

1991-92  
ACADEMIC SENATE  
California State University, Sacramento

AGENDA

Thursday, November 14, 1991  
Forest Suite, University Union

**INFORMATION**

1. Moment of Silence  
NORMAN RECKERS  
Instructional Support Technician  
School of Arts and Sciences  
1970-1991
2. Introduction of Norman Scarr, Interim Director of Public Safety
3. Tentative Schedule--Fall 1991 Academic Senate Meetings, Thursdays, 2:30-4:30 p.m., Forest Suite, University Union:

November 21

December 5

December 12

A. CSU Senate report - Alan Wade

**CONSENT CALENDAR**

AS 91-86/Ex. COMMITTEE APPOINTMENTS--SENATE

Faculty Professional Development Committee:  
LAUREL ZUCKER, Senator, 1992

General Education Committee:  
JOSEPH HELLER, A&S, Soc Sci, 1994 (through S'91; repl.  
A. Gutowsky)

General Education Course Review Committee:  
RAUL RODRIGUEZ, Education, ? (through S'91)  
ED SHEA, A&S, Sci & Math, ? (through S'91; repl. S. Corley)

Graduate Policies and Programs Committee:  
CYNTHIA GUNSTON-PARKS, Senator, 1993 (repl. S. Navari)

Library Committee:  
JAY CRAIN, A&S, 1992 (repl. M. Pietralunga)  
RAGNOR SEGLUND, Senator, 1992 (repl. A. Gutowsky)

AS 91-87/Ex. COMMITTEE APPOINTMENTS--UNIVERSITY

Alumni Board:

JELINE WARE, Faculty CSUS Alumnus, 1992

Anthony J. Leones Scholarship Committee:

JESSIE MULIRA, At-large, 1994

HAROLD MURAI, At-large, 1994

ASI Budget Review Board:

ANNE-LOUISE RADIMSKY, At-large, 1992

Campus Educational Equity Committee:

MARJORIE LEE, Education, 1994

Centers and Institutes, Committee to Review--Pacific Rim

Commercial Exchange Program:

RICHARD SHEK, At-large, 1992

Centers and Institutes, Committee to Review--Women's Resource Center:

EMANUEL GALE, At-large, 1992

ANN HARRIMAN, At-large, 1992

~~Child Care Programs, Task Force on Relationship of On-Campus~~

~~Academic Programs to:~~

~~[M. Robbins or S. Proctor or M. Bohnen] Instructional~~

~~Faculty, 1992 (repl. T. Bourg)~~

Committee for the Protection of Human Subjects:

RORY COOPER, Biomedical Engineering, 1992

Committee for Persons with Disabilities:

SHEILA DEANER, Student Affairs Prof, 1994 (repl. E. McDaniel)

Council for University Planning:

LOU CAMERA, Non-instructional Faculty, 1993 (repl. J.

Novosel)

~~Satisfactory Progress Appeals Board:~~

~~[M. West or J. Pitti or S. Biagi] At-large, 1993~~

Student Disciplinary Hearing Officer:

EDWARD BRADLEY, At-large, 1992

HUGUETTE BACH, At-large, 1992

Student Economic Support, University Committee for:

A. HARRIMAN, SBA, 1994

AS 91-88/FisA, CC, Ex. PROGRAM CHANGESSchool of Arts and Sciences

- a. **Art B.A.:** Adds Art 27 and Art 40A to the list of lower-division, two dimensional core course offerings. (Attachment A)
- b. **Economics B.A.:** Deletes MIS 6 from major requirements and minor electives; adds Econ 195 and 198 to courses which cannot be used to meet minor requirements; limits Econ 199 to no more than three units which may be used to meet minor requirements; changes NOTE concerning substitution for three of the 27 upper division units to read: "Computer Science 15, Math 31, 32, 35 or an upper division course in mathematics or statistics selected in consultation with an advisory may be substituted for three of the 27 upper division units in economics"; deletes Econ 1A prerequisite from Econ 100B and adds Math 23, 26A or 30; specifies Econ 1A and 1B prerequisite for Econ 113; deletes Math 22 prerequisite for Econ 142; adds Math 23 prerequisite for Econ 143; add FOR GRADUATING SENIORS ONLY prerequisite for Econ 145; adds Econ 1A and 1B prerequisite for Econ 150. (Attachment B)
- c. **French B.A.:** Adds French 109 to the upper division requirements, deleting French 112 as an option (changing 111 to incorporate topics previously covered in 112), and adding French 109 as a requirement for the minor. (Attachment C)
- d. **German B.A.:** Adds German 102 to the upper division requirements and reducing the electives from 4 units to 3. (Attachment D)
- e. **Philosophy Major and Minor:** Substitutes Phil 60 for Phil 4 in required lower division courses, adds Phil 152 as an alternative to Phil 112 (formerly 102) in the required upper division courses, and adds Phil 60 as an alternative to Phil 4 in the minor. (Attachment E)
- f. **Psychology B.A.:** Adds Psych 110 and 111 to the list of courses acceptable to meet the Experimental Psychology area requirements. (Attachment F)

School of Engineering and Computer Science

- g. **Mechanical Engineering Technology:** Switches the sequence in which MET 165 and MET 166 are taken. (Attachment G)

AS 91-89/FisA, GPPC, Ex. PROGRAM CHANGESSchool of Arts and Sciences

- a. **Psychology M.A.:** Changes units for thesis or project (PSYCH 500 and PSYCH 502) from 4-6 to 4 and units for elective courses from 15-17 to 17. (Attachment H)

School of Education

- b. **Counseling M.S.:** Deletes some course laboratory experience and content in EDC 473.0A and changes course from three units to one unit, laboratory time from three hours to two hours, and maximum enrollment from six to eight. (Attachment I)

**CONSENT INFORMATION**AS 91-90/Ex. PROGRAM REVIEW PROCESS, ESTABLISH AD HOC COMMITTEE TO REVIEW THE CAMPUS

The Executive Committee, on behalf of the Academic Senate, establishes an ad hoc Committee to Review the Campus Program Review Process. The Committee shall provide a report by March 1, 1992, on its findings, including recommendations for revision of the campus process or substitution of an alternate process or processes, as deemed appropriate, to the Executive Committee. The report of the ad hoc Committee shall be forwarded to the Curriculum and Graduate Policies and Programs committees for review and comment prior to Senate consideration.

ad hoc Committee Charge:

1. Identify specifically strengths and problems in the current process by various members of the academic community. This can be accomplished by:
  - a. Interviews with a select group of chairs of departments that have recently undergone program reviews.
  - b. Interviews with a select group of chairs of departments currently conducting a self-study.
  - c. A discussion with Graduate Policies and Programs Committee, Curriculum Committee, Fiscal Affairs Committee, and Executive Committee about strengths and weaknesses of the program review process.
  - d. A discussion with the School Deans to identify their perceptions of strengths and weaknesses of the program review process.

- 2. Review the charge and composition of the Curriculum Committee and Graduate Policies and Programs Committee as they are related to the program review process.
- 3. The ad hoc Committee, after conducting step #1 identified above, should make recommendations that are designed to maintain the strengths of our program review process, and address the weaknesses. This may require recommendations to change the composition and source of program review team members, the Senate governance body that receives the program review document, the governance structure relating to the conducting of the review, the self-study document, the role of external accreditation, the role of the external consultant, or other aspects of the program review process.

ad hoc Committee Membership:

Five instructional faculty members, at least one of whom comes from a program that undergoes external accreditation

One designee of the Vice President for Academic Affairs

**REGULAR AGENDA**

AS 91-97/Flr. Funding of Sabbatical Leaves POSTPONED TO 11/21 agreed  
AS 91-98/Flr. Summer Session Courses, Scheduling of agreed

AS 91-85/Flr. MINUTES

*Agreed*

Approval of the Minutes of meeting of October 10 (#6), 1991.

AS 91-91/Ex. TRUSTEES' OUTSTANDING PROFESSOR AWARDS (reaffirms AS 90-122)

*Agreed*

The Academic Senate declines to participate in the Trustees' Outstanding Professor Awards program as follows:

Whereas, The CSUS Academic Senate views the Trustee's Outstanding Professor Award Program as an inappropriate way to recognize superior teaching; therefore be it

Resolved: The CSUS Academic Senate reaffirms the campus policy of declining to participate in the Trustees' Outstanding Professor Award Program; and, be it further

Resolved: The CSUS Academic Senate establishes an ad hoc committee charged with 1) developing a program to award teaching excellence at CSUS, and 2) recommending changes to the system's OPA program (after consulting with the other CSU campuses to

determine the process each uses for selecting OPA nominees) which would make participation in the program acceptable to CSUS.

The following shall serve on the ad hoc committee: Scott Farrand as convenor, Otis Scott, Mary Ann Reihman and Juanita Barrena.

*Agreed* AS 91-92/AP, Ex. PRIORITY REGISTRATION IN REMEDIAL COURSES, POLICY ON

The Academic Senate recommends the following be designed into the implementation of the SIS records system in order to implement the spirit of the recommendations [restated below] contained in the "Instructional Program Priorities: Guidelines for Academic Planning, Resource Allocation and Enrollment Management" (AS 91-16C) adopted by the Academic Senate on March 21, 1991.

["Instructional Program Priorities: ..." recommendations, page 11, Section IV.E

"4. Enrollment Priorities in Remediation Courses

Since resources may not be sufficient to satisfy demand for remediation courses, enrollment priorities shall be established as follows:

- For prebaccalaureate courses in math and English, freshman shall have highest priority and transfer students shall have lowest priority.
- For prebaccalaureate courses in English, transfer students who have not completed the G.E. course requirement in writing shall have priority over transfer students who have completed the requirement.
- For all remedial courses, and English 109 (preparation for the WPE), students enrolling for the first time shall have priority over students who are repeating the course (Note: A small percentage of seats in prebaccalaureate courses may be reserved for students who have taken the course and have been assessed as making progress but are not yet prepared to advance to the next level)."]

- a. For prebaccalaureate courses in math and English, the department offering the course shall determine the number of seats that are to be reserved for freshmen, for sophomores, and for juniors (based on the principle that priority is given in the order of freshmen, sophomores, juniors, seniors).
- b. For prebaccalaureate courses in English, the department offering the course shall determine the number of seats that are to be reserved for students who have not completed the G.E. course requirements in writing (based on the principle that students who have not completed the G.E. course requirements in writing shall have priority over those who have completed these requirements).
- c. For all remedial courses, and English 109, the department offering the course shall determine the number of seats that are to be reserved for students who have not already completed the course (based on the principle that students enrolling for the first time shall have priority over students who are repeating the course).

AS 91-93/AP, Ex. DROP POLICY *Agreed*

The Academic Senate recommends revision of the drop policy (1990-92 Catalog, page 69) [proposed by the Academic Policies Committee and amended as indicated by double underline and strikeover], as follows (underlined):

During the first two weeks of instruction, instructors may administratively drop any student who ~~does not~~ during that time fails to attend any two class meetings (for courses that meet two or three more times a week), or one class meeting (for courses that meet once a week).

Each student has the responsibility of dropping any courses that he/she enrolled in but did not attend or stopped attending. If a student enrolls in a course, does not attend or stops attending that course, but does not drop the course, then the student should expect to receive a grade of U or F in the course.

*Agreed* AS 91-94/AP, Ex. <sup>FIR</sup> CREDIT BY EXAMINATION POLICY

The Academic Senate recommends the following addition (underlined) to "Conditions Governing The Award of Credit" of the policy on "Credit by Examination" (1990-92 Catalog, page 79--Attachment J):

1. A student may not challenge a course if the course (or its equivalent) appears on the student's transcript with any grade other than W or AU (Audit).

[Renumber existing 1-8 as 2-9.]

AS 91-95/AP, Ex. STUDENT COMPLAINT HEARING POLICY AND PROCEDURES--PM 91-11

The Academic Senate endorses the revised "Student Complaint Policy and Procedures" specified in PM 91-11 (Attachment K).

AS 91-96/AP, Ex. <sup>FIR</sup> GRADING OF PERFORMANCE COURSES, PROPOSED POLICY ON LETTER *tu 3:15*

The Academic Senate recommends a policy on the letter grading of performance courses [recommended by the Academic Policies Committee, amended as indicated by underline and strikeover], as follows:

A performance course is a course where students are primarily graded on the basis of physical or artistic performance or ~~physical~~ activity, and shall usually be graded on a CR/NC basis.

*can be accepted in*

*whether*

A performance course shall not be graded with letter grades unless there is a demonstrated programmatic need (such as if the course is required for a major or a minor). A student may apply a maximum of 12 units of grade credit for grades in performance courses toward graduation and toward gpa.

Whether or not a course is regarded as a performance course, and whether or not a performance course shall be graded with letter grades shall be determined by the University Curriculum Committee, and these distinctions shall be identified in the catalog.

Each student has the responsibility of determining any courses that he/she enrolls in but did not attend or dropped. If a student enrolls in a course, does not attend or drops the course, but does not drop the course, then the student should expect to receive a grade of U or F in the course.

