

Jan

1993-94
ACADEMIC SENATE
California State University, Sacramento

AGENDA

Thursday, September 30, 1993
Forest Suite, University Union
2:30-4:30 p.m.



INFORMATION

1. Moment of Silence:

MELVIN ALLEN ANGELL
Student Affairs Officer Emeritus
CSUS 1968-1983

2. Report on September 9-10 CSU Academic Senate Meeting--CSU Senator Art Jensen

3. Please mark your calendars: Tentative Schedule--Fall 1993 Academic Senate Meetings, Thursdays, 2:30-4:30 p.m., Forest Suite (unless otherwise indicated in bold), University Union:

October 7--**John C. Livingston Annual Faculty Lecture,**
University Theatre, 2:45-3:45
October 14, 21 and 28
November 4 (**Mendocino Hall 1003**), 11 and 18
December 2, 9, 16

CONSENT CALENDAR

AS 93-61/Ex. COMMITTEE APPOINTMENTS--SENATE

University Teacher Education Council:

- MICHAEL BAAD, A&S, Dept. w/Single Subject Waiver Program, 1996
- JOSE CINTRON, Education, At-large, 1994 (repl. M. Lewis)
- CHRIS HASEGAWA, Education, At-large, 1996
- ROBIN REESE, H&HS/H&PE, 1996
- GARY SHANNON, A&S, Liberal Studies Program, 1996
- GARY SPRAY, Education, At-large, 1995 (repl. R. Edwards)

AS 93-62/Ex. COMMITTEE APPOINTMENTS--UNIVERSITY

Council for University Planning:

- LINDA GOODRICH, Curriculum Committee Chair/Designee, 1994
- CYNTHIA GUNSTON-PARKS, At-large, 1995
- ROBYN NELSON, Fiscal Affairs Chair/Designee, 1994

KXPR/KXJZ Board of Directors:

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

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

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

Student Rights and Responsibilities, Page 9:

RESPONSIBILITIES IN THE CLASSROOM

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

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

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

REGULAR AGENDA

AS 93-60/Flr. MINUTES

Approval of the Minutes of the meeting of September 9 (#4), 1993.

Old Business*Executive Committee
Recommends*

The Executive Committee proposes the following substitute motion (encompassing AS 93-45, G.1-G.6):

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

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

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

Section 5. MEMBERSHIP.

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

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

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

AS 93-45G.1/ CONSTITUTION OF THE FACULTY--Amendment

(Substantive)--Article II, Section 5

See proposed substitute AS 93-45G

To approve a substantive amendment to Article II, Section 5, Membership:

Electing units shall be changed from "academic departments or divisions" to "the officially designated schools of the university". [Note: Not to lose the voice of departments, a provision empowering departments to bring seconded motions to the floor of the Academic Senate is proposed for your approval in the By-Laws, Section II.B, Business Meetings (AS 93-46A).]

*See
AS 93-45G*

AS 93-45G.2/ CONSTITUTION OF THE FACULTY--Amendment

(Substantive)--Article II, Section 5

See proposed substitute AS 93-45G

To approve a substantive amendment to Article II, Section 5, Membership:

Schools shall have the right to create within themselves sub-units or divisions among their departments for purposes of nominating candidates for election to the Academic Senate.

*See
AS 93-45G*

AS 93-45G.3/ CONSTITUTION OF THE FACULTY--Amendment
(Substantive)--Article II, Section 5

See proposed substitute AS 93-45G

To approve a substantive amendment to Article II, Section 5, Membership:

The number of Representatives of each electing unit shall be determined based on a ratio of 1 representative/25 full time individuals (Faculty or SSP).

AS 93-45G.4/ CONSTITUTION OF THE FACULTY--Amendment
(Substantive)--Article II, Section 5

See proposed substitute AS 93-45G

To approve a substantive amendment to Article II, Section 5, Membership:

Athletics shall be included in the electing unit of Temporary Faculty.

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

See proposed substitute AS 93-45G

To approve a substantive amendment to Article II, Section 5, Membership:

The representatives of the electing unit known as Temporary Faculty shall be reduced from four (4) to two (2).

