

ADDENDUM

Academic Senate Agenda  
May 9, 1991

AS 91-53/Ex. G.E. ADMINISTRATOR, APPOINTMENT OF

[See Attachments.]

The Academic Senate recommends that the President make a two-year interim appointment of a full-time G.E. administrator, from within the current administration, to work on the implementation of the G.E. Program and that a search be conducted in the 1992-93 Academic Year for a regular appointment to be made in Fall 1993.

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BACKGROUND REGARDING AS 91-53:

On Tuesday, May 7, the President met with the Executive Committee to discuss his response (attached) to Senate actions AS 90-35, AS 90-36A, AS 90-36B and AS 90-36C pertaining to the position of G.E. administrator and to the Chair's March 21, 1991, memorandum on the same subject (attached). The President stated that he came to a decision on the location and reporting relationship of the G.E. administrator and that he agreed that a full-time G.E. administrator should be in place in the Fall semester. Specifically, the President stated that he had decided that the G.E. administrator would be a member of the central administration reporting to the Academic Vice President. The President further indicated his acceptance of the Senate's recommendation on the search process and search committee composition. He then requested the Executive Committee's advice on whether, given the time remaining in the Spring semester, a search should be initiated at this time in order to make a regular appointment to begin in Fall 1991 or whether an interim appointment of a full-time administrator from within the current administration should be made. The President further sought the Executive Committee's advice on when a search for regular appointment should be conducted, if there was agreement that the search should be postponed. The Executive Committee agreed to recommend that the Senate adopt AS 91-53.



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**M E M O R A N D U M**

California State University, Sacramento  
6000 J Street  
Sacramento, California 95819

MAY 08 1991

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Sandoz Received

TO: Dr. Juanita Barrena  
Chair, Academic Senate

FROM: Donald R. Gerth

SUBJECT: ADMINISTRATION OF GE PROGRAM

This memo responds to Senate resolutions AS 90-36A, 36B, and 36C, Search Process, Location, Level and Reporting Relationship of the GE Administrator. In addition, the memo provides further clarification of my response to AS 90-35, Duties and Responsibilities for the GE Administrator, Items #1 and #2. Items #1 and #2 call for the GE Administrator to review the schedule of GE courses and assure that sufficient numbers of sections are offered. The GE Administrator is to accomplish these objectives by negotiating with the appropriate Dean and Department Chairs, through a supplemental faculty budget, and by submitting an annual budget for the GE program.

As I understand it, the intent of the Senate is to assure that the GE Administrator will have sufficient authority and budgetary resources to assure that the University's commitment to its GE program is carried out. In your memo to me of March 21, 1991 concerning the administration of the GE program you indicated the following "the GE committee believes that the level and reporting relationship should be one that enables or established the following:

- the recognition of GE as a University program
- coordination of scheduling needs
- articulation of budgetary needs
- coherence of the GE Program
- administrative efficiency
- administrative authority and authority"

Memo

THE CALIFORNIA STATE UNIVERSITY

I have taken this advice, from you and the GE Committee, seriously. To accomplish the above objectives administration of the GE program requires the appointment of a GE Administrator at the all-university level reporting directly to the Vice President for Academic Affairs. I am directing the Vice President for Academic Affairs to prepare a job description for this position that includes authority to negotiate a schedule and budget for the GE program and for university-wide graduation requirements.

I look forward, along with the members of the faculty, to assuring the critical role that the general education program plays in the undergraduate education of students at CSUS.

DRG/mn

cc: Dean Robert Arellanes  
Vice President Mary Burger  
Dean John Colen  
Dean Don Gillott  
Dean Steve Gregorich  
Vice President Mernoy Harrison  
Vice President Robert Jones  
Dean Charles Martell  
Dean Elizabeth Moulds  
Dean Josef Moorehead  
Dean William Sullivan  
Dean David Wagner  
Dean George Wayne



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95834-0006

ACADEMIC SENATE



## M E M O R A N D U M

DATE: March 21, 1991

TO: Donald Gerth  
President

FROM: Juanita Barrena, Chair  
Academic Senate (x6593)