AS 21-22-01-01 CREDIT BY EXAMINATION POLICY

The Academic Senate recommends the following addition (underlined) to "Conditions Governing the Award of Credit" as the policy on "Credit by Examination" (1989-92 Catalog, page 79-Attachment 3):

1. A student may not challenge a course if the course for the equivalent awards on the student's transcript with any grade other than W or N (pending).

(Revised existing 1-8 as 2-7.)

AS 21-22-01-02 STUDENT COMPLAINT HEARING POLICY AND PROCEDURES--PM 91-12

The Academic Senate endorses the revised "Student Complaint Policy and Procedures" specified in PM 91-12 (Attachment W).

AS 21-22-01-03 GRADING OF PERFORMANCE COURSES, PROPOSED POLICY ON LETTER

The Academic Senate recommends a policy on the letter grading of performance courses (recommended by the Academic Policies Committee, amended as indicated by underlines and strikeouts), as follows:

A performance course is a course where students are primarily graded on the basis of physical or athletic performance or physical activity, and shall usually be graded on a CR/NC basis.





# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

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

## MEMORANDUM

OCTO 8 1991

Academic Senate President  
#13

October 8, 1991

To: Charlotte Cook, Chair  
Academic Senate

From: *John L. Williams*  
John L. Williams, Chair  
Academic Senate Curriculum Committee

Subject: Proposed Program Change -- Art B.A.

At its meeting on Monday, October 7, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in the Bachelor of Arts in Art:

It was MSC to approve the addition of Art 27 and Art 40A to the list of lower-division, two dimensional core course offerings.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp  
Att.

cc: Lita Whitesel, Chair  
Department of Art

Ann Weldy, Associate Dean  
School of Arts and Sciences



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

## MEMORANDUM

DATE: October 3, 1991

TO: John Williams, Chair  
Curriculum Committee

FROM: Steve Buss, Chair  
Fiscal Affairs Committee

SUBJECT: Revision of Art B.A. Degree

On October 1, 1991, the Fiscal Affairs Committee unanimously agreed that there is no fiscal impact to the revision of the Art B.A. Degree.

If you have any questions, please call me at x7387.

SB:dp

cc: Jolene Koester, Associate Vice President for Academic Affairs  
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee  
Charlotte Cook, Chair, Academic Senate



# California State University: Sacramento

SACRAMENTO, CALIFORNIA 95834-4000

SCHOOL OF ARTS AND SCIENCES  
OFFICE OF THE DEAN  
FAX (916) 278-3787

TO: Jolene Koester, Interim Assistant Vice President  
Academic Affairs

FROM: Ann Weldy, Associate Dean  
School of Arts and Sciences

DATE: May 31, 1991

RE: Revision of Art B.A. Degree

I am forwarding a proposal to revise the B.A. degree in Art. The proposal has been approved by all relevant committees in the School of Arts and Sciences.

I concur with the committees and recommend approval.

AW:ph

Enclosures

ANN WELDY

## FORM B

### CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

Academic Unit: Art Date of Submission to School Dean: 4/16/91

Requested Effective Fall X Spring     , 19 92

Name of Faculty Contact Person, if not Department Chair: Donald W. Herberholz

Type of Program Change: \_\_\_\_\_ Required Forms Attached: \_\_\_\_\_

#### Modification in Existing Program

- \_\_\_\_\_ Substantive Change Form C
- Non-Substantive Change Form B
- \_\_\_\_\_ Deletion of Existing Program Form D
- \_\_\_\_\_ Initiation (Projection) of New Program onto Master Plan Form E
- \_\_\_\_\_ New Degree Programs Form F
- \_\_\_\_\_ Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- \_\_\_\_\_ Addition of New Certificate Program Form H



Briefly describe the change requested and provide a justification for the change:

See attached memorandum.

#### Approvals:

Department Chair: Donald W. Herberholz Date: 4-17-91

School Dean: Ann Weldy Date: 6-3-91

University Committee: \_\_\_\_\_ Date: \_\_\_\_\_



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95834

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
DEPARTMENT OF ART

DEPARTMENT OF ART  
(916) 278-6166

April 16, 1991

## MEMORANDUM

TO: Dr. Anne Weldy, Associate Dean  
School of Arts and Sciences

FROM: Donald W. Herberholz, Chair *DWH*  
Department of Art

SUBJECT: Revision of Core Course Offerings: B.A. Degree

Attached is a revised copy of the lower division core courses offered to fulfill the requirements for a B.A. degree in Art. Two courses have been added to the "Art Studio - Two Dimensional" requirement:

Art 27, Color (3 units): Both the departmental curriculum committee and the faculty have approved adding this course to the list of two-dimensional courses offered in the lower-division core courses. Currently, this course is a requirement of the Art Waiver program.

Art 40A, Basic Printmaking-Survey (2 units): This is a new course being proposed which is included in the Basic Printmaking Art 40A-E series. Art 40B-E is currently included in the list of lower-division, two-dimensional core course offerings.

As you will note, these classes are being added to an already existing list of classes which will give the student more options for fulfilling the degree requirements. These additions do not increase the number of units required.

DWH:bs

### ADVISING SHEET

MAJOR REQUIREMENTS: B.A. DEGREE IN ART  
Total: 48 units

#### A. REQUIRED LOWER DIVISION CORE COURSES (21 UNITS)

Units  
Completed

Art History (6 units) [Should be completed prior to Junior Year]

- (3) Art 1A Stone Age to End of Middle Ages
- (3) Art 1B Renaissance to the Present

Art Studio - Two Dimensional (8 units)

- (2) Art 20A Beginning Drawing - Required

One course from the following (2 units)

- (2) Art 21 Beginning Painting OR
- (2) Art 27/4 Watercolor

Two courses from the following (4 units)

- (3) Art 27 Color
- (2) Art 40A Basic Printmaking: Survey
- (2) Art 40B Basic Printmaking: Etching
- (2) Art 40C Basic Printmaking: Lithography
- (2) Art 40D Basic Printmaking: Relief
- (2) Art 40E Basic Printmaking: Silkscreen
- (3) Art 60 Visual Organization for Artists

Art Studio - Three Dimensional (7 units)

One course from the following (3 units)

- (3) Art 70 Form, Space and Vision OR
- (3) Art 75 Beginning Metalsmithing

Two courses from the following (4 units)

- (2) Art 50 Ceramics
- (2) Art 74 Beginning Jewelry Design
- (2) Art 86 Clay Sculpture
- (2) Art 87 Wood Sculpture
- (2) Art 88 Sculpture

TOTAL CORE REQUIREMENTS: 21 Units

B. REQUIRED UPPER DIVISION COURSES (27 UNITS)

Six units must be in art history and 21 units must be in advanced area of study.

Art History (6 units)

(3) Art \_\_\_\_\_  
(3) Art \_\_\_\_\_

Advanced Area of Study (21 units)\*

Suggested courses for advanced area of study are listed in CSUS Catalog  
1988-90.

(3) Art \_\_\_\_\_  
(3) Art \_\_\_\_\_  
(3) Art \_\_\_\_\_  
(3) Art \_\_\_\_\_  
(3) Art \_\_\_\_\_  
(3) Art \_\_\_\_\_  
(3) Art \_\_\_\_\_

TOTAL UPPER DIVISION REQUIREMENTS: 27 UNITS

\* Six (6) units of upper division art courses outside the advanced area of study may be substituted following approval of faculty advisor and department chair.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-3594

California State University, Sacramento  
6000 J Street  
Sacramento, California 95815

MEMORANDUM

October 8, 1991

OCT 8 1991

Academic Senate Supervisor  
#13

To: Charlotte Cook, Chair  
Academic Senate

From: *John L. Williams*  
John L. Williams, Chair  
Academic Senate Curriculum Committee

Subject: Proposed Program Change -- Economics B.A.

At its meeting on Monday, October 7, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in the Bachelor of Arts in Economics:

It was MSC to approve the following changes:

Delete MIS 6 from major requirements and minor electives; add Econ 195 and 198 to courses which cannot be used to meet minor requirements; limit Econ 199 to no more than three units which may be used to meet minor requirements; change NOTE concerning substitution for three of the 27 upper division units to read: Computer Science 15, Math 31, 32, 35 or an upper division course in mathematics or statistics selected in consultation with an advisor may be substituted for three of the 27 upper division units in economics; delete Econ 1A prerequisite from Econ 100B and add Math 23, 26A or 30; specify Econ 1A and 1B prerequisite for Econ 113; delete Math 22 prerequisite for Econ 142; add Math 23 prerequisite for Econ 143; add FOR GRADUATING SENIORS ONLY prerequisite for Econ 145; add Econ 1A and 1B prerequisite for Econ 150.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp  
Att.

cc: Susan McGowan, Chair  
Department of Economics

Ann Weldy, Associate Dean  
School of Arts and Sciences  
THE CALIFORNIA STATE UNIVERSITY



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-3594

MEMORANDUM

DATE: October 3, 1991

TO: John Williams, Chair  
Curriculum Committee

FROM: Steve Buss, Chair  
Fiscal Affairs Committee

SUBJECT: Revision of Economics B.A. Degree

On October 1, 1991, the Fiscal Affairs Committee unanimously agreed that there is no fiscal impact to the revision of the Economics B.A. Degree.

If you have any questions, please call me at x7387.

SB:dp  
cc: Jolene Koester, Associate Vice President for Academic Affairs  
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee  
Charlotte Cook, Chair, Academic Senate



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95834-0499

SCHOOL OF ARTS AND SCIENCES  
OFFICE OF THE DEAN  
FAX (916) 278-3737

**TO:** Jolene Koester, Interim Assistant Vice President  
Academic Affairs

**FROM:** Ann Weldy, Associate Dean  
School of Arts and Sciences

**DATE:** June 4, 1991

**RE:** Revision of Economics B.A. Degree

I am forwarding two proposals to revise the B.A. degree in Economics. The proposals have been approved by all relevant committees in the School of Arts and Sciences.

I concur with the committees and recommend approval.

AW:ph

Enclosures

(FORM B)

## CALIFORNIA STATE UNIVERSITY, SACRAMENTO PROGRAM CHANGE PROPOSAL

Academic Unit: ECONOMICS Date of Submission: April 12, 1991  
Requested Effective: Fall, 1992 to School Dean: April 12, 1991



### Type of Program Change:

Modification in Existing Program

- Substantive Change  Form C
- XX Non-Substantive Change  No Form Required
- Deletion of Existing Program  Form D
- Initiation (Projection) of New Program  Form E
- Implementation of New Program  Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis  Form G
- Addition of New Certificate Program  Form H

Required Forms Attached: \_\_\_\_\_

### Briefly describe the change requested and the justification for the change:

Delete ECON 1A prerequisite for ECON 100B and add MATH 23, 26A or 30 (Prerequisites: ECON 1B and MATH 23, 26A or 30); specify ECON 1A and 1B prerequisite for ECON 101 (Prerequisites: ECON 1A and 1B); add ECON 1A or 104 prerequisite for ECON 113 (Prerequisite: ECON 1A or 104); delete MATH 22 prerequisite for ECON 142 (Prerequisites: ECON 1A and 1B and three years of high school math); add MATH 23 prerequisite for ECON 143 (Prerequisites: ECON 1A and 1B and MATH 23 or 26A or 30); add FOR GRADUATING SENIORS ONLY prerequisite for ECON 145 (Prerequisites: ECON 100A and 100B and STAT 1--For Graduating Seniors Only); add ECON 1A and 1B prerequisite for ECON 150 (Prerequisites: ECON 1A and 1B).

*12 Course Change Proposal*

### Transaction:

School Review Completed (date): \_\_\_\_\_  
University Review Completed (date): \_\_\_\_\_  
Chancellor's Review Completed (date): \_\_\_\_\_

### Approvals:

Department Chair: Robert C. [Signature] Date: 4-12-91  
School Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
Assoc. Vice President-Curriculum: \_\_\_\_\_ Date: \_\_\_\_\_

(Form B)

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
PROGRAM CHANGE PROPOSAL

Date of Submission  
to School Dean: April 12, 1991

Academic Unit: ECONOMICS  
Requested Effective: Fall 1992



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-0001

DEPARTMENT OF MATHEMATICS AND STATISTICS

3 March 1991

To: Robert Curry, Chair  
Economics

From: Scott Farrand, Chair  
Mathematics and Statistics

Required Forms Attached:

- \_\_\_ Modification in Existing Program
- \_\_\_ Substantive Change
- XX Non-Substantive Change
- \_\_\_ Deletion of Existing Program
- \_\_\_ Initiation (Projection) of New Program
- \_\_\_ Implementation of New Program
- \_\_\_ Addition of New Minor, Concentration, Option, Specialization, Emphasis
- \_\_\_ Addition of New Certificate Program
- \_\_\_ Form C
- XX No Form Required
- \_\_\_ Form D
- \_\_\_ Form E
- \_\_\_ Form F
- \_\_\_ Form G
- \_\_\_ Form H

Briefly describe the change requested and the justification for the change:

Delete all OR EQUIVALENT and WITH PERMISSION OF THE INSTRUCTOR language; change all SPRING ONLY and FALL ONLY language to NOT OFFERED EVERY SEMESTER; delete MIS 6 Business Statistics from major requirements; delete MIS 6 Business Statistics from minor electives; add ECON 195 and 198 to courses which cannot be used to meet the requirements of the minor; limit ECON 199 to no more than three units which may be used to meet the requirements of the minor; change NOTE concerning substitution for three of the 27 upper division units to read NOTE: COMPUTER SCIENCE 15, MATH 31, 32, 35 OR AN UPPER DIVISION COURSE IN MATHEMATICS OR STATISTICS SELECTED IN CONSULTATION WITH AN ADVISOR MAY BE SUBSTITUTED FOR THREE OF THE 27 UPPER DIVISION UNITS IN ECONOMICS.