AS 93-45G.6/ CONSTITUTION OF THE FACULTY--Amendment
(Substantive)--Article II, Section 5

See proposed substitute AS 93-45G

To approve a substantive amendment to Article II, Section 5, Membership:

The representatives of each electing unit shall be elected at large by and from the electing unit. However, in no case shall more than two (2) representatives of the electing unit/school be from the same department.

AS 93-45G

POSTPONED

AS 93-46C.5/Ex. BY-LAWS--Amendment (Substantive)

Pass

[Note: The Executive Committee recommends AS 93-46C.5 as a substitute motion for AS 93-46C.1, AS 93-46C.2 and AS 93-46C.3.]

The Academic Senate adopts proposed committee revisions, as follows:

Proposed Committee Revisions

The current system of 26 standing committees incorporates and forces dual reviews of everything and requires an untenable liaison and oversight responsibility for the Executive Committee and Senate Chair.

The proposed restructuring is modeled along the same lines as our current G.E. Committee and G.E. Course Review Committee--one focuses on *policy development and recommendation* and the other on *policy implementation and problem identification*.

The chairs of each *policy development* committee would be a voting member of the Executive Committee and each would have three units of assigned time to carry out both functions.

SUMMARY OF CHANGES:

- *reduces the total number of committees from 26 to 19
- *creates 3 distinct policy development committees: curriculum, academic policies and student life, and faculty affairs.
- *provides each policy committee with policy implementation and problem identification subcommittees that are subject area distinct (except the academic program review committee which identifies a Senate function). The specific charges to these subcommittees will be developed upon the Senate's approval of this proposed structure, though in most cases the existing charges would not change.
- *the program review and program change proposal functions of the existing committees of curriculum, fiscal affairs, and graduate policies and programs is moved into one subcommittee, entitled Academic Program Review Committee.
- *the curricular policy functions of the existing committees of curriculum, fiscal affairs, graduate policies, general education, extended learning, and interdisciplinary studies are moved to the new Curriculum Policy committee.
- * the functions of the library and university media committees are subsumed under the new subcommittee, entitled Instructional Support Committee.
- *a new subcommittee, entitled Student Retention and Educational Equity, is created to address the faculty's responsibility of fostering and creating a positive environment for students. This committee, however, requires approval of the President because, in essence, the faculty would be asking for the elimination of several University Committees.

NOTE: Neither the membership of committees or the method of appointment is included in this proposal. If the Academic Senate approves the basic structure of this proposed revision, the Executive Committee will return to the Senate with alternative proposals for committee membership and method of appointment (those committees whose membership and method of appointment are dictated by the Chancellor's Office will remain unchanged).

CURRICULUM POLICY COMMITTEE CHARGE

The Curriculum Policy Committee develops and recommends policy concerning the curriculum: policies pertaining to academic planning, program review and change, fiscal policies affecting the curriculum, and overall curricular policies including but not limited to undergraduate and graduate degree requirements, major requirements, university graduation requirements, general education requirements, off campus degree programs, and study abroad programs and internationalization of the curriculum; development of secondary admissions criteria at the undergraduate and graduate level, and proposals for joint degrees.

Standing subcommittees: *Academic Prog. Rev. Com.*
G.E Course Review Committee
University Writing Committee
International Programs Committee
University Teacher Education Council (UTEC)
Military Studies Advisory Board

ACADEMIC POLICIES AND STUDENT LIFE COMMITTEE CHARGE

The Academic Policies and Student Affairs Committee develops academic policy pertaining to undergraduate and graduate programs and includes grading, grading standards, gpa for good standing and probation, admissions, academic standards, students' rights and responsibilities, reinstatement, add/drop, student discipline, grade and procedural appeals policies, retention, student educational equity, academic advising, student economic support, class scheduling, and instructional support--including library, media, space utilization and scheduling.

Standing subcommittees:
Academic Standards Committee
Student Retention and Educational Equity Committee
Instructional Support Committee

FACULTY AFFAIRS COMMITTEE CHARGE

The Faculty Affairs committee develops policy pertaining to retention, tenure, promotion, and peer review of faculty; develops policies concerning programs that benefit the professional lives of the faculty, including policies pertaining to research and creative activities, faculty instructional support and development programs; it develops policies concerning matters of professional ethics and responsibilities and academic freedom; and it develops and recommends policies pertaining to faculty leave, and policies pertaining to non-discrimination.