SUBJECT: G. E. Administrator

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I should like to follow up formally on our conversations regarding timelines for making a regular appointment to the position of G.E. Administrator. As you know, the Academic Senate adopted four actions pertaining to the position of G.E. Administrator (AS 90-35, AS 90-36A, AS 90-36B and AS 90-36C, provided in Attachment A). In your memorandum, dated September 6, 1990, (Attachment B) you noted your approval, with modifications of AS 90-35, and indicated that you would comment, in a separate memorandum on AS 90-36A, 36B, and 36C. The latter were addressed in your memorandum dated November 15, 1990 (Attachment C) in which you indicated that, 1) administrative responsibility for preparing for implementation of the 1992 program had been assigned to Associate Dean Cecilia Gray, 2) that it would be premature to conduct a search and make an appointment of a new G.E. Administrator, 3) that you were deferring action on AS 90-36A and 36B (a decision about level and reporting relationship for the G.E. Administrator), and 4) that you would take AS 90-36C into account when a search is initiated.

The G.E. Committee, at its meeting on December 12, 1990, (Minutes and provided in Attachment D) considered your November 15 memorandum and adopted a motion stating that "the G.E. Committee feels that this [the G.E. Administrator position] is not an appropriate position to be delayed and the Committee would like to get this search underway in the Spring of 1991." During our first conversation on this subject, you requested a rationale for the Committee's objection to the postponement and noted that, in part, the postponement was related to the necessity to resolve inconsistencies between the Senate actions on level and reporting

RE: G. E. Administrator 2 March 21, 1991

relationships (AS 90-36A and 36B) and the Senate's actions on duties and responsibilities (AS 90-35). I met with the G.E. Committee on February 6, 1991, to discuss both of these matters.

With regard to the first matter (i.e., rationale), the G.E. Committee made two major points as follows:

1. The complexity of the task and amount of work to be done in the 1991-92 academic year will require the full-time attention of an administrator. Although currently (i.e., in the Spring '91 semester), the part-time assignment of duties related to G.E. to an administrator with other responsibilities has been sufficient to accomplish the necessary work (probably because the individual in the position devotes a full-time effort to both her G.E. and other responsibilities);
2. The administrator who will be expected to implement/administer the program in 1992 should be involved in the process of criteria development and the application of these criteria in the course review process from the very beginning (a process which will commence in Fall 1991).

With regard to the second matter of the level and reporting relationship of the G.E. Administrator, the G.E. Committee urges that a decision be made on the basis of your judgment regarding how the duties and responsibilities outlined in AS 90-35 can best be accomplished. In particular, the G.E. Committee believes that the level and reporting relationship should be one that enables or establishes the following:

- the recognition of G.E. as a University program
- coordination of scheduling needs
- articulation of budgetary needs
- coherence of the G.E. Program
- administrative efficiency
- administrative authority and autonomy

On behalf of the G.E. Committee, I urge your reconsideration of your decision to postpone a search for a regular appointment, that you render a decision on the level and reporting relationship of the G.E. Administrator (i.e., respond to AS 90-36A and 36B) and that a search be initiated this Spring (preferably in accordance with AS 90-36C) for a regular appointment in Fall 1991.

JB:dp

Attachments

cc: Mary Burger, Vice President for Academic Affairs  
Cecilia Gray, Associate Dean, Arts and Sciences  
Richard Kornweibel, Chair, General Education Committee

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 90-36A/Ex., Flr.

G.E. ADMINISTRATOR, LOCATION (responds to AS 89-74)

The Academic Senate recommends that the position with responsibility for administration of the G.E. Program be an administrative appointment in the School of Arts and Sciences. Carried.

\*AS 90-36B/Ex., Flr.

G.E. ADMINISTRATOR, LEVEL AND REPORTING RELATIONSHIP (responds to AS 89-74)

The Academic Senate recommends that the G.E. Administrator shall hold an appointment at the level of Associate Dean. The G.E. Administrator shall be assigned duties and responsibilities defined in AS 90-35. The G.E. Administrator shall report to the Dean of Arts and Sciences and the Dean of Arts and Sciences shall be responsible for conducting periodic evaluations of the G.E. Administrator's performance, with input from other school deans, academic departments, relevant faculty committees, and relevant student support service units. Because of the all-university importance of the G.E.