Transaction:

School Review Completed (date): \_\_\_\_\_  
 University Review Completed (date): \_\_\_\_\_  
 Chancellor's Review Completed (date): \_\_\_\_\_  
 Approvals: \_\_\_\_\_  
 Department Chair: Robert Curry Date: 4-12-91  
 School Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
 Assoc. Vice President-Curriculum: \_\_\_\_\_ Date: \_\_\_\_\_

I hope that this memo provides you with an estimate of the impact of the proposed changes in the economics major on the Mathematics Department. As I understand it, economics students will be required to take one semester of calculus, either Math 23, Math 26A, or Math 30. Of course, it is currently the case that some economics students already do take a calculus course, although it is not required of them. For example, this semester there are six students with the economics major code who are taking a first semester calculus class at CSUS.

I understand that there are approximately 160 economics majors at CSUS at this time. Because many of these students enter CSUS by transferring from a community college, it is likely that fewer than 20 per semester would take a required lower division course at CSUS. I would guess that the proposed change would present us with about ten more students each semester in calculus courses, primarily in the Math 23 course. This semester we are offering seventeen sections of Math 23, so I think that it would be misleading to represent the change in your major as having anything other than a negligible effect on this department.

Of course the budget crisis will make it difficult for your students to get the calculus classes that they need, but I imagine that all students will have difficulty getting almost any class that they need next year. Please tell your students not to be discouraged by long lines on the first day of classes, as many students leave after the first week of classes because of their scores on our diagnostic tests. Thus the classes tend to go to the persistent, i.e., those who can wait until the end of the second week of classes to get in.

Because your students are presently required to complete a statistics class, which carries the same prerequisites as Math 23, Business Calculus, I see no impact on the prerequisite courses such as intermediate algebra.

I would like to add that on curricular grounds, I strongly support this change in your program. Economics is a quantitative discipline. Any understanding of curves that are not straight lines involves calculus, so economists need at least the basics of calculus. Please let me know if I can supply any more information, or assist in any way with the progress of this proposal through the University's approval process.

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
SCHOOL OF ARTS AND SCIENCES  
Department of Economics

MEMORANDUM

To: Jolene Koester, Interim Assistant Vice President  
Academic Affairs 6070

From: John F. Henry, Acting Chair  
Department of Economics 6082

Date: June 24, 1991

Subject: Program Change Proposal

Following up our June 10 phone conversation and my memorandum of the same date, I discussed the issue of MIS 6 with Josef D. Moorehead, Dean of the School of Business Administration, and was informed that MIS 6 will be phased out over the next year or so. Business majors will be channeled into STAT 1 and MIS 6 will gradually disappear. The proposed MIS 101 is not a substitute course but one that will require STAT 1 as a prerequisite.

Thus, the elimination of MIS 6 from the Economics Department lower division requirements has no impact on the School of Business. I trust this clarifies the matter, and that the deletion of MIS 6 from our requirements is seen as non-substantive.

JFH:gm

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
SCHOOL OF ARTS AND SCIENCES  
Department of Economics

MEMORANDUM

To: Jolene Koester, Interim Assistant Vice President  
Academic Affairs 6070

From: John F. Henry, Acting Chair  
Department of Economics 6082

Date: June 10, 1991

Subject: Program Change Proposal

In pursuance of your request regarding Economics Department Program Change Proposals for the 1992-93 academic year, I have contacted Scott Farrand, Chair of Mathematics, and he finds no problem in the modification of the math courses the Economics Department will allow as a substitute for one upper division elective (per phone conversation June 10).

The proposed deletion of MIS 6 is a bit more problematic. In a phone conversation (June 10) with the Department Secretary of Management and Information Sciences, I was informed that MIS 6 is indeed to be eliminated, but will be replaced with MIS 101 (tentative course number). The problem is this: if MIS assigns an upper division number to its statistics course, we cannot consider it as a lower division requirement. Moreover, as this issue is not yet settled within MIS, we request that our Program Change Proposal be placed on hold until more information is acquired.

We hope this partially satisfies the questions you have surrounding the "non-substantive" changes the Department of Economics has made to its program for the 1992-93 academic year. We shall inform you of any further changes made necessary by the MIS modifications.

JFH:gm





SCHOOL OF ARTS AND SCIENCES  
OFFICE OF THE DEAN  
FAX (916) 278-5787

TO: Jolene Koester, Interim Assistant Vice President  
Academic Affairs

FROM: Ann Weldy, Associate Dean  
School of Arts and Sciences

DATE: May 31, 1991

RE: Revision of French B.A. Degree

I am forwarding a proposal to revise the B.A. degree in French. The proposal has been approved by all relevant committees in the School of Arts and Sciences.

I concur with the committees and recommend approval.

AW:ph

Enclosures

DEPARTMENT OF FOREIGN LANGUAGES - CSUS MEMORANDUM

TO: Dr. Ann Weldy, Assoc. Dean  
Arts and Sciences

Date: October 23, 1991

FROM: Claude Duval, Chair  
Foreign Languages

SUBJECT: French Minor literature course prerequisite

Pursuant to our conversation with Vice President Koester about the prerequisites for French literature courses, the French Area faculty reviewed the minor requirements in French.

In order to clarify the prerequisites for literature courses for the French minor, the French Area of the Department of Foreign Languages recommends that the catalog listing for the French minor be printed as follows:

MINOR REQUIREMENTS

A minor in French consists of 20 units, 12 of which must be upper division courses in French. (Prerequisites in parentheses)

- A. Required Courses (6 units)
  - (3) Fren 101 Advanced grammar (Fr. 2B or equivalent)
  - (3) Fren 109 Introduction to the Study of French Literature (Fr. 2B or equivalent, or permission of instructor)
- B. Electives (14 units, at least six of which must be upper division in French)

cc: VP, Jolene Koester  
Scott Farrand  
French Area Faculty



MEMORANDUM

October 29, 1991

OCT 30 1991

Revised  
4/13

To: Charlotte Cook, Chair  
Academic Senate

From: John L. Williams, Chair  
Academic Senate Curriculum Committee

Subject: Proposed Program Change -- French B.A.

At its meeting on Monday, October 28, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in the Bachelor of Arts in French:

It was MSC to approve adding French 109 to the upper division requirements, deleting French 112 as an option (changing 111 to incorporate topics previously covered in 112), and adding French 109 as a requirement for the minor.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp  
Att.

cc: Claude Duval, Chair  
Department of Foreign Languages  
Ann Weldy, Associate Dean  
School of Arts and Sciences

DEPARTMENT OF FOREIGN LANGUAGES - CSUS MEMORANDUM

TO: Dr. Ann Weldy, Associate Dean  
Arts and Sciences

Date: Sept. 16, 1991

FROM: Claude Duval, Chair  
Foreign Languages

SUBJECT: Program Changes: B.A. in French

The Department of Foreign Languages recommends that, effective Fall 1992 catalog:

- A. 1. the upper division requirements for a major in French be increased by three (3) units with the addition of an Introduction to the Study of French Literature course (3 units), a course approved for catalog copy last Spring 1990, already offered Fall 1990 and scheduled for Fall 91.

The new total of upper division units for a major in French would then be 37 instead of the present 34.

Justification:

The addition of such a course will provide students with the needed French language writing and reading skills particular to literary understanding and expression, after the 2B level and prior to enrollment in required literature courses. It also brings the major program in French in line with other majors in the Department (German and Spanish) which require an introductory course in the study of literature.

- B. A further change in the program is to lower the required GPA in upper division courses in the major from 3.0 to 2.75.

- C. Under Teaching Credential in the catalog add:

A Minor in another subject which can lead to a Supplementary Teaching Credential is strongly recommended.

Justification:

New credentialed teachers in foreign languages more than double their chances of obtaining a position when they have a second teaching specialty.

- D. Delete French 112 (French Literature: Themes) and require French 111, under new title (Topics in Francophone Literature)

Justification:

Presently, students take either French 111 or 112 as part of the literature coursework requirement. Deleting French 112 and making French 111 the required course, under a new title which would incorporate topics previously covered by both 112 and 111, simplifies scheduling and secures acceptable enrollment when this course is offered. Our records show that both 111 and 112 have been cancelled on too many occasions. Students remained undecided too long about which one to take and ended up having to take a 199 in order to graduate. This change would eliminate the choice and would require students to take one specific course (111) and reduce the overabundance of last minute 199's. (see attached memo to VP Koester 9/4/91)

None of the above changes will have a programmatic or fiscal impact on other academic units' programs. Changes affect only majors in French and were recommended by the French Area Faculty.

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
PROGRAM CHANGE PROPOSAL

Academic Unit: French Languages Date of Submission 3-18-91  
to School Dean:

Requested Effective Fall xx Spring 1992

Name of Faculty Contact Person, if not Department Chair: \_\_\_\_\_

Type of Program Change: \_\_\_\_\_ Required Forms Attached: \_\_\_\_\_

- Modification in Existing Program
  - Substantive Change  Form C
  - Non-Substantive Change  Form B
  - Deletion of Existing Program  Form D
  - Initiation (Projection) of New Program  Form E
  - New Degree Programs  Form F
  - Addition of New Minor, Concentration, Option, Specialization, Emphasis  Form G
  - Addition of New Certificate Program  Form H

Briefly describe the change requested and provide a justification for the change:

*attached.*

Approvals:

Department Chair: Claude Duval Date: 3-26-91

School Dean: Ann Weldy Date: 6-3-91

University Committee: \_\_\_\_\_ Date: \_\_\_\_\_

September 16, 1991

1. Academic Unit and contact person:  
Department of Foreign Languages  
Claude Duval, Chair

2. Degree program: B.A. in French

3/4. Purpose and need of changes:

1. increase the upper division requirements for a major in French by three (3) units with the addition of French 109, Introduction to the Study of French Literature course (3 units), a course approved for catalog copy last Spring 1990, already offered Fall 1990 and scheduled for Fall 91.

The new total of upper division units for a major in French would then be 37 instead of the present 34.

**Justification:**

The addition of such a course will provide students with the needed French language writing and reading skills particular to literary understanding and expression, after the 2B level and prior to enrollment in required literature courses. It also brings the major program in French in line with other majors in the Department (German and Spanish) which require an introductory course in the study of literature.

2. lower the required GPA in upper division courses in the major from 3.0 to 2.75.

3. under Teaching Credential in the catalog add:

A Minor in another subject which can lead to a Supplementary Teaching Credential is strongly recommended.

**Justification:**

New credentialled teachers in foreign languages more than double their chances of obtaining a position when they have a second teaching specialty.

4. Delete French 112 (French Literature: Themes) and require French 111, under new title (Topics in Francophone Literature).

**Justification:**

Presently, students take either French 111 or 112 as part of the literature coursework requirement. Deleting French 112 and making French 111 the required course, under a new title which would incorporate topics previously covered by both 112 and 111, simplifies scheduling and secures acceptable enrollment when this course is offered. Our records show that both 111 and 112 have been cancelled on too many occasions. Students remained undecided too long about which one to take and ended up having to take a 199 in order to graduate. This change would eliminate the choice and would require students to take one specific course (111) and reduce the overabundance of last minute 199's. (see attached memo to VP Koester 9/4/91)

5. Change prerequisites for literature courses as follows:

Fren 109 Intro. to Study of French Lit. Prerequisite: Fren 101 or permission of instructor.

Fren 110A Intro. to French Lit. I. Prerequisite: Fren 109 or permission of instructor.

Fren 110B Intro. to French Lit. II. Prerequisite: Fren 109 or permission of instructor.

Fren 111 Topics in Francophone Literature. Prerequisite: Fren 109 or permission of instructor.

Fren 170 Seminar Conducted in French. Prerequisite: Fren 109 or permission of instructor.

6. None of the above changes will have a programmatic or fiscal impact on other academic units' programs. Changes affect only majors in French and were recommended by the French Area Faculty.

7. Add to required upper division courses: French 109  
Delete French 112 and require French 111

New Program

B. Required upper division courses (37 units) Req....courses (34 units)

Note: Courses in parentheses are prerequisites.

Language (13 units)  
NO CHANGES

Introduction to study of literature (3 units)

(3) Fren 109 Intro. to Study of French Lit. (Fren 101)

Literature (12 units)

(3) Fren 110A Intro. to French Lit. I

(Fren 109 or permission of instructor)

(3) Fren 110B Intro. to French Lit. II

(Fren 109 or permission of instructor)

(3) Fren 111 Topics in Francophone Literature (3) One of the following: 111 or 112  
(Fren 109 or permission of instructor)

(3) Fren 170 Seminar conducted in French

(Fren 109 or permission of instructor)

Civilization (3 units)

NO CHANGES

Electives (6 units)

NO CHANGES

C. Other Requirements

A 2.75 GPA is required in all courses applied to the major.