Standing Subcommittees:

- University ARTP Committee
- Research and Creativity Activities Committee
- Diversity and Equity Committee (includes special programs)
- Faculty Endowment Committee
- Visiting Scholars Committee
- Professional Leave Committee
- Faculty Professional Development Committee

AS 93-46C.1/ BY-LAWS--Amendment (Substantive)--Section IV,
Committees of the Academic Senate *See proposed substitute AS 93-46C.5*

Curriculum Committee:

- 1) *Membership (7 Senators and 5 faculty at large): Of the 7 Senators, 3 must be from departments with graduate programs.
- 2) *Charge: [DRAFT IN PROGRESS--will be disseminated upon completion.]

AS 93-46C.2/ BY-LAWS--Amendment (Substantive)--Section IV,
Committees of the Academic Senate *See proposed substitute AS 93-46C.5*

Faculty and Staff Affairs Committee:

- 1) *Membership (7 Senators and 5 faculty at large):
- 2) *Charge: [DRAFT IN PROGRESS--will be disseminated upon completion.]

AS 93-46C.3/ BY-LAWS--Amendment (Substantive)--Section IV,
Committees of the Academic Senate

See proposed substitute AS 93-46C.5

Academic Policies and Student Affairs Committee:

- 1) *Membership (7 Senators and 5 faculty at large): Of the 7 Senators, 1 must be a Student Services Professional and of the 5 faculty at large, 1 must be from the Student Services Professionals.
- 2) *Charge: [DRAFT IN PROGRESS--will be disseminated upon completion.]

New Business

Carried
AS 93-64A/Ex.

GENERAL EDUCATION--UPPER DIVISION WRITING
REQUIREMENT (Amends AS 91-42)

[Note: The Executive Committee recommends AS 93-64A as a substitute motion for AS 93-64.]

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

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

- b) Whenever possible, an early writing sample should be obtained to assess whether any students in the course should be advised concerning appropriate available tutoring or ancillary courses for students with writing difficulties.
- c) The course syllabus submitted to the G.E. Course Review Committee for initial G.E. listing of the course and periodic course review shall indicate how the upper division writing objectives are met. Requests for exception to the writing requirement shall also be submitted to the G.E. Course Review Committee which shall determine whether the justification provided warrants an exception. Exceptions will be granted only when it is established that clear and compelling reasons exist preventing compliance with the writing requirement. Neither size of class nor workload are acceptable reasons since the University is bound by the President's approval of this requirement to provide and assure sufficient resources to each department to meet this commitment.

AS 93-64/UWC, GE GENERAL EDUCATION--UPPER DIVISION WRITING REQUIREMENT

See AS 93-64A

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

- c) The course syllabus submitted to the G.E. Course Review Committee for initial G.E. listing of the course and periodic course review shall indicate how the upper division writing objectives are met. Requests for exception to the writing requirement shall also be submitted to the G.E. Course Review Committee which shall determine whether the justification provided warrants an exception. Exceptions will be granted only when 1) it is established that clear and compelling reasons exist preventing compliance with the writing requirement; and 2) the University Writing Committee, or its designated writing committee, after consultation with the department, agrees that the requirement cannot be met.

University shall make all possible effort to provide for the education of all students by making equitable provision for their admission, instruction, counseling, and housing. Under no circumstances will an applicant be barred from admission to the University because of race, religion, creed, sex, national origin, ethnic background, political affiliation, economic status, handicap, or age. The University will inform all prospective students, upon request, of the academic standards required by the University. Normally these standards will be contained in the University catalog.

RIGHTS IN THE CLASSROOM

The classroom is the essential part of the University, and the freedom to learn should be promoted and encouraged by the instructor. Students have the right to assume and expect:

- A. That they will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- B. That they will receive thoughtfully prepared presentations which are purposefully related to the stated objectives of the course, consonant with the description in the University catalog.
- C. That instructors will inform them of the course requirements, the methods to be employed in determining the final course grade, and of any special requirements, including attendance, prior to the last day to drop a course without penalty.
- D. That they will be provided with an opportunity to review and discuss any graded examinations and papers. It is expected that examinations will be graded within a sufficiently appropriate time to make the examinations part of the student's learning experience. Students have the right to review and discuss all tests and papers by the last academic day of each semester, if feasible. Faculty must keep all examinations and papers submitted by students for at least

PREAMBLE

This University exists to provide an opportunity for education to enable students to live a more perceptive and fulfilling life. Its aim is to inspire them in creative and critical thinking and to encourage them to contribute their ideas for the improvement of the society in which they live.