The President  
Sacramento, CA 95819-6022  
(916) 278-7737  
FAX # (916) 278-6959

September 6, 1990



California State University  
Sacramento

California State University  
GEOFF I. SHEFF  
Sacramento, California 95815

SEP 06 1990

Academic Senate Meeting  
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M E M O R A N D U M

TO: Professor Juanita Barrera  
Chair, Academic Senate

FROM: Donald R. Gerth

I have delayed action on single recommendations by the Academic Senate for changes in the General Education program in order to review and consider the proposed revisions in relation to each other and their overall effect on the academic program of the University. These reviews and considerations have now taken place, and, although the revisions of the General Education program is far from complete, I am pleased to act upon the recommendations made to the Senate, to date, as specified in the following pages. My comments on AS 90-36A, 36B, 36C, location, level and reporting of relationship and search process for General Education administrator will be contained in a separate memo. Unless indicated otherwise, the Vice President for Academic Affairs is responsible for the implementation of these actions, with the assistance of other appropriate administrators and University or Senate committees.

These changes in the CSUS General Education program are of great significance to the University, its faculty and students. I wish to commend you personally for your efforts in this massive undertaking and to extend my deep appreciation to all members of the Senate for the seriousness of purpose which has characterized their deliberations on the General Education program. I am

Program and policy development, the G.E. Administrator shall serve as a member of the Council of Deans and the Academic Deans' Group.

Carried.

\*AS 90-36C/EX... F.L.K. G.E. ADMINISTRATOR, SEARCH PROCESS (responds to AS 89-74)

The Academic Senate recommends that the G.E. Administrator shall normally be selected from the tenured associate and full professors in a campus-wide search. The search committee shall be composed in majority by faculty from the School of Arts and Sciences. It shall include members from the other schools and representatives from USESS as well as an administrative designee of the Vice President for Academic Affairs. The G.E. Administrator shall be appointed by the President after consultation with the search committee, the Dean of the School of Arts and Sciences and the Vice President for Academic Affairs.

In the event that a campus-wide search does not yield an appointment, the President, after consultation with the Vice President for Academic Affairs, the Academic Senate Chair, the Dean of Arts and Sciences, and the General Education Committee, may initiate a nationwide search.

Carried.

confident that the Senate's continued deliberations on the remaining issues on your agenda will help us shape General Education into a program we can all be proud of. I wish you were in your Fall discussions and look forward to being able to inform the Western Association for Schools and Colleges (WASC) that the changes in our General Education program will be ready for implementation by Fall, 1992.

It is my understanding that the intent of the Senate with these recommendations and others still under consideration is to recommend the establishment of a new General Education program beginning in 1992. All courses to be included in the 1992 General Education program must be approved by the appropriate bodies and through the appropriate procedures. Content change will take effect in Fall 1992 and should be reflected in the 1992/94 University Catalog. However, implementation should begin immediately on these recommendations concerning procedural changes. I would urge the cooperation of all involved to assure that this objective is met.

Once again, I extend my sincere appreciation to you and the members of the Senate for your excellent work.

DRG/rq

cc: Vice President Burger  
Vice President Harrison  
Vice President Jones  
Assistant Vice President Koester  
Dean Moulds  
Dean Wagner  
Dean Wayne

AS 89-92A G.E. Program Variations

I am approving the Senate's recommendation that the General Education Committee review and evaluate G.E. Program variations using the consultation process described in the resolution.

AS 90-30 G.E. Rationale and Objectives

I approve the Senate's recommendation for a new statement of rationale and objectives for the General Education program. This resolution directly addresses the concerns about the lack of a clearly stated G.E. program rationale raised by the 1985 WASC Visiting Team and responds to the advice of the 1990 WASC Visiting Team that "these objectives be disseminated widely, explained broadly and mainstreamed into the curricular life of the institution as quickly as possible." I urge the Senate to continue their deliberations on revisions to the G.E. program using the rationale and objectives as a guiding intellectual framework.

AS 90-31 G.E. Courses, Policy on Selection and Review of

I approve the policy on the Selection and Review of the G.E. courses, as recommended by the Academic Senate. Since several groups (G.E. and Arts and Sciences Curriculum Committees and the full Senate) are to be involved in various aspects of the selection and review process, the process should begin immediately.

