and reading skills; and 4) plans for the assessment of current requirements and of measures to develop writing and reading skills.

B. Program reviews shall include an evaluation of programs assessment of writing and reading skills, current requirements and plans for the development of writing and reading skills.

IV. Pilot Projects

A. The University shall begin the phased-in implementation of the program-designed writing and reading requirements by offering programs University-supported pilot projects. **Program participation in pilot projects shall be voluntary.**

B. Programs not involved in preparation for program reviews may also request participation in a pilot project.

V. A Faculty Senate Committee

Academic Affairs shall consult with a representative Faculty Senate committee on the implementation of this policy and on the development of pilot projects for interested programs. Programs may in any case consult directly with the committee.

FS 99-10/CPC, Ex. WRITING AND READING SUBCOMMITTEE, ESTABLISH

The Faculty Senate establishes a Writing and Reading Subcommittee of the Curriculum Policies Committee, with the following membership and charge:

A. Membership

The Writing and Reading Subcommittee of the Curriculum Policies Committee shall comprise three regular faculty members serving three-year, overlapping terms and such ad hoc members as are necessary to provide the expertise needed to discharge the subcommittee's duties.

B. Charge

The Subcommittee shall:

Advise departments and programs on means of meeting the Writing and Reading in the Majors policy;

Advise departments and programs on the development of possible pilot projects;

Advise Academic Affairs and the Center for Teaching and Learning on any matter related to the implementation of the policy;

Advise the Curriculum Policies Committee on any proposed modification of the policy; and

Evaluate self-study descriptions of current writing and reading requirements and assessment measures, and any changes planned to implement the Writing and Reading policy.

FS 99-11/CPC, Ex. GRADUATE CONCENTRATIONS

[Note: For background, refer to CPC report, February 4, 1999, Faculty Senate Agenda Attachment G.]

The Faculty Senate recommends adoption of the following policies regarding graduate concentrations:

1. Students currently enrolled in a master's degree program may, with the consent of the program, fulfill the requirements for one or more concentrations within that one degree program. The degree program shall require a minimum of 9 units of 200-level seminar courses, exclusive of the culminating experience for each concentration, original, concurrent or subsequent. Concentrations may be completed concurrently or sequentially, but all concentration course work must be completed before the awarding of a master's degree. All concentrations will be noted on the diploma and the transcript.
2. CSUS students who have earned a master's degree in a program offering concentrations may, within seven years of starting the degree and with the consent of the degree program, return to CSUS in order to add one or more concentrations in that program. Each additional concentration shall require a minimum of 9 units of 200-level seminar courses exclusive of the culminating experience. Students must meet the admissions and catalog requirements in effect at the time of enrollment. The additional concentration(s) will be noted on the transcript and no new diploma will be issued.

INFORMATION

1. Moment of Silence
JAMES HILL ADAIR
Professor of Music Emeritus
CSUS 1949-1973
2. Report on January 21-22, 1999, CSU Academic Senate Meeting -- CSUS Statewide Senator(s)
3. Tentative Spring 1999 Faculty Senate Meeting Schedule:
February 25
March 4, 11, 18, 25
April 1 (Spring Recess), 8, 15, 22 (3:00-3:30 p.m., 1999-2000 Senate Nominations;
3:30-5:00 p.m., 1998-99 Senate), 29
May 6 (3:00-3:30 p.m., 1999-2000 Senate Elections; 3:30-5:00 p.m., 1998-99 Senate),
13 (3:00-4:00 p.m.; 4:00-5:30 p.m., Outstanding Teacher Award Reception), 20,
27 (Finals Week)
4. Senate Home Page (<http://www.csus.edu/acse/> or CSUS Home Page *then* Administration and Policy *then* Faculty Senate) - Vice Chair Arthur Jensen




CALIFORNIA STATE UNIVERSITY, SACRAMENTO

FACULTY SENATE

Memo

Date: February 18, 1999

To: Faculty Senators

From: Tom Krabacher 
Faculty Senate Chair

Subject: Development of Merit Pay Procedures

This memo is to bring you up to date on the merit pay process, should the current tentative agreement between the CFA and CSU be ratified by the faculty. It also lays out a schedule of what the Senate very likely will be doing in this area over the next couple of weeks.

The details of the tentative agreement between the CFA and CSU for a new faculty contract were released about two weeks ago. As most of you now know, the contract contains:

- the requirement that all faculty file an annual faculty activity report;
- a system of merit-based salary increases, or FMIs (Faculty Merit Increases), involving recommendations at the department, department chair, dean, and president's levels; recommendations will be based on the contents of the faculty activity report;
- Salary Step Increases (SSIs) for eligible faculty are now part of FMI process;
- a limited process for appealing FMI decisions will be established.

In addition, the tentative agreement requires that, in the case of this year's review cycle, (which will determine the FMIs retroactive to July 1998 as well as those effective July 1999) faculty activity reports must be submitted by April 1, 1999.

Even though CFA members have yet to vote on whether to accept the tentative agreement, it is necessary that the Faculty Senate begin work immediately to develop policy and procedures for implementing the FMI process on campus. This week, the Senate Executive Committee and the Faculty Policies Committee (FPC) established the following schedule for doing so:

1. At its February 17th meeting, the FPC formed a working group to develop procedures for implementing the FMI; these will be considered by the full FPC at a special

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meeting on Wednesday, February 24th; at that time, recommendations will be forwarded to the Executive Committee;

2. The Executive Committee has scheduled a special meeting to act on the recommendations for Friday, February 26th;
3. A special meeting of the Faculty Senate will be scheduled for Thursday, March 4th (3:00-5:00 p.m.) for the sole purpose of taking up the recommended policies as a second reading item.

All of this, of course is dependent upon the ratification of the tentative agreement when the CFA membership votes at the end of the month. Should the contract be voted down, then we will suspend work on the FMI policy until we find out what comes next.

I realize that all of this needs to take place in a very short time. The April 1st deadline, over which the campus has no flexibility, is only six weeks away. The campus, in turn, needs its policy in place by early March in order to allow sufficient time for departments and colleges to implement their FMI procedures, and for faculty to prepare their activity reports. All of this is going to call for extra work with short turn-around times on the part of the Senate and its committees. It is important that we do this, however, if only because the SSIs due our younger faculty depend upon our doing so.

Thank you.

TK:j

**Presentation of
1999 FACULTY MERIT SCHOLARS**
Thursday, February 18, 1999
4:15 p.m.

Student	Award	Faculty Sponsor	Department/Chair	College/Dean
LaiNgor Tse	Undergraduate	Joel Knowles Herb Blake Haroldene Winder	Department of ^{Accountancy} Management/Laurence Takeuchi	College of Business Administration/ Felicienne Ramey
Heather Keough	Undergraduate	Mary Ann Reihman	Department of Biological Sciences/ Laurel Heffeman	College of Natural Sciences and Mathematics/ Marion O'Leary
Kathy Sheehan	Undergraduate	Stephanie Tucker	James Hill/Department of Chemistry	College of Arts and Letters/ William Sullivan
Wanpen Vianueva	Credential	Rene Merino Harold Murai	Department of English/ Mark Hennelly, Jr.	College of Education/ Diane Cordero de Noriega
Lori Olvera	Postbaccalaureate	Cheryl Osborne	Department of Bilingual Multicultural Education/ Rene Merino	College of Health and Human Services Michael Harter <i>will speak</i>
Irina Smith	Classified Graduate	Dana Ferris	Division of Nursing/ Robyn Nelson Department of English/ Mark Hennelly, Jr.	College of Arts and Letters/ William Sullivan