Basic to the achievement of these purposes is freedom of expression and communication. Without this freedom, effective sifting and testing of ideas ceases, and research, teaching and learning are stifled. Knowledge is as broad and diverse as life itself, and the need for freedom is equally broad. The University always must strive to strike that balance between maximum freedom and necessary order which best promotes its basic purposes by providing the environment most conducive to the many-faceted activities of research, teaching, and learning.

Upon enrollment, the student becomes a member of the academic community and thereby accepts both the rights and responsibilities associated with that membership. As a member of the academic community, students have the right to challenge any attempt to deprive them of their rights, either as a citizen or as a student. The policies and procedures contained in this document attempt to define both the students' freedom and the limits to those freedoms.

Statement of Student Rights and Responsibilities is subject to and limited by all applicable regulations of the Constitution of the United States and of state law, including regulations passed by the Trustees of the California State University and local campus regulations duly instituted by the President of the University.

The campus is not a sanctuary immune from civil law and authority, and students may be prosecuted for violation of the law, whether an action occurs on the campus or off; however, University sanctions will be imposed only for those violations that interfere with University functions.

It is the responsibility of each student, faculty, administrative, and staff person to adhere to all policies in this document.

To protect student rights and to facilitate the definition of student responsibilities at California State University, Sacramento, the following statements are set forth:

Freedom of Access to Higher Education. The University is open to all persons who are qualified according to its admission standards and current resource limitations. In addition, the

one semester after the completion of the course to enable students to review their work if it was not possible for this review to take place by the last academic day of the semester as noted above.

- E. That all instructors will meet their classes regularly and at scheduled times and that an effort will be made to notify students when class is not being held or when an instructor is to be late.
- F. That all instructors will provide a reasonable proportion of time for student conferences, and office hours for these student conferences shall be posted and adhered to.

G. That their course grade represents the instructor's good-faith judgment of the student's performance in the course. (A lack of good faith may be established by adequate demonstration that a grade was based on something other than the student's performance in the class, as outlined in grievance procedures.)

H. That unjustified failure of the instructor to meet classes, repeated lack of preparation which results in incompetent performance by the instructor, or discrimination against a student because of his or her race, religion, creed, sex, national origin, ethnic background, political affiliation, economic status, handicap, or age, is a legitimate ground for student complaint to the department, or division, or the dean of the school.

I. That they may participate in procedures designed to solicit their opinion on teaching effectiveness. The school/division deans/chairs, with adequate input from faculty and students, shall be responsible for developing procedures for obtaining and utilizing student opinion on teaching effectiveness. The results may be made available by the department.

J. That race, religion, creed, sex, national origin, ethnic background, political

affiliation, economic status, handicap, or age differences shall not be used in a derogatory manner in the classroom.

- K. That graduating seniors have the right to complete all requirements for a course before Commencement.
- L. That they not be given tests or additional work beyond what has already been assigned during the week prior to final examinations of each semester. With the permission of the instructor, graduating seniors may waive the rights stated in Section K.

RIGHT TO PRIVACY

A. The student has a right to protection against improper disclosure of information concerning grades, personal views, beliefs, political associations, health, counseling, or character which any faculty, administrative, or staff person acquires in the course of his/her professional relationship with the student. Character references and written and recorded statements of ability, including recommendations sought by prospective employers, based upon information contained in cumulative record files, will be provided only with the knowledge and prior written consent of the student. Exceptions will be made only where law dictates.

- 1. To minimize the risk of improper disclosure of information contained in a student's cumulative record file, separate files shall be kept for each student. The conditions of access to each individual's file shall be contained in a policy statement available in the office of the Dean of Student Affairs. Transcripts of academic records will contain only information about academic status and performance. Disciplinary status will be added to transcripts only when authorized by the President, with notification to the student. Information from cumulative record files will not be available to any person, on-campus

or off-campus, without the express written consent of the student involved except where authorized by law. Provision shall be made, in accordance with state law, for routine destruction of non-current disciplinary records in accordance with the "Policy on Disciplinary Records" on file in the office of the Dean of Student Affairs.