AS 90-32 G.E. Courses, Procedures for Selection of

This recommendation is approved. To ensure the implementation of this procedure in a timely manner, the Arts and Sciences Curriculum Committee should begin the review and possible revision of its procedures and subcommittee structure. I might note here also the advice of the WASC visiting team that "... great care should be taken to assure that these committees be truly representative of all major segments of the academic community."

AS 90-33 G.E. Courses, Procedures for Periodic Review of

AS 90-33, Procedures for Periodic Review of G.E. Courses, is approved. I note with pleasure the Senate's endorsement of the important role that student outcomes assessment can play in reviewing our G.E. Program, would ask that the General Education Committee to begin its work as soon as possible on the development of appropriate assessment instruments.

AS 90-34 G.E. Committee, Membership and Charge

I note the changes in the membership of and charge to the G.E. Committee contained in AS 90-34, G.E. Committee Membership and Charge. These changes to the structure of the General Education Committee should be implemented through the normal procedures of the Academic Senate.



AS 90-48 Commendation-English Department

I join with the Academic Senate in commending the English Department for their work in responding to the Senate's requests in AS 89-80 and 89-90.

AS 90-35 G.E. Administrator, Duties and Responsibilities

I approve the recommendation of the Senate with the following comments and interpretations. Items # 3, 4, and 5 are approved without comment. Items # 1 and 2 require changes in the University's budget and faculty resource allocation processes and can only be implemented after further study. I am asking the Vice President for Academic Affairs to develop a plan for the inclusion of General Education faculty instructional needs in the allocation of faculty positions. I am also asking the Vice President for Finance, in consultation with the Vice President for Academic Affairs, to develop a plan for the inclusion of instructional support resources for the General Education program in the regular budget allocation process. These plans will also serve to respond to AS 89-76. I interpret item # 5 (and the reference in item 3) as resources for necessary student support services) to mean that the G.E. Administrator shall advise and help identify the level of services and resources needed to assure sufficient support services for the General Education program. The G.E. Administrator shall work closely with the heads of those support units to develop a budget request that adequately meets the needs of students in the completion of the General Education program.

AS 90-49A.2 G.E.-Content Revision, Lower Division Writing Requirements

This recommendation is approved with enthusiasm.

AS 90-49B.2 G.E.-Content Revision, Upper Division Writing Requirements

This recommendation is also approved with enthusiasm. The Vice President for Academic Affairs is responsible for ensuring that course catalog descriptions for the 1992-94 catalog of upper division general education courses to reflect the prerequisite of completion of Area A.

AS 90-50 G.E.--Additional Composition Course

AS 90-49B.2, or the establishment of a second lower division English composition course as a graduation requirement (required of all students, including G.E. certified transfer students) is approved. The Vice President for Academic Affairs, along with the GE Administrator, are asked to work with the School of Arts and

Sciences to determine the additional resources necessary to implement the requirement and to develop a funding proposal. The portion of the resolution making this additional composition requirement an additional prerequisite to all upper division G.E. courses, while highly desirable, may seriously impede the normal progress of students toward their degree. Therefore, I defer approval of this aspect of the resolution until the newly established University Writing Committee has had the opportunity to study the issue and prepare a recommendation.

AS 90-51 University Writing Committee

I acknowledge receipt of AS 90-51, which establishes a University Writing Committee.

AS 90-53 G.E.--Sequencing of Coursework  
AS 90-54 G.E.--Sequencing of Coursework  
AS 90-55 G.E.--Sequencing of Coursework

I accept the principle underlying each of the three Senate recommendations on the sequencing of General Education coursework (AS 90-53, 54, and 55). To accomplish the objectives of these resolutions, however, will require further study, and it may be necessary to gradually phase in the implementation of their elements. In order to accomplish the commendable objective of these recommendations, I am asking the Vice President for Academic Affairs to assume responsibility for the information and plans necessary to make decisions about how the recommended actions can best be implemented. Information and plans needed should include the development of a proposal from the Director of Admissions and Records which would successfully implement AS 90-53 and 54 from the standpoint of student records and registration. The proposal should include an estimate of the resources necessary to achieve the sequencing goals in the Senate recommendations. The plans for the revisions to the allocation of faculty instructional positions and other aspects of the budget process described in my response to AS 90-35 should also address the fiscal implications of AS 90-53, 54, and 55.