French majors are strongly encouraged to minor in another field of their choice.

French majors are encouraged to minor in another field of their choice.

A 3.0 GPA is required in courses applied to the major.

French majors are encouraged to minor in another field of their choice.

8. Resource Needs

Fren 109 C4 3 units 1 section Spring and/or Fall 20 students  
Fren 111 C4 3 units 1 section Spring or Fall 20 students

No significant changes in FTEF.

\*Electives will be placed on a 3-semester rotation.

No additional space, equipment or other resources needed to offer these courses.

\*Addendum

Electives: French courses 104A and 104B, which had been on a two-semester rotation, will be on a three-semester rotation and French 105 and 125, which had been on a three-semester rotation, will be on a four-semester rotation starting fall 91. Scheduling French 109, at least once a year, will not mean additional units to teach. With the elimination of French 112, French 111 will now be offered once a year on a regular basis.

We had offered two electives each semester in the past. Now, because of the budget cuts, no more than one elective course will be offered per semester.

Under the present fiscal difficulties, the academic objective of this Department is to offer only enough courses to cover the minimum needed for students to fulfill their major/minor requirements in a reasonable period of time.

DATE: September 4, 1991

TO: Dr. Jolene Koester  
Asst. VP, Academic Affairs

FROM: Claude Duval, Chair (x6565)  
Foreign Languages

SUBJECT: ADJUSTMENT IN FRENCH MAJOR REQUIREMENT

I realize that it is much too close to preparation for the 92-94 catalog, but I must ask you to consider allowing the Department to make the following adjustment which does not effect the number of units required for a French Major nor the type of courses required.

As part of the literature course requirement, we presently ask that students take either Fren 111 - French Lit. Authors ~~or~~ French 112 - French Lit. Themes.

We want to delete French 112; make only French 111 the required course and change it to a French Lit. Topics course which would incorporate topics previously covered in 111 and 112. This change would simplify scheduling and secure acceptable enrollment when this course is offered. Our records show that both 111 and 112 have been deleted on too many occasions because students remained undecided too long about which one to take and ended up having to take a 199 in order to graduate. This change would eliminate the choice but would require that students take one specific course and reduce the proliferation of 199's.

The course change proposals for the deletion of 112 and the description change of 111 are being submitted to the A&S Curriculum Committee. If the proposed change is not approved for the 92-94 catalog and the deletion of 112 is completed, students, beginning fall 92, will only have one choice anyway: 111; so it would be reasonable to allow this adjustment in our French program and avoid confusion. It is not a substantive change; it is more a sort of logistical change. Thank you for your consideration.

cc: Dr. Anik Gunter, Head  
French Area

### MAJOR REQUIREMENTS • BA

The major consists of 34 units; the BA requires a total of 124 units.

#### A. Required Lower Division Courses

There are no specific lower division course requirements. However, students must demonstrate competency equivalent to successful completion of Fren 1A, 1B, 2A, and 2B before beginning upper division work.

#### B. Required Upper Division Courses (34 units)

Note: Courses in parentheses are prerequisites.

- (1) Fren 100 Phonetics and Pronunciation
- (2) Fren 101 Advanced Grammar
- (3) Fren 102 French Advanced Conversation
- (3) Fren 103 Advanced Composition (Fren 101)
- (3) Ling 130 Introduction to Language and Linguistics Literature (12 units)
- (3) Fren 110A Introduction to French Literature I (Fren 101, 103, or permission of instructor)
- (3) Fren 110B Introduction to French Literature II (Fren 101, 103, or permission of instructor)
- (3) Fren 170 Seminar Conducted in French
- (3) one of the following (prerequisite: Fren 110A or 110B):
  - Fren 111 Approach to French Literature: Authors
  - Fren 112 Approach to French Literature: Theme

Note: Normally, Fren 110A is offered in the fall; Fren 110B, in the spring.

#### Civilization (3 units)

- (3) Fren 120 French Civilization

#### Electives (6 units)

- Fren 104A French-English Translation
- Fren 104B English-French Translation (Fren 101)
- Fren 105 Basic Interpreting (Fren 104A or 104B or instructor's permission)
- Fren 125 Quebec and French North America
- Fren 196 Experimental Offerings

#### C. Other Requirements

A 3.0 GPA is required in all courses applied to the major. Students majoring in French are encouraged to minor in another field of their choice.

### TEACHING CREDENTIAL

The requirements for a teaching credential in French are the same as those for the major. Candidates must contact the French Waiver Program Coordinator, in the Department of Foreign Languages, to have their transcripts reviewed, to schedule an oral interview in French and to assess their subject matter competency. The Foreign Language Proficiency Examination in French may also be required. Teaching credential candidates must also complete the Professional Education Program in addition to other requirements for a teaching credential. You may obtain information about the Professional Education Program from the Education Student Service Center (Education Building Room 216, 278-6174).

### MINOR REQUIREMENTS

A minor in French consists of 20 units, 12 of which must be in upper division courses. (Prerequisites are in parentheses)

#### A. Required Courses (6 units)

- (3) Fren 101 Advanced Grammar
- (3) One of the following:
  - Fren 110A Introduction to French Literature I
  - Fren 110B Introduction to French Literature II

#### B. Electives (a minimum of 6 units)

- (2) Fren 100 Phonetics and Pronunciation
- (2) Fren 102 Advanced Conversation
- (3) Fren 103 Advanced Composition (Fren 101)
- (3) Fren 104A French-English Translation
- (3) Fren 104B English-French Translation (Fren 101)
- (3) Fren 105 Basic Interpreting (Fren 104A or 104B or instructor's permission)
- (3) Fren 110A Introduction to French Literature I (Fren 101, 103, or permission of instructor)
- (3) Fren 110B Introduction to French Literature II (Fren 101, 103, or permission of instructor)
- (3) Fren 111 Approach to French Literature: Authors (Fren 110A or 110B)
- (3) Fren 112 Approach to French Literature: Theme (Fren 110A or 110B)
- (3) Fren 125 Quebec and French North America
- (3) Fren 170 Seminar conducted in French (Fren 110A or 110B)

### ADDITIONAL INFORMATION

#### Credit by Exam

A maximum of 16 units in foreign language studies may be challenged, only 12 of which may be in French.

#### Junior Year in France

Students planning to apply for admission to the overseas program should consult the Department for information.

#### Foreign Language for Advanced Degree Requirements

Many graduate degree programs require competence in one or more foreign languages, and French is often recommended or required. Students planning advanced degree study in areas having foreign language requirements should give careful consideration to completing two or more years of a foreign language as part of their baccalaureate degree.



# California State University Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

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

DATE: October 24, 1991

TO: John Williams, Chair  
Curriculum Committee

FROM: Steve Buss, Chair *Steve Buss*  
Academic Senate *for Dr.*

SUBJECT: Revision of French B.A. Degree

On October 22, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the Revision of the French B.A. Degree.

If you have any questions, please call me at x7387.

SB:dp  
Attachment  
cc: Jolene Koester, Associate Vice President for Academic Affairs  
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee  
Charlotte Cook, Chair, Academic Senate

## FISCAL AFFAIRS COMMITTEE

Revision of French B.A. Degree

The Department of Foreign Languages proposes several changes in the French B.A. program, only one of which has any fiscal impact. That change is a requirement that students who major in French pass French 109, Introduction to the Study of French Literature, a 3 unit course. The department proposes that a section of this course would be scheduled once each year, or possibly once each semester, depending upon demand.

The probable cost of the addition of this course to the major is thus 3 to 6 semester wtu's per year, or an annual average of 1.5 to 3 wtu's per year. The department explains that this cost is more than compensated for by the reduction in offerings of elective courses that has been necessitated by recent budget cuts.

The change in prerequisites for French 110A and 110B to include French 109 effectively makes French 109 a required course in the French minor, as students minoring in French must take either French 110A or 110B. The Department of Foreign Languages has notified the Fiscal Affairs Committee of its plan to alter the minor in French to require French 110A or French 110B or French 109. This change has been considered in the above estimate of fiscal impact.



California State University, Sacramento  
SACRAMENTO, CALIFORNIA 95819-2694



California State University, Sacramento  
SACRAMENTO, CALIFORNIA 95819-6049

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

October 29, 1991

California State University Sacramento  
6000 J Street  
Sacramento, California 95819

OCT 30 1991

Academic Senate Received  
(43)

To: Charlotte Cook, Chair  
Academic Senate

From: *John Williams*  
John L. Williams, Chair  
Academic Senate Curriculum Committee

Subject: Proposed Program Change -- German B.A.

At its meeting on Monday, October 28, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in the Bachelor of Arts in German:

It was MSC to approve adding German 102 to the upper division requirements and reducing the electives from 4 units to 3.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp  
Att.

cc: Claude Duval, Chair  
Department of Foreign Languages

Ann Weldy, Associate Dean  
School of Arts and Sciences

SCHOOL OF ARTS AND SCIENCES  
OFFICE OF THE DEAN  
FAX (916) 278-5787

TO: Jolene Koester, Interim Assistant Vice President  
Academic Affairs

FROM: Ann Weldy, Associate Dean  
School of Arts and Sciences

DATE: May 31, 1991

RE: Revision of German B.A. Degree

I am forwarding a proposal to revise the B.A. degree in German. The proposal has been approved by all relevant committees in the School of Arts and Sciences.

I concur with the committees and recommend approval.

AW:ph

Enclosures

JUN 1991

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
PROGRAM CHANGE PROPOSAL

Program Change Proposal Form C

Academic Unit: German Foreign Languages Date of Submission 3-18-91  
Requested Effective Fall xx Spring 19 92 to School Dean:  
Name of Faculty Contact Person, if not Department Chair: \_\_\_\_\_

Type of Program Change: \_\_\_\_\_ Required Forms Attached:

- Modification in Existing Program
- Substantive Change Form C
- Non-Substantive Change Form B
- Deletion of Existing Program Form D
- Initiation (Projection) of New Program onto Master Plan Form E
- New Degree Programs Form F
- Addition of New Minor, Concentration, Option, Specialization, Emphasis Form G
- Addition of New Certificate Program Form H

Briefly describe the change requested and provide a justification for the change:

*attached*

March 27, 1991

1. Academic Unit and contact person:  
Department of Foreign Languages  
Claude Duval, Chair

2. Degree program: B.A. in German

3/4. Purpose and need of changes:

1. increase the upper division requirements for a major in German by two (2) units with the addition of German 102, Advanced Composition (3 units), and
2. the reduction of the elective "4 additional upper division units" to three (3) units.

The new total of upper division units for a major in German would then be 36 instead of the present 34.

Justification:

The addition of an Advanced Composition course will provide students with the needed writing skills in German, beyond advanced grammar, to write papers for required literature and civilization courses in the major. It also brings the major program in German in line with other majors in the Department (French and Spanish) which require Advanced Composition. The course would be offered every two or three semesters and can be implemented within the present departmental allocation.

3. Under Teaching Credential in the catalog add:

A Minor in another subject which can lead to a Supplementary Teaching Credential is strongly recommended.

Justification:

New credentialled teachers in foreign languages more than double their chances of obtaining a position when they have a second teaching specialty.

5. None of the above changes will have a programmatic or fiscal impact on other academic units' programs. Changes affect only majors in French and were recommended by the German Area Faculty.  
*Althman*

Approvals: \_\_\_\_\_ Date: 3-13-91  
Department Chair: *Claude Duval*  
School Dean: *Wendy* Date: 6-3-91  
University Committee: \_\_\_\_\_ Date: \_\_\_\_\_

6. Add to required upper division courses: German 102  
 New Program Old Program  
 B. Required upper division courses (36 units) Req.... (34 units)

- (3) Germ 100 Advanced Grammar and Speaking Practice
- (3) Germ 101 Intro. to German Lit. and Literary Criticism (not required)
- (3) Germ 102 Advanced Composition
- (3) Germ 103 German Phonetics
- (3) Ling 130 Intro. to Language and Linguistics
- (9) Three of the following:
  - Germ 110 Survey of German Lit. to Classicism
  - Germ 111 Survey of German Lit. Classicism to Poetic Realism
  - Germ 112 Modern German Drama
  - Germ 113 Modern German Prose
  - Germ 114 Survey of German Lit. after WW II
- (6) Two of the following:
  - Germ 150 German Life and Thought to Reformation
  - Germ 151 German Life and Thought: Reformation through 19th Century
  - Germ 152 German Life and Thought in the 20th Century
- (3) Germ 192 Seminar

\* (3) Elective: Three additional German upper division units selected in consultation with major advisor. Only one course from the 140 series may count toward the major.

Note: A minor is recommended with the German major; consult advisor.

