

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 #22

May 3, 1990

ROLL CALL

Present: Bach, Barnes, Barrena, Burger, Cajucom, Campbell, Cross, Decious, Dillon (Parliamentarian), Freund, Gonzalez, Hallinan, Hayashigatani, Herman, Huff, Jakob, Kando, Kornweibel, Lewis, Low, Marsh, D. Martin, L. Martin, Mattos, McClure, McGeary, McGowan, Miller, Moore, Nicola, Pacholke, Palmer, Pyne, G. Shannon, Summers, Toder, Tooker, Torcom, Tzakiri, Wheeler, White, Whitesel, Wright, Yousif

Absent: Amos, Brackmann, Clark, Cooper, Figler, Glovinsky, Harriman, Haq, Holl, Johnson, Kho, Kutchins, Joan Maxwell, John Maxwell, Meyer, Reinelt, W. Shannon, Shek, Stroumpos, Swanson, Winters

INFORMATION

A Moment of Silence was observed in memory of:

JOHN "NICK" GROPSOREAN
Supervising Groundsman
1953-1973

ACTION ITEMS

*AS 90-35/Ex., Flr. G.E. ADMINISTRATOR, DUTIES AND RESPONSIBILITIES FOR THE [responds to AS 89-74]

The Academic Senate recommends that the administrative position with responsibility for G.E. (G.E. Administrator), regardless of location and title, be assigned primary responsibility for administration of the program in the areas of curriculum and policy implementation, coordinating support services, and insuring adequate budgetary support of the program. The G.E. Administrator should also be responsible for providing intellectual leadership in the development and implementation of the General Education Program, for articulating its goals and objectives/maintaining the intellectual integrity of the program and upholding the academic standards inherent in the program. The Academic Senate recommends that the position be

defined to include the following specific duties and responsibilities*:

1. The G.E. Administrator shall, in consultation with the Deans, review the General Education and basic skills preparatory courses offered each semester to determine if there are a sufficient number of courses with sufficient sections to meet student needs. This review will be done early in each semester, after the departments submit their schedules for the following semester.

If the number of courses and/or sections is not sufficient to meet student needs, the G.E. Administrator shall have the authority to negotiate with the appropriate Dean and Department Chair(s) to increase the availability of needed courses.

To do this, the G.E. Administrator shall request and receive annually a supplemental faculty budget to be drawn on to staff these additional sections and/or courses.

2. The G.E. Administrator shall, in consultation with the Dean of Arts and Sciences and other deans of schools offering G.E. courses, identify annually, for inclusion in the budget process, the budgetary needs of the G.E. Program and other non-major degree requirements, including necessary faculty positions, instructional support resources and resources for necessary student services. The G.E. Administrator and the Dean of Arts and Sciences, in consultation with other deans of schools offering G.E. courses, shall prepare and request annually a combined budget to support the needs of the G.E. Program. When allocated, these resources will go directly to the schools and be administered in the departments.
3. The G.E. Administrator shall, with the appropriate academic committees, regularly review curricular offerings to insure that the courses adhere to program objectives and criteria.
4. The G.E. Administrator shall monitor and promote special curricula and support services for high risk students in the G.E. Program.
5. The G.E. Administrator shall advise and provide budgetary assistance to units and groups on campus which offer support services for the G.E. Program. These services include but are not limited to registration, articulation, transfer evaluations, advising, tutoring, and mentoring activities.

6. The G.E. Administrator shall be responsible for implementation of system and campus G.E. policies, including appropriate student outcomes assessment, and compliance with other current WASC standards for G.E.

*Note: The duties and responsibilities enumerated above are devised from recommendations set forth in the four administrative models proposed by Academic Vice President Burger (Attachment E, 3/15/90 Academic Senate Agenda) in response to AS 89-74, but are neutral on the question of where the position is housed.

Carried.

*AS 90-49A.2/Ex., Flr. G.E.--CONTENT REVISION, LOWER DIVISION WRITING REQUIREMENTS [responds to AS 89-90]

The Academic Senate recommends the following revision of the General Education program structure and course criteria:

Writing Component in lower division G.E. courses:

1. All lower division courses listed in the G.E. Program, unless granted an exception as provided in paragraph 3 below, shall include writing which encourages students to think through concepts of the course. This may be accomplished in a variety of ways, including use of laboratory reports, essay examinations, formal writing assignments, and/or informal writing assignments. Writing in lower division courses need not be graded, but must, at a minimum, be evaluated for clarity and proper handling of terms, phrases, and concepts related to the course.
2. 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.
3. The course syllabus submitted to the G.E. area committee for initial G.E. listing of the course and periodic course review shall indicate how the writing objectives for lower division G.E. courses are met by the course. Requests for exception to the writing requirement shall also be submitted to the G.E. area committee which shall determine whether the justification provided warrants an exception.

Carried.

AS 90-49A.1/Ex., Flr. - VOID

*AS 90-49B.2/Ex., Flr. G.E.--CONTENT REVISION, UPPER DIVISION
WRITING REQUIREMENTS [responds to AS 89-
90]

The Academic Senate recommends the following revision of the General Education program structure and course criteria:

Writing Component in upper division G.E. courses:

1. Upper division G.E. courses, unless granted an exception as provided in paragraph 3 below, shall include a minimum of 1500 words of formal, graded, out of class writing assignments (approximately seven typewritten double-spaced pages). 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.
2. 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.
3. The course syllabus submitted to the G.E. area 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. area committee which shall determine whether the justification provided warrants an exception.
4. All upper division G.E. courses are to require prior completion of Area A coursework.

Carried.

AS 90-49B.1/Ex., Flr. - VOID

*AS 90-49B.2/Ex., Flr. G.E.--CONTENT REVISION, UPPER DIVISION
WRITING REQUIREMENTS [responds to AS 89-
90]

The Academic Senate recommends the following revision of the
General Education program structure and course criteria:

Writing Component in upper division G.E. courses:

1. Upper division G.E. courses, unless granted an exception as provided in paragraph 3 below, shall include substantial writing assignments (a minimum of 1500 words of formal, graded, ~~out of class writing assignments (approximately seven typewritten double-spaced pages)~~). 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.
2. 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.
3. The course syllabus submitted to the G.E. area 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. area committee which shall determine whether the justification provided warrants an exception.
4. All upper division G.E. courses are to require prior completion of Area A coursework.

Carried.

AS 90-49B.1/Ex., Flr. - VOID

The hour of adjournment having arrived, the following items were postponed to the May 10, 1990, Senate meeting:

- AS 90-36/Ex. G.E. ADMINISTRATOR, LOCATION AND TITLE (responds to AS 89-74)
- AS 90-50/Ex. G.E.--ADDITIONAL COMPOSITION COURSE [responds to AS 89-80]
- AS 90-51/Ex. UNIVERSITY WRITING COMMITTEE [responds to AS 89-90]
- AS 90-53/Ex. G.E.--SEQUENCING OF COURSEWORK (responds to AS 89-77A)
- AS 90-54/Ex. G.E.--SEQUENCING OF COURSEWORK (responds to AS 89-77B)
- AS 90-55/Ex. G.E.--SEQUENCING OF COURSEWORK (responds to AS 89-77A and 89-77B)
- AS 90-56/Ex. G.E. CONTENT AREA REVISION--LIBRARY COMPONENT (responds to AS 89-81)

The meeting was adjourned at 4:05 p.m.


Janice McPherson, Secretary

*Presidential approval requested.