AS 90-56 G.E.-- Content Area Revision--Library Component

The Senate's recommendation regarding a library component is received.

The President  
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(916) 278-7737  
FAX # (916) 278-6959

November 15, 1990



# California State University Sacramento

California State University - Sacramento  
5000 J Street  
Sacramento, California 95815

NOV 16 1990

Academic Senate Minutes  
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## CALIFORNIA STATE UNIVERSITY, SACRAMENTO GENERAL EDUCATION COMMITTEE December 12, 1990

Present: Clifford Anderson, James Bosco, Ed Christenson, Renee Golanaty-Koel, Cecilia Gray, Ken Ketsdever, Rodney Kingsnorth, Richard Kornweibel (Chair), David Martin, Linda Palmer, James Post, Mary Ann Reihman

### Minutes

The minutes of November 28 and December 5 were approved as amended.

### New Committee Member

Ken Ketsdever, a Government student appointed by A.S.I., was introduced and welcomed.

### G.E. Administrator Search

Richard Kornweibel announced that he received a copy of a memorandum sent to the Senate Chair from President Gerth stating that there will be no administrative search until Fall 1991 for the G.E. Administrator with the position to be filled in Fall 1992. After discussion, it was MSC that the Chair send a memo to Juanita Barrera, Chair of the Academic Senate, stating that the G.E. Committee feels this is not an appropriate position to be delayed and the committee would like to get this search underway in the Spring of 1991. The memo should also request that the Academic Senate Chair take this up with President Gerth.

### Race and Ethnicity Requirement

Cecilia Gray announced that she heard via unconfirmed sources that the community colleges have decided to implement a Race and Ethnicity requirement. She will follow-up on this and report back to the committee in the Spring.

### Extinction of old G.E. patterns

It was agreed that Richard Kornweibel, Jeanne Novosel and Mary Ann Reihman will work on a proposal to set standards on how old G.E. patterns will be handled when the new G.E. program is implemented. There were no volunteers.

### Intersegmental G.E. Transfer Curriculum

Kornweibel asked for volunteers to work on a response to the memo from Juanita Barrera regarding the Implementation of the Intersegmental G.E. Transfer Curriculum.

(over)

M E M O R A N D U M

TO: Dr. Juanita Barrera, Chair  
Academic Senate

FROM: Donald R. Gerth

SUBJECT: AS 90-36A, 36-B, and 36C--Location, Level, Reporting Relationship and Search Process for the General Education Administrator

As you know, Associate Dean Cecilia Gray has now been assigned additional responsibilities for the General Education Program to prepare for full implementation of the new program in 1992. Her responsibilities include working with Vice President Burger's office to develop and propose the administrative structures necessary to implement the mandated curricular, budgetary and student record changes.

Until this exceedingly important work is done, it would be premature to conduct a search and make an appointment of a new General Education Administrator. Therefore, I am deferring action on AS 90-36A and 36B, Location, Level and Reporting Relationship for the GE Administrator. Decisions about level and reporting relationship for the General Education administrator will be made to allow a search during the 1991-92 academic year, with the appointment beginning in Fall 1992.

I acknowledge receipt of AS90-36, which recommends procedures for the General Education Administrator search process. This will be taken into account when the search is conducted.

DRG/ch

- cc: Vice President Burger
- Vice President Jones
- Vice President Harrison
- Dean Moulds
- Dean Wagner
- Dean Wayne

cc: Executive Committee Members, Dick Kornweibel  
FYI  
11/28/90  
THE CALIFORNIA STATE UNIVERSITY



Recreation and Leisure Studies program changes

Kornweibel announced that he received a copy of the "Long Range Plan" for the Department of Recreation and Leisure Studies program changes. A copy will be distributed to the committee; it will be discussed at a future meeting.

Area D1 Foundations in Social Sciences/World Civilizations

Rodney Kingsnorth recommended to the committee a modification of the wording in the Class Schedule center section for the requirements in Area D1. After discussion, it was MSC that the notation will read as follows: Of the 6 units required in D1(a) and D1(b), at least three must be taken in D1(a). If two courses are taken in Area Dia, they must be from different subject designations.

Adjournment

The meeting was adjourned at 11:45 a.m.

Candace Jackson  
Secretary