7. Resource Needs  
 Germ 102 C4 3 units 1 section Spring 20 students  
 No significant changes in FTEF. \*Electives will be placed on a 3-semester rotation.  
 No additional space, equipment or other resources needed to offer this course.

**\*Addendum**

\* German majors have been taking 2 courses (6 units) to meet the present 4-unit elective requirement. With the above changes, students will take one 3-unit elective course and the new required Advanced Composition course. In fact, no additional units are added and no additional courses will be scheduled. The changes more clearly represent the accurate number of units for required and elective courses.

Electives: German courses 140, 141, 142, 143 will be on a 4-semester rotation. For 1991-1992, because of budget cuts, none of the 140 series will be scheduled. German 106 and 160, other electives, will be on a 3-semester rotation. At the most, we plan to schedule only one elective per semester.

Under the present fiscal difficulties, the academic objective of this Department is to offer only enough courses to cover the minimum needed for students to fulfill their major/minor requirements in a reasonable period of time.

**ADDITIONAL INFORMATION**

**RESIDENCE REQUIREMENT**

Transfer students and students participating in International Programs must complete at least six upper division units in German at CSU.

**STUDY IN GERMANY**

Attention is called to the possibility of studying at a German university through participation in the California State University International Programs. See index.

**CREDIT BY EXAMINATION**

A maximum of 16 units in foreign language studies may be earned through examination, of which only 12 may be in German. For additional information, see index.

**ADVANCED DEGREE PREPARATION**

Students who plan to continue their studies on the graduate level are advised to give careful consideration to the importance of completing at least two years of another foreign language (e.g., Latin, French, or Russian) before obtaining the baccalaureate degree in German.

**MAJOR REQUIREMENTS • BA**

The major consists of 34 units; the BA requires a total of 124 units.

**A. Required Lower Division Courses**

There are no specific German course requirements. However, students must demonstrate competency equivalent to successful completion of Germ 1A, 1B, 2A and 2B before beginning upper division work.

**B. Required Upper Division Courses (34 units)**

- (3) Germ 100 Advanced Grammar and Speaking Practice
  - (3) Germ 101 ~~Advanced Grammar and Speaking Practice~~ Introduction to Literary Criticism, and Selected Readings
  - (3) Ling 130 Introduction to Language and Linguistics
  - (3) Germ 103 German Phonetics
  - (9) Three of the following:
    - Germ 110 Survey of German Literature to Classicism
    - Germ 111 Survey of German Literature from Classicism to Poetic Realism
    - Germ 112 Modern German Drama
    - Germ 113 Modern German Prose
    - Germ 114 Survey of German Literature After World War II
  - (6) Two of the following:
    - Germ 150 German Life and Thought to the Reformation
    - Germ 151 German Life and Thought from the Reformation through the 19th Century
    - Germ 152 German Life and Thought in the 20th Century
  - (3) Germ 192 Seminar
  - (4) Four additional upper division units from among the German offerings selected in consultation with faculty advisor. Only one course from the 140 series may count toward the major.
- Note: A minor is recommended with the German major; consult advisor.

**TEACHING CREDENTIAL**

The requirements for a teaching credential in German are the same as those for the major with the following additions:  
 (2) German 105 Advanced German Language Laboratory  
 (3) German 106 Advanced Conversation

Candidates must contact the German Waiver Program Coordinator, in the department of Foreign Languages, to have their transcripts reviewed, to schedule an oral interview in German and to assess their subject matter competency.

Teaching credential candidates must also complete the Professional Education Program in addition to other requirements for a teaching credential. Consult the German credential advisor for details and contact the Education Student Service Center (Education Building, Room 216, 278-6174) for application procedures and requirements.

**MINOR REQUIREMENTS**

The minor in German requires 12 upper division units which must be conducted in German. Students are required to meet with a minor advisor for course selection.





# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

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

DATE: October 24, 1991

TO: John Williams, Chair  
Curriculum Committee

FROM: Steve Buss, Chair *Steve Buss*  
Fiscal Affairs Committee *gnv nr*

SUBJECT: Revision of German B.A. Degree

On October 22, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the Revision of the German B.A. Degree.

If you have any questions, please call me at x7387.

SB:dp  
Attachment  
cc: Jolene Koester, Associate Vice President for Academic Affairs  
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee  
Charlotte Cook, Chair, Academic Senate

## FISCAL AFFAIRS COMMITTEE

Revision of German B.A. Degree

The Department of Foreign Languages proposes the addition of German 102, Advanced Composition, a 3 unit course, to the list of required courses in the German major, and a reduction in the required number of elective units in the major from 4 units to 3 units. It is proposed that German 102 would be offered once each Spring semester.

The effect of the current 4 unit elective requirement is that German majors take two 3 unit elective courses. Thus the reduction from 4 units to 3 units in electives is effectively a one course reduction in the major requirements, which offsets the cost of the addition of German 102 to the list of required courses. Therefore, this program change would have no fiscal impact.



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

## MEMORANDUM

October 8, 1991

To: Charlotte Cook, Chair  
Academic Senate

From: *John L. Williams*  
John L. Williams, Chair  
Academic Senate Curriculum Committee

Subject: Proposed Program Change -- Philosophy Major and Minor

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

OCT 8 1991

Academic Senate  
413

At its meeting on Monday, October 7, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in the Philosophy major and minor:

It was MSC to approve the substitution of Phil 60 for Phil 4 in required lower division courses, the addition of Phil 152 as an alternative to Phil 112 (formerly 102) in the required upper division courses, and the addition of Phil 60 as an alternative to Phil 4 in the minor.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp  
Att.

cc: Linda Bomstad, Chair  
Department of Philosophy

Ann Weidy, Associate Dean  
School of Arts and Sciences



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

## MEMORANDUM

DATE: October 3, 1991

TO: John Williams, Chair  
Curriculum Committee

FROM: Steve Buss, Chair  
Fiscal Affairs Committee

SUBJECT: Revision of Philosophy Major and Minor

On October 1, 1991, the Fiscal Affairs Committee unanimously agreed that there is no fiscal impact to the revision of the Philosophy Major and Minor.

If you have any questions, please call me at x7387.

SB:dp

cc: Jolene Koester, Associate Vice President for Academic Affairs  
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee  
Charlotte Cook, Chair, Academic Senate

Attachment E  
Academic Senate Agenda  
November 14, 1991



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95804-0439

SCHOOL OF ARTS AND SCIENCES  
OFFICE OF THE DEAN  
FAX (916) 278-5787

TO: Jolene Koester, Interim Assistant Vice President  
Academic Affairs

FROM: Ann Weldy, Associate Dean  
School of Arts and Sciences

DATE: May 31, 1991

RE: Revision of Philosophy Major and Minor

I am forwarding a proposal to revise the major and minor in Philosophy. The proposal has been approved by all relevant committees in the School of Arts and Sciences.

I concur with the committees and recommend approval.

AW:ph

Enclosures

## California State University, Sacramento Program Change Proposal

Academic Unit: Philosophy Submission date to School Dean: 4/16/91

Requested effective Fall x Spring     , 1992

Name of faculty contact person, if not Department Chair: \_\_\_\_\_

Type of Program Change: \_\_\_\_\_ Required Forms Attached:

Modification in Existing Program

Substantive Change  Form C

Nonsubstantive Change  Form B

Deletion of Existing Program  Form D

Initiation (Projection) of New Program  
onto Master Plan  Form E

New Degree Programs  Form F

Addition of New Minor, Concentration,  
Option, Specialization, Emphasis  Form G

Addition of New Certificate Program  Form H



Briefly describe the change requested and provide a justification for the change: \_\_\_\_\_

Approvals:

Department Chair: Linda Bamstad Date: 4/16/91

School Dean: Ann Weldy Date: 6-3-91

University Committee: \_\_\_\_\_ Date: \_\_\_\_\_

PROGRAM CHANGE PROPOSAL FOR THE PHILOSOPHY MAJOR.  
4/15/91  
FORM C

1. Philosophy Department  
Linda Bornsted, Chair

2. B.A. in Philosophy; Minor in Philosophy

3 & 4. Purpose and need for the changes: Our major program traditionally had a lower division core requirement in logic that emphasized deductive logic (our old Phil 4). In recent years we have tailored that course to fit the Area A requirement in critical thinking; as a result there has been a steady diminishing of deductive logic in the content of Phil 4. Thus we wish to introduce a deductive logic course into the core curriculum for the baccalaureate degree in philosophy. We would also like to offer the course as an alternative to Phil 4 for our minors.

The department also wishes to list Philosophy 152 (Recent Ethical Theory) as an alternative to Philosophy 112 (formerly 102-History of Ethics) in the upper division core curriculum for our B.A. degree.

5. Programmatic impact: none expected.

Fiscal impact; none (the addition of Phil 60 to our fall schedule will be offset by the elimination of another lower division section, most likely Phil 2 or Phil 6; Phil 152 will be offered as usual).

6. Old vs. New Program Requirements:

Old Catalog for the Philosophy major under

- A. Required Lower Division Courses (9 units)  
(3) Phil 4 Logic and Critical Thinking
- B. Required Upper Division Courses (9 units)  
(3) Phil 102 History of Ethics

New Catalog for the Philosophy major under

- A. Required Lower Division Courses (9 units)  
(3) Phil 60 Elementary Logic
- B. Required Upper Division Courses (9 units)  
(3) Phil 112 History of Ethics or  
Phil 152 Recent Ethical Theory

Old Catalog for the Philosophy minor

- (3) Phil 4 Logic and Critical Thinking

New Catalog for the Philosophy minor

- (3) Phil 4 Critical Thinking or  
Phil 60 Elementary Logic

**MAJOR REQUIREMENTS • BA**

The major consists of 33 units; the BA requires a total of 124 units.

**A. Required Lower Division Courses (9 units)**

- (3) Phil 4 ~~Logic and Critical Thinking~~ **60 Elementary Logic**
- (3) Phil 20 History of Ancient Philosophy
- (3) Phil 21 History of Early Modern Philosophy

**B. Required Upper Division Courses (9 units)**

- (3) Phil 112 ~~History of Ethics~~ **OR PHIL. 152 Recent Ethical Theory**
- (3) Phil 180 Theory of Knowledge
- (3) Phil 181 Metaphysics

**C. Major Electives (15 units)**

Additional courses to a total minimum of 24 upper-division units in Philosophy. Elective courses should be selected in consultation with an advisor.

**MINOR REQUIREMENTS**

The minor requires 18 units of philosophy, 9 units of which must be upper division.

Specific course requirements are:

- (3) Phil 4 ~~Logic and Critical Thinking~~ **OR PHIL 60 Elementary Logic**
- (3) Phil 20 History of Ancient Philosophy
- (3) Phil 21 History of Early Modern Philosophy

Students who minor in philosophy are free to plan a sequence of courses suited to their individual needs and interests. However, for a given major, we offer certain courses that have particular relevance. Contact departmental advisors for course recommendations.



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

MEMORANDUM

OCT 08 1991

Academic Senate  
413

October 8, 1991

To: Charlotte Cook, Chair  
Academic Senate

From: *John L. Williams*  
John L. Williams, Chair  
Academic Senate Curriculum Committee

Subject: Proposed Program Change -- Psychology B.A.

At its meeting on Monday, October 7, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in the Bachelor of Arts in Psychology:

It was MSC to approve the addition of Psych 110 and 111 to the list of courses acceptable to meet the Experimental Psychology area requirements.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp  
Att.

cc: John Schaeuble, Chair  
Department of Psychology  
Ann Weldy, Associate Dean  
School of Arts and Sciences

MEMORANDUM

DATE: October 3, 1991

TO: John Williams, Chair  
Curriculum Committee

FROM: Steve Buss, Chair  
Fiscal Affairs Committee

SUBJECT: Revision of Psychology B.A.

On October 1, 1991, the Fiscal Affairs Committee unanimously agreed that there is no fiscal impact to the revision of the Psychology B.A.

If you have any questions, please call me at x7387.

SB:dp  
cc: Jolene Koester, Associate Vice President for Academic Affairs  
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee  
Charlotte Cook, Chair, Academic Senate



SCHOOL OF ARTS AND SCIENCES  
OFFICE OF THE DEAN  
FAX (916) 278-5787

TO: Jolene Koester, Interim Assistant Vice President  
Academic Affairs

FROM: Ann Weldy, Associate Dean  
School of Arts and Sciences

DATE: May 20, 1991

RE: Revision of Psychology B.A.

I am forwarding a proposal to revise the Psychology B.A. program. The proposal has been approved by all relevant committees in the School of Arts and Sciences.

I concur with the committees and recommend approval.

AW:ph

Enclosures

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
PROGRAM CHANGE PROPOSAL

PROGRAM CHANGE PROPOSAL  
FOR THE PSYCHOLOGY MAJOR  
3/21/91  
FORM C

Academic Unit: Psychology Date of Submission 3/21/91  
to School Dean: \_\_\_\_\_

Requested Effective Fall X Spring \_\_\_\_\_, 19 92

Name of Faculty Contact Person, if not Department Chair: \_\_\_\_\_

Type of Program Change: \_\_\_\_\_ Required Forms Attached:

- Modification in Existing Program  
 Substantive Change X Form C  
 Non-Substantive Change \_\_\_\_\_ Form B  
 Deletion of Existing Program \_\_\_\_\_ Form D  
 Initiation (Projection) of New Program \_\_\_\_\_ Form E  
 New Degree Programs \_\_\_\_\_ Form F  
 Addition of New Minor, Concentration, \_\_\_\_\_ Form G  
 Option, Specialization, Emphasis \_\_\_\_\_ Form H  
 Addition of New Certificate Program \_\_\_\_\_ Form H



Briefly describe the change requested and provide a justification for the change:

The Psychology Department has submitted (and the A&S Curriculum Committee has approved) making Psych 196H (Cognitive Psychology) a permanent course (Psych 110) with a revised course description clarifying the links between this area and other areas of Experimental Psychology. The Department has also submitted (and the A&S Curriculum Committee has approved) a revised course description for Psych 111, Introduction to Physiological Psychology, which now shows a more appropriate focus for the course to be included in the Experimental Psychology area. The Department wants to list both of these courses as acceptable for meeting the area requirement.

Approvals: \_\_\_\_\_

Department Chair: John L. Schaeuble Date: 3-21-91  
John L. Schaeuble

School Dean: Ann Weldon Date: 5-20-91

University Committee: \_\_\_\_\_ Date: \_\_\_\_\_

- Psychology Department  
John Schaeuble, Chair
- B.A. in Psychology
- 3 & 4: Purpose and Need for the Change:  
The Psychology Department has submitted (and the A&S Curriculum Committee has approved) making Psych 196H (Cognitive Psychology) a permanent course (Psych 110) with a revised course description clarifying the links between this area and other areas of Experimental Psychology. The Department has also submitted (and the A&S Curriculum Committee has approved) a revised course description for Psych 111, Introduction to Physiological Psychology, which now shows a more appropriate focus for the course to be included in the Experimental Psychology area. The Department wants to list both of these courses as acceptable for meeting the area requirement.
- Programmatic Impact: none anticipated  
Fiscal impact: none (any increase in the number of sections offered of these two courses is expected to be offset by a corresponding decrease in the number of sections of other Experimental Psychology courses)  
Old vs. New Program Requirements:  
Old Catalog for the Psychology major under  
B. Required Upper Division Courses  
(6-8) two courses in EXPERIMENTAL PSYCHOLOGY from the following:  
Psych 103, 104, 106, 114, 115, 116, 119, 171.  
New Catalog for the Psychology major under  
B. Required Upper Division Courses  
(6-8) two courses in EXPERIMENTAL PSYCHOLOGY from the following:  
Psych 103, 104, 106, 110, 111, 114, 115, 116, 119, 171.
6. Old vs. New Program Requirements:  
Old Catalog for the Psychology major under  
B. Required Upper Division Courses  
(6-8) two courses in EXPERIMENTAL PSYCHOLOGY from the following:  
Psych 103, 104, 106, 114, 115, 116, 119, 171.



California State University, Sacramento  
SACRAMENTO, CALIFORNIA 95819-2694

MEMORANDUM

DATE: October 24, 1991

TO: John Williams, Chair  
Curriculum Committee

FROM: Steve Buss, Chair  
Fiscal Affairs Committee

SUBJECT: Proposed Change in Mechanical Engineering Technology

=====

On October 22, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the Proposed Change in Mechanical Engineering Technology.

If you have any questions, please call me at x7387.

SB:dp  
Attachment

cc: Jolene Koester, Associate Vice President for Academic Affairs  
Maurine Ballard-Rosa, Chair, Graduate Policies and Programs Committee  
Charlotte Cook, Chair, Academic Senate

FISCAL AFFAIRS COMMITTEE

Proposed Change in Mechanical Engineering Technology

Fiscal Analysis

This proposed change switches the sequence in which MET 165 and MET 166 are taken, so that MET 166 will be taken Fall semester and MET 165 in the Spring.

Although students may need to sequence prerequisite courses differently under this proposed change, there seems to be no fiscal impact per se.



California State University, Sacramento  
SACRAMENTO, CALIFORNIA 95819-2694

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

MEMORANDUM

October 29, 1991

To: Charlotte Cook, Chair  
Academic Senate

From: *John Williams*  
John L. Williams, Chair  
Academic Senate Curriculum Committee

Subject: Proposed Program Change -- MET

At its meeting on Monday, October 28, the Academic Senate Curriculum Committee took the following action regarding the proposed program change in the Mechanical Engineering Technology:

It was MSC to approve the request to switch the sequence in which MET 165 and MET 166 are taken.

Copies of the proposal and the Fiscal Affairs Committee report are attached for your information.

JLW/cp  
Att.

cc: Andrew Banta, Chair  
Department of Mechanical Engineering  
John Hester, Associate Dean  
School of Engineering and Computer Science

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
PROGRAM CHANGE PROPOSAL

Academic Unit: MECHANICAL ENGINEERING \_\_\_\_\_ Date of Submission \_\_\_\_\_  
to School Dean: 9/25/91  
Requested Effective Fall XX Spring 19 92

Name of Faculty Contact Person, if not Department Chair: JOSEPH HARRALSON, MET PROGRAM COORDINATOR

Type of Program Change: \_\_\_\_\_ Required Forms Attached: \_\_\_\_\_

- Modification in Existing Program
- Substantive Change \_\_\_\_\_ Form C
- Non-Substantive Change \_\_\_\_\_ Form B
- Deletion of Existing Program \_\_\_\_\_ Form D
- Initiation (Projection) of New Program \_\_\_\_\_ Form E
- onto Master Plan \_\_\_\_\_ Form F
- New Degree Programs \_\_\_\_\_ Form G
- Addition of New Minor, Concentration, Option, Specialization, Emphasis \_\_\_\_\_ Form H
- Addition of New Certificate Program \_\_\_\_\_ Form H

Briefly describe the change requested and provide a justification for the change:

The sequence in which MET 165, Kinematics of Machinery, and MET 166, Machinery Design, are taken will be switched. MET 166 will be taken in the fall semester and MET 165 in the spring semester of the senior year. Prerequisites must be changed to agree with the sequence change.

MET 165, Kinematics of Machinery. Prerequisites MET 111 and MET 164, Spring only; 3 units.

MET 166, Machinery Design. Prerequisites MET 112 and MET 164, Fall only; 3 units.

This change is being made to allow students to take Machinery Design and the first semester Senior Project concurrently. Students will be able to apply course material from MET 166 to their Senior Design Project.

Approvals: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: 9/25/91

School Dean: \_\_\_\_\_ Date: 10/1/91

University Committee: \_\_\_\_\_ Date: \_\_\_\_\_





# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6018

OFFICE OF RESEARCH AND GRADUATE STUDIES  
(916) 278-6402  
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California State University, Sacramento  
6000 J Street  
Sacramento, California 95819

OCT 24 1991

Academic Senate Bureau  
413

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

October 1, 1991

TO: Charlotte Cook, Chair  
Academic Senate

FR: Maurine Ballard-Rosa, Chair *MB-R*  
Graduate Policies and Programs Committee

RE: Revision of Psychology M.A.

At its meeting of Monday, September 30, 1991, the Graduate Policies and Programs Committee approved the proposed revisions to the Master of Arts in Psychology Program.

A copy of the proposal is attached for your information.

MBR/sb

Attachment

cc Vice President Burger  
Dr. Jolene Koester, Associate Vice President, Academic Affairs  
Dr. Robert N. Rogers, Associate Vice President, Research and Graduate Studies  
Dr. John Schaeuble, Chair, Department of Psychology  
Dr. Ann Weldy, Associate Dean School of Arts and Sciences



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-4489

SCHOOL OF ARTS AND SCIENCES  
OFFICE OF THE DEAN  
FAX (916) 278-5787

TO: Jolene Koester, Interim Assistant Vice President  
Academic Affairs

FROM: Ann Weldy, Associate Dean  
School of Arts and Sciences *Ann Weldy*

DATE: June 4, 1991

RE: Revision of Psychology M.A.

I am forwarding a proposal to revise the Psychology M.A. program. The proposal has been approved by all relevant committees in the School of Arts and Sciences.

I concur with the committees and recommend approval.

AW:ph

Enclosures

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
PROGRAM CHANGE PROPOSAL

Department of Psychology  
Substantive Program Change Proposal  
May 30, 1991

Academic Unit: Psychology Date of Submission: 3/13/91

Requested Effective Fall X Spring, 19 92

Name of Faculty Contact Person, if not Department Chair:

Type of Program Change: Required Forms Attached:



- Modification in Existing Program
  - Substantive Change  Form C
  - Non-Substantive Change  Form B
  - Deletion of Existing Program  Form D
  - Initiation (Projection) of New Program  Form E
  - into Master Plan  Form F
  - New Degree Programs  Form G
  - Addition of New Minor, Concentration, Option, Specialization, Emphasis  Form H
  - Addition of New Certificate Program  Form H

Briefly describe the change requested and provide a justification for the change:

The Psychology Department currently offers a Master's thesis or project for 4-6 units each. Since there appears to be little correlation between the effort that goes into the thesis or project and the number of units granted, the department is proposing that the number of units for Psych. 500 and Psych. 502 be fixed at 4.

This proposal will change the M.A. degree requirements to 9 units of core courses, 17 (instead of 15-17) units of elective courses, and 4 (instead of 4-6) units for the thesis or project. Most students would be unaffected by the change; a few students might have to take one additional course for the M.A. degree.

Approvals:

Department Chair: John L. Schaeuble Date: 3-13-91

School Dean: John L. Schaeuble Date: 6-4-91

University Committee: \_\_\_\_\_ Date: \_\_\_\_\_

1. Psychology Department  
Contact person: John Schaeuble, Dept. Chair
2. Title or program to be changed:  
M.A. in Psychology
3. Purpose of the change:  
There appears to be little correlation between the number of units a student takes for the thesis or project (4 to 6 units) and the degree of effort that goes into that work.
4. Need for the change:  
Given the lack of correlation between the number of units for thesis or project and the degree of effort expended, a fixed number of thesis or project units (4 units) seems more appropriate.
5. Programmatic impact:

This proposal will change the M.A. degree requirements to 9 units of core courses, 17 (instead of 15-17) units of elective courses, and 4 (instead of 4-6) units for the thesis or project. Most students would be unaffected by the change; a few students might have to take one additional course for the M.A. degree.

Fiscal impact:

This proposal should not constitute a fiscal impact for the department for the following reasons:

- a. Many of our graduate students are pursuing a Marriage, Family, and Child Counseling license and are therefore required to take 60 units of graduate work in psychology. Limiting the thesis or project to 4 units will not require these students to have to take any additional graduate courses.
- b. The Psychology Department has changed its advising policy for graduate students during the last year to encourage students to enroll for a Psych. 299 (Special Problems) course while developing a proposal for the thesis or project before enrolling in Psych. 500 or 502 (which require prior approval of the proposal and advancement to candidacy). Students doing this will earn at least as many units for the thesis or project as the previous maximum.

MEMORANDUM

October 1, 1991

To: Ane Quade  
Economics Department

From: John Schaeuble, Chair  
Psychology Department

Subject: Proposed M.A. Program Change in Psychology

Confirming our telephone conversation this afternoon, in response to your inquiry on behalf of the Fiscal Affairs Committee, we pulled our student files for the first 25 of our current graduate students who have advanced to candidacy, and we examined the courses listed on their plan of study. All 25 of those students had 26 or more course units (excluding credit for the thesis or project). Thus, none of them would have been required to take additional courses under our proposal to change Psych 500 and 502 from variable units (4-6) to a fixed number of units (4).

I hope this information will satisfy any concerns your committee may have about the possibility of a fiscal impact from this proposed change in our M.A. program. We have consistently described it as having no fiscal impact, a claim that I believe is clearly supported by the above data, and I am not a person who would provide deceptive information about such matters.

cc: Steve Buss  
Communication Studies Department

6. Old vs. New Program Requirements:

Old Catalog (under MASTER OF ARTS IN PSYCHOLOGY -- only the relevant parts to be changed are shown here)

- Other Course Requirements (15-17 units, at least 9 of which must be 200-level)
- Psychology elective courses, as approved by the department. (A maximum of 6 units in related fields may apply here, with advisor approval.)

Culminating Requirement (4-6 units) Choose one:

- Psych 500 Master's Thesis (4-6 units)
- Psych 502 Master's Project (4-6 units)

New Catalog (under MASTER OF ARTS IN PSYCHOLOGY -- only the relevant parts to be changed are shown here)

Other Course Requirements (17 units, at least 9 of which must be 200-level)

- Psychology elective courses, as approved by the department. (A maximum of 6 units in related fields may apply here, with advisor approval.)

Culminating Requirement (4 units) Choose one:

- Psych 500 Master's Thesis (4 units)
- Psych 502 Master's Project (4 units)



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2694

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

OCT 28 1991

M E M O R A N D U M

Academics      Senate Resolved  
413

DATE:      October 24, 1991

TO:      Maurine Ballard-Rosa, Chair  
Graduate Policies and Programs Committee

FROM:      Steve Buss, Chair  
Fiscal Affairs Committee

SUBJECT:      Revision of Psychology M.A.

=====

On October 22, 1991, the Fiscal Affairs Committee approved the attached fiscal impact evaluation for the Revision of the Psychology M.A.

If you have any questions, please call me at x7387.

SB:dp  
Attachment  
cc: Jolene Koester, Associate Vice President for Academic Affairs  
John Williams, Chair, Curriculum Committee  
Charlotte Cook, Chair, Academic Senate

## FISCAL IMPACT EVALUATION

Department of Psychology Proposal to  
Revise its M.A. Program

### Description of Program Change

The Department of Psychology is proposing an increase in the minimum proportion of credits taken in elective courses for their masters program. As they intend to hold the number of core units and the minimum total number of units constant, this entails a reduction in the minimum proportion of thesis units.

Ordinarily, a proposal of this nature might be expected to reduce the minimum number of FTEF, since thesis supervision units are more expensive per student than elective courses. In this case, however, the department has had a flexible minima on both types of courses (15-17 units of electives, 4-6 units of thesis), and has been successfully advising students to adopt the new requirements (17 units electives, 4 units thesis), as the attached letter indicates. Therefore, no significant change in FTES or FTEF can be anticipated as a result of the adoption of this proposal.

### Fiscal Impact

This program change would have no fiscal impact.



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-4018

## OFFICE OF RESEARCH AND GRADUATE STUDIES

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Sacramento, California 95819

OCT 24 1991

Academics Senate Minutes  
43

### MEMORANDUM

October 1, 1991

TO: Charlotte Cook, Chair  
Academic Senate  
FR: Maurine Ballard-Rosa, Chair MB-R  
Graduate Policies and Programs Committee  
RE: Revision of Counseling M.S.

At its meeting of Monday, September 30, 1991, the Graduate Policies and Programs Committee approved the proposed revisions to the Master of Science in Counseling (Marriage, Family & Child Counseling) program.

A copy of the proposal is attached for your information.

MBR/sb

Attachment

cc Vice President Burger  
Dr. Jolene Koester, Associate Vice President, Academic Affairs  
Dr. Robert N. Rogers, Associate Vice President, Research and Graduate Studies  
Dr. Steve Gregorich, Dean, School of Education  
Dr. Shel Wiessman, Chair, Department of Counseling Education



# California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-2894

### MEMORANDUM

DATE: October 3, 1991

TO: Maurine Ballard-Rosa, Chair  
Graduate Policies and Programs Committee

FROM: Steve Buss, Chair  
Fiscal Affairs Committee

SUBJECT: Revision of Counseling M.S.

On October 1, 1991, the Fiscal Affairs Committee unanimously agreed that there is no fiscal impact to the revision of the Counseling M.S.

If you have any questions, please call me at x7387.

SB:dp

cc: Jolene Koester, Associate Vice President for Academic Affairs  
John Williams, Chair, Curriculum Committee  
Charlotte Cook, Chair, Academic Senate

FORM B

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
Program Change Proposal

Academic Unit: Counselor Education Date of Submission to School Dean: 7-16-91  
 Requested Effective Fall  Spring  19 91  
 Name of Faculty Contact Person, if not Department Chair: Suzanne Gaughen/Sheil Weissman

Required forms attached:

- Type of Program Change:
- Modification in Existing Program
  - Substantive Change  Form C
  - Non Substantive Change  Form B
  - Deletion of Existing Program  Form D
  - Initiation (Projection) of New Program  Form E
  - onto Master Plan  Form F
  - New Degree Programs  Form G
  - Addition of New Minor, Concentration, Option, Specialization, Emphasis  Form H
  - Addition of New Certificate Program  Form H

Briefly describe the change requested and the justification for the change:

This relatively new course has been offered for two terms. In reviewing the course, the teaching faculty propose the following changes in order to more accurately reflect the evolved course content, format, and emphasis:

- (1) Change in units from 3 to 1
- (2) Change in laboratory time from 3 hours to 2 hours
- (3) Change in maximum enrollment from 6 to 8.

(For explicit justification, see Attachment.)

Approvals:  
 Department Chair: Sheil Weissman Date: 7-16-91  
 School Dean: Sheil Weissman Date: 7-24-91  
 University Committee: \_\_\_\_\_ Date: \_\_\_\_\_

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
COURSE CHANGE PROPOSAL

Academic Unit: Counselor Education Date: March 13, 1991  
 Semester Effective: Fall  Spring  19 91

A. COMPLETE THE JUSTIFICATION FOR CHANGE AND APPROPRIATE TYPE OF CHANGE, e.g. addition, deletion, changes.

JUSTIFICATION: A faculty review of this new course offering after 2 semesters indicates that at this point in their training, students are not ready to counsel real clients using a family systems approach, nor are they ready to apply and practice multiple theories. Consequently, the faculty propose deleting some of the course laboratory experience and content, with corresponding changes in unit and time reduction, enrollment increase.  
 (For explicit justification, see attachment.)

ADDITION:

Proposed Course No. \_\_\_\_\_ Title \_\_\_\_\_ Units \_\_\_\_\_  
 Course Description \_\_\_\_\_

DELETION:

Course No. \_\_\_\_\_ Title \_\_\_\_\_ Units \_\_\_\_\_  
 Course Description \_\_\_\_\_

CHANGES:

From Course No. EDC 473.0A Title Practicum in Marriage, Family, & Child Counseling Units 3  
 To Course No. EDC 473.0A Title Practicum in Marriage, Family, & Child Counseling Units 1  
 New Course Description (if appropriate):  
 Structured observation and supervised practice in marriage, family, and child counseling. Application of material learned in EDC 278.0A. Emphasis on establishing relationships and interviewing techniques with multiple clients, assessment techniques, setting goals, and learning to think systemically. Utilization of behavioral approaches to family therapy. Laboratory two hours per week. Prerequisites: EDC 273.0 and 279.1, and approval as a candidate in the Counselor Education Department. Must be taken concurrently with EDC 278.0A. Credit/No Credit. Offered every semester. 1 unit.

Check One: For catalog copy  Not for catalog copy

B. COURSE UPDATE TRANSACTION (Refer to instructions on reverse side of department copy)

Catalog No.	Sch	Course Prefix	No.	Dist	Alt	Dept	Class	Course Classification
1	7	8	13	16	17	18	19	22
1, 1, 4, 2, 7, 3	3	E, D, C,	4, 7, 3	0	A			08
Course Title (25 spaces including blanks)		Units		Height	Line	Ad		
Pract Marr, Fam&Child Coun		0 1 0		56	66	67		

APPROVALS: If proposed change is approved, sign and date in the space below. If not approved, forward without signing to the next reviewing authority, in which case file in efficiency memorandum to the original copy.  
 Department Chair: Sheil Weissman Date: 7-16-91  
 School Dean or Associate Dean: Sheil Weissman Date: 7-24-91  
 Associate Vice President-Curriculum: \_\_\_\_\_ Date: \_\_\_\_\_  
 CSUS 10-08  
 (Academic Services 7 85)  
 DISTRIBUTION: Academic Services - White Department Chair - Green School Dean - Cyan  
 School Copy - Pink (Direct before submitting) Department Copy - Gold (Direct before submitting)

## ATTACHMENT

This relatively new course has been offered for two terms. Originally this course proposed to involve students in the structured observation, role play simulation, and supervised practice with real clients in marriage, family, and child counseling. The intent of the course was to apply in practice, what the students learned in the seminar course that is taken concurrently with this course, EDC 278.0A.

In reviewing the course experience over the past two semesters, the teaching faculty agreed that the original plan was perhaps rather ambitious. Students did not appear to be ready to counsel real clients using a family systems approach. Additionally, focusing on the application and practice of two theories, behavioral and cognitive-behavioral, in addition to the new family approach, seemed to overwhelm and confuse students. However, the faculty and students continue to agree that students need to practice what they have learned in EDC 278.0A.

Consequently, the faculty propose the following course changes: (a) not to include the supervised experience of counseling real clients in this course, rather, to reinforce this emphasis in EDC 473.0 and 470.0A; and (b) to eliminate the application and practice of cognitive-behavioral theory.

With the above proposed course changes, the following changes are also proposed in order to more accurately reflect the evolved course content, format, and emphasis:

- (a) change in units from 3 to 1; (b) change in laboratory time from 3 hours to 2 hours; and
- (c) change in maximum enrollment from 6 to 8. Since this class must be taken concurrently with the seminar, EDC 278.0A, indeed, the two courses will be scheduled back-to-back in a 5-hour time block with the same instructor--the course can be considered a 4-unit package, with EDC 473.0A the laboratory for the EDC 278.0A seminar.

ment with written requests. Be sure to specify any special handling instructions. See also "Debts owed to the institution."

**CREDIT BY EXAMINATION**

The University offers the opportunity of earning credit-by-examination for students who by reason of special study, experience, or training already possess the skills, knowledge and attitudes which are the objectives of a given course.

**Systemwide Credit-by-Examination**  
CSU, Sacramento grants credit to those students who pass examinations that have been approved for credit systemwide. These include the Advanced Placement Examination, the CSU English Equivalency Examination and some CLEP examinations. The following examinations are accepted for the amount of credit indicated, subject to the achievement scores noted:

Examination	Passing Score	Credit
CLEP General Exam in Mathematics (1975 edition) Subject Examinations	50 (Earned on both parts)	3 semester units
CLEP College Algebra/Trigonometry	49	3 semester units
CLEP Calculus and Analytic Geometry	48	3 semester units
CLEP Statistics	49	3 semester units
CLEP General Chemistry	48	3 semester units
CEEB Advanced Placement Program Examinations	3, 4, 5	up to 6 semester units (as recommended by the College Board)
American Chemical Society Cooperative Examination	50th percentile or above	3 semester units
CSU English Equivalency Exam	Established annually by faculty scoring the examination	6 semester units

**Campus Credit by Examination**  
Students may challenge courses by taking examinations developed at the campus. Credit shall be awarded to those who pass them successfully. Only courses listed in the University Catalog may be challenged. Departments may exclude performance or other courses from challenge. Campus challenge procedure is open to students enrolled only during Fall and Spring semesters and any course may be attempted only once. Forms are available at the Admissions and Records Office, (CTR 111). Individual departments may require students to enroll in courses they wish to challenge. The deadline for returning forms showing challenge results to the Admissions and Records Office is the last day to add a class as shown in University calendars.

**Conditions Governing The Award of Credit**

- Credit shall not be awarded for successful passage of any systemwide examination if the student has taken that examination previously within the past term. Campus examinations may only be attempted one time.
- Credit shall not be awarded when equivalent degree credit has been granted for regular coursework, by evaluation, or other instructional process, such as correspondence, at any institution.
- Credit shall not be awarded when credit has been granted at a level more advanced than that reported by the examination in question.
- Where there is partial overlap, with prior credit granted, the amount of examination credit shall be reduced accordingly.
- The total amount of credit earned on the basis of externally or internally developed tests which may be applied to a baccalaureate degree shall not exceed 30 semester units. Advanced Placement credit is excluded from the limit. Total credit earned toward a Master's degree may not exceed 6 units.
- Credit earned by examination will be so identified on the student's permanent record. The name of the examination is included for systemwide examinations; the course number and title will be shown for campus examinations. An unsuccessful challenge will result in a grade of NC, also noted by "By Examination."
- Neither systemwide/campus examination nor advanced placement examination credit count toward the degree residence requirement.
- Additional conditions affecting campus examinations only:
  - Individual departments may require a specific grade point average for credit.

**b. Departments or divisions may have established limits on the number of credits within the area.**

A maximum of 12 units of credit in any one foreign language may be earned by examination; the total of foreign language credits earned by examination may not, however, exceed 16 units.

- Credit awarded for campus examinations is for elective purposes unless approved by appropriate department chairs for use in meeting major or minor requirements. Credit by Examination may not be used for General Education requirements except as noted below.

Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

CSU, Sacramento grants up to 6 units of credit for learning, knowledge, or skills-based experience that has been documented and evaluated according to campus policy. Students should be aware, however, that policies for earning credit for prior learning vary from campus to campus in the CSU. For further information, contact the Reentry Office, CTR 103.

**MISCELLANEOUS POLICIES**  
**Overlapping Credit**

**Undergraduate**  
The University allows course credit to overlap in completing major and minor requirements, provided that minimum University policy has been met with regard to content requirements and total units.

For the Bachelor of Arts degree, a major requires a minimum of 24 non-overlapping units of which 12 must be upper division. For the Bachelor of Science degree, a major requires a minimum of 36 non-overlapping units of which 18 must be upper division. Any remaining units may be used for a second major or a minor.

The University does not allow upper division units used toward completion of the major to also be used toward completion of the General Education requirements. A maximum of six lower division units with the same subject designation as the major used to meet major prerequisites may also be applied to General Education requirements.

**Postbaccalaureate**

The University permits its graduates to have additional majors and a Second Bachelor's degree posted to their records upon completion of appropriate catalog requirements, and provided that a minimum number of non-overlapping units are completed as indicated above. The University also permits transfer students holding a baccalaureate degree to complete a Second Bachelor's degree upon completion of appropriate catalog

serious medical circumstances, students on Vocational Rehabilitation programs, or seniors who have applied to and who can graduate at the end of one semester, must be filed in the Degree Programs Center no later than January 20 for Spring semester and June 20 for Fall semester. See Academic Program pages for complete policy.

The School of Business Administration Reinstatement Policy states that a student who has been disqualified for academic reasons shall not be reinstated for a minimum of one semester following the semester of disqualification. To apply for reinstatement for the Fall semester, a student must complete and submit the appropriate petition no later than the end of the sixth week of the Spring semester. To apply for the Spring semester, the petition must be submitted no later than the first week of the Fall semester.

The completed form, accompanied with transcripts of all college-level courses taken, supporting documentation of explanation and credible evidence must be submitted to the Degree Programs Center by the above stated deadlines.

**TRANSCRIPTS OF GRADES**

Students requiring evidence of completed work (transcripts or grade reports) to meet deadlines imposed by other agencies should be aware of the University's inability to produce such evidence immediately. Because of the tremendous volume of transcript requests, processing times of 2-4 weeks have been experienced at certain times of the academic year. All transcript requests are processed on a first-come, first-served basis.

CSUS issues official transcripts only. There is a charge of \$4.00 for the first copy, \$2.00 for each additional copy prepared at the same time (to a total of 10 copies), and \$1.00 per copy above 10.

Transcripts may only be ordered in person at the Admissions and Records Service Counter, CTR 111, or by written request through the U.S. mail. To avoid delays in processing, include your full name, Social Security number, date of birth, and previously used names, and the correct fee pay.



California State University  
Sacramento



The President  
Sacramento, CA 95819-2694

California State University Sacramento  
6000 J Street  
Sacramento, California 95819

JUL 24 1991

June 12, 1991

Academic Senate Received  
413

PM 91-11

(Supersedes PM 91-03)

M E M O R A N D U M

TO: University Community

FROM: Donald R. Gerth *Donald R. Gerth*

SUBJECT: Student Complaint Hearing Policy and Procedures

In January 1991, I provided you with a copy of PM 91-03 which was an interim procedure for dealing with complaints by students. I asked at that time for comments concerning the document and was pleased to receive thoughtful suggestions from the various consultative groups.

I asked a task force to review and consider the incorporation of those suggestions into the University policy. The revisions provide now for a very useable process for students, and particularly for clarity of accountability for carrying out the process. You will note that the Dean of Students Office will receive the formal complaint form from the student and forward it to the appropriate Program Center Complaint Coordinator who will facilitate the implementation of the process. The Dean of Students Office will also receive a copy of the final action of the Complaint Committee and prepare a yearly report. The Program Center Administrator should appoint the Program Center Complaint Coordinator and forward the name to the Dean of Students no later than the first day of each academic year.

DRG:11  
Attachment

Student Complaint Procedure Summary

Initiation by student no later than one year from the date the incident occurred.

Informal Resolution Process

1. Parties (student and person named) meet.
2. If no resolution in Step 1, student meets with department head of party named.
3. Department head attempts to resolve complaint.
4. Department head notifies student in writing within 10 instructional days of Step 2.

Formal Resolution Process

1. Student files complaint form in Dean of Students Office.
2. Program Center Complaint Coordinator receives formal complaint, notifies party named and department head.
3. Hearing Committee is established and hears complaint.
4. Committee's findings are reported to the Program Center Head within five instructional days of the conclusion of the hearing.
5. Program Center Head acts on Committee's findings and recommendations and sends copy of action to student complainant, party named and Dean of Students Office.
6. If disciplinary action is recommended, or necessary for faculty or staff, the President or his/her designee will initiate action following appropriate MOU or legal guidelines. If disciplinary action is requested or necessary for students, the Dean of Students Office will initiate the action following appropriate guidelines.

Appeal

Appeals are limited to alleged procedural errors only. The appeal must be filed in writing and include the specific grounds for the appeal. It is to be submitted to the Special Assistant/Legal Advisor to the President.

6/12/91

CALIFORNIA STATE UNIVERSITY, SACRAMENTO  
Student Complaint Policy and Procedures

PHILOSOPHY

All members of the University community are expected to interact with civility and respect, recognizing at the same time the unique tradition of the University to provoke thought, stimulate discussion, and examine dissent. The University recognizes that complaints may result from alleged inequitable or improper treatment of a student by another student, a University employee or by enforcement of an inherently unfair policy or failure by members of the University to adhere to University policy.

The University encourages resolution of disputes in a fair and collegial manner. It is expected that every effort will be made to resolve differences at the informal level probably on a one-to-one basis. If that process is not satisfactory, a third party will be engaged to assist in resolving the dispute.

POLICY

This document establishes a process for students to request redress and resolution of alleged inequitable or improper treatment not covered by other established processes implemented through the Office of Affirmative Action, academic departments or the Dean of Students Judicial Affairs Officer. The following types of complaints and offices of primary responsibility are listed below:

Complaints

Office of Primary Responsibility

- 1. Discrimination/Harassment based on race, ethnicity, religion, national origin, gender, sexual orientation, marital status, pregnancy, age, disability or Vietnam veteran status. Affirmative Action Office
- 2. Grade Appeal Academic Department (Student Grade Appeal Procedures) Dean of Students Office (Title V, Sec. 41301)
- 3. Student Discipline Dean of Students Office (Title V, Sec. 41301)

If necessary, the Dean of Students Office and the Affirmative Action Office will be available to assist the student in selecting the most appropriate complaint procedure to resolve his/her dispute. However, each Program Center Administrator (PCA) should become familiar with this process to ensure expeditious resolutions of disputes covered by the policy.

If none of the three complaint procedures described above are appropriate, then the following procedure is designed to provide a vehicle for redress of that complaint.

The Dean of Students Office will compile a summary of all formal complaints and their outcomes at the end of each semester. A copy will be provided to each Program Center.

COMPLAINT PROCEDURES

Each University Program Center Administrator (PCA) (see attachment) will be responsible for appointing a Complaint Coordinator and implementing the process incorporated in this procedure to address the student complaint originating in his/her area of responsibility. Each academic year the PCA will forward the name of the Coordinator to the Dean of Students Office.

Initiation of Complaint

The complaint must be initiated no later than one year from the date the incident occurred.

Informal Resolution Process

1. The student must attempt to resolve the dispute informally with the party(ies) involved. The party(ies) named in the complaint has an obligation to be available to the student for objective discussion of the dispute.
2. If a resolution is not accomplished in Step 1., the student must meet with the department head(s) or the unit supervisor of the parties named in the complaint.
  - a. The department head(s) or the unit supervisor shall attempt to resolve the complaint. This process is to be completed within 10 instructional days after the initial meeting with the department head.
  - b. The department head(s) or the unit supervisor will notify the student in writing within 10 instructional days of the result of the effort to resolve the complaint.
3. If the complaint is not resolved through the informal process, the student may initiate the Formal Resolution Process.

Formal Resolution Process

1. Complete complaint form:

The student must submit the completed complaint form (available in the Dean of Students Office) to the Dean of Students Office within 10 instructional days of receiving the written result of Step 2 of Informal Resolution Process.

Students must return the form along with a copy of the statement received from Step 2 of Informal Resolution Process to the Dean of Students Office. The Dean of Students will forward the complaint form to the appropriate PCA who will forward it to the Program Center Complaint Coordinator (PCCC) for action.

2. Notification and response of named parties:

The PCCC will transmit a copy of the completed complaint form to the party(ies) named in the complaint and that party's unit supervisor.

3. Hearing committee established:

A. The Complaint Hearing Committee shall consist of 3 members (one faculty, one student and one staff/administrator), to be selected from the 'Complaint Hearing Panel.

1. Dean of Students Office will forward the names to the PCCC.

2. The PCCC will inform the party(ies) in the complaint of the names of the members of the Complaint Committee.

3. Committee members may be challenged for cause by the student complainant or the party(ies) named in the complaint.

4. No individual from the same department as the named party(ies) may serve on the Committee. Individual members of the Hearing Committee may decline to serve on a particular committee.

5. If additional names are required, the Dean of Students Office will forward them to the Complaint Coordinator. The decision of the Coordinator (as to committee composition) is final.

B. Coordinator will provide each committee member with a copy of the complaint, the named party's response and a copy of the decision resulting from the Informal Process.

C. The chair will be selected by majority vote of the committee in closed session prior to the start of the hearing.

An 18-member university-wide Complaint Hearing Panel composed of six faculty members, six staff members and six students will be established from which the 3-member Complaint Hearing Committee will be selected. The Panel will be appointed by the President from recommendations of the Academic Senate, ASI, and University Staff Assembly. Faculty and staff will serve three-year rotating terms. Students will serve one-year terms.

4. Hearing Procedures

A. Closed/Confidential

1. All hearings will be closed and limited to the student and advisor (if any), the party(ies) named in the complaint and advisor (if any), those requested to give evidence/testimony, the Complaint Coordinator, and members of the committee. The advisors shall not be attorneys nor speak on behalf of the complainant/named party(ies).
2. All findings of the hearing committee, evidence, testimony and recommendations are confidential and will not be made public. All participants in the hearing will be requested, by the chair, to respect the confidentiality of the process.

B. Timelines

The PCCC will be responsible for scheduling the date, time and place of the hearing and notifying the parties involved in the complaint and committee members.

1. All hearings will be held during the regular academic semester, excluding the finals period of each semester.
2. Hearings will not be scheduled during the summer or semester breaks.
3. The Coordinator will be responsible for notifying the student and party(ies) named in the complaint at least one week prior to the hearing date of the names of the hearing committee members. Each will have two instructional days to challenge, for cause, the members of the committee. The hearing will be scheduled within 15 instructional days of the receipt of the complaint form by the Coordinator.
4. The chair of the Hearing Committee may postpone the hearing for good and compelling reasons, <sup>including dissenting opinions</sup>
5. The written findings and recommendations, if any, are to be signed by all committee members and forwarded to the PCCC within five instructional days from the close of the hearing. The PCCC will forward it to the PCA for appropriate action.

D. Guidelines for the Process

1. The Chair will be responsible for conducting the hearing in such a manner that the rights of the student and the named party(ies) in the complaint are observed throughout, and that fair play and due process are accorded all parties.
2. The hearing will be conducted informally and thus will not be conducted according to technical rules relating to evidence and witnesses or rigid procedural guidelines. The chair will admit evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, but will exclude evidence that is irrelevant or unduly repetitious.
3. The committee will not receive or otherwise entertain any legal argument from the students or parties named in the complaint or their advisors concerning legal (as distinguished from factual) applicability, or legal validity of any provision on the basis of the complaint or of the procedure under which the hearing is proceeding.
4. The advisor is not a representative and therefore will not address the committee.
5. Rulings of the chair may be overruled by a majority of the members of the committee.

IV. APPEAL

If a participant in the complaint process believes a substantial error was made in following the procedures as outlined in this document resulting in a significant difference in the outcome, he/she may appeal.

The appeals by either party must be filed within 10 instructional days of the date the complainant and party(ies) charged received the decision of the PCA. The appeal must be filed in writing and include the specific grounds for the appeal. It is to be submitted to the Special Assistant/Legal Advisor to the President. His/her decision on the appeal is final.

ATTACHMENT

Program Centers

6/12/91

- Academic Affairs
- School of Arts & Sciences
- School of Business and Public Administration
- School of Education
- School of Engineering and Computer Science
- School of Health and Human Services
- Academic Senate
- Athletics
- Business Affairs
- Facilities Management
- Faculty & Staff Affairs
- Library
- Regional and Continuing Education
- Student Affairs
- Telecommunications
- University Affairs
- Educational Support Services

C. Format

Generally, the hearing should follow the basic format outlined below:

1. Presentation by the student of his/her complaint, evidence and witnesses.
2. Presentation by the named parties of his/her evidence and witnesses.
3. After both parties have made their initial presentations, questions may be raised by the committee or either party.
4. After making relevant statements, witnesses may be questioned by the committee or either party.
5. When all witnesses have been heard and any additional documents, statements, or other relevant materials are reviewed by the committee, the chair will call for a summation by both parties.
6. After summation, the committee will retire to closed session to discuss the complaint and render its findings of fact, rationale and recommendation(s).
7. The committee shall decide if the student has prevailed only if the preponderance of evidence indicates that no reasonable person would have taken the action complained of under the circumstances.
8. The written finding, and recommendation(s), if any, are to be signed by all committee members and forwarded to the PCCC. The PCCC will forward it to the PCA for appropriate action.
9. The PCA shall notify the student, named party(ies) and the Dean of Students Office as to whether or not the complainant has prevailed.
10. If disciplinary action is recommended for faculty or staff the PCA shall forward the report to the Dean, Faculty and Staff Affairs.
11. If disciplinary action is recommended for a student, the PCA shall forward the report to the Office of the Dean of Students for appropriate action.

*dissenting opinions*

<sup>2</sup>No disciplinary action shall result directly from this Student Complaint Hearing Procedure. Appropriate MOU procedures for disciplinary action will be followed.