2. Students shall have the right to see all cumulative record files pertaining to them and the right to include a response to any information contained therein.

B. Members of the University community enjoy rights of privacy in their living quarters as do members of the general community. The rooms of University residency students shall not be searched and personal possessions of students shall not be seized unless authorized by University regulations as stated in the housing license or by laws of California. Routine sanitary inspection may be conducted by campus officials in on-campus housing when they are accompanied by resident assistants, but only upon prior notice of at least 24 hours. The student must be present during any search or inspection by University officials.

RIGHTS TO FREEDOM OF ASSOCIATION

Students are free to organize, join associations, and promote their common interests. Students shall be free to discuss openly all questions of interest to them; and to express their opinions publicly or privately. The membership policies and actions of CSUS student organizations will be determined by those students who hold bona fide membership in the University, as long as they are non-discriminatory and in accordance with law, Trustee, and University policy.

- A. No student, shall, on the basis of sex, race, religion, national origin, creed, ethnic background, political affiliation, economic status, handicap, or age, be denied the benefits of participation in student organizations at CSUS.
- B. Affiliation with a non-University organization does not qualify a student organization from University or ASCSUS recognition.

- C. Any organization whose purposes are not prohibited by law or regulations of the Trustees shall be entitled to a petition for recognition by the University.
- D. Student organizations and interest groups are required to submit a current list of officers, a statement of non-discrimination, and a faculty advisor where appropriate, to the Dean of Students or designee. They are not required to submit a list of members as a condition of recognition.
- E. The University exercises no control over the student's involvement in off-campus events which have no relationship with the University.

RIGHT TO FREEDOM OF INQUIRY, EXPRESSION, AND INFORMATION

Students are permitted the fullest expression of beliefs through any means that are orderly and do not violate the rights of others.

- A. The University will not condone acts of violence, vandalism, coercion, or other illegal interference with its legitimate functions.
- B. Students and student organizations are free to invite and to hear any person of their choosing. However, speakers or programs funded from mandatory student body fees are subject to prior review to assure conformance to Trustee and campus policy. If campus facilities are needed and available, the scheduling procedure will insure order and adequate preparation for the event, but in no instance will the University be used as a device for censorship or restraint beyond valid Trustee regulation, University policy, or law.
- C. The students, through their official governing body, the Associated Students of California State University, Sacramento, have the right to an effective and representative role in expressing their wishes.
- D. The student shall have the right to access all documents containing University, school

and departmental policies, procedures, standards, and regulations.

RIGHTS REGARDING PUBLICATION

Student-controlled media are available to the campus community and are also essential in stimulating intellectual exploration and in keeping open the channels of free and responsible communication.

A. The Associated Students of California State University, Sacramento, student organizations, and individual students may publish and otherwise communicate information and opinion. These groups and individuals are not liable or subject to sanctions and restraints beyond those imposed by provisions set forth by the ASCSUS Media Board, Trustee regulations, University policy, or law.

B. Student publications and other communications media are guaranteed the editorial freedom necessary to engage in free inquiry and expression without advance approval of content. Appointment and removal of editors shall be in accordance with duly established procedures of the appropriate ASI agency.

RIGHTS OF DUE PROCESS AND APPEAL

Student Discipline

The student shall have the right of due process and appeal in matters of student discipline, as prescribed by California State University and Colleges Student Disciplinary Procedures, copies of which are available in the office of the Dean of Student Affairs. The student shall be considered innocent unless proven guilty.

At their request, all students shall have the right to counsel during any questioning by any University official that may reasonably lead to initiation of any disciplinary action. The right to counsel may be exercised at any time during questioning in which the student feels that he/she is in need of counsel.

The student shall be informed of this right by the official before any questioning and shall be informed of the capacity in which the official questioning him/her is serving, i.e., discipline investigation or informal conversation.

"Counsel" shall be interpreted to mean any other person the student chooses, attorney or lay. The student should be aware that the use of an attorney will mean the possible forfeiture of an informal hearing.

Student Grievances

Procedures have been established to hear grievances of students who believe their basic rights have been denied or violated. These procedures include methods of redress for students whose rights are found to have been abridged. It is hoped that most disputes will be resolved informally.

A. Departments shall have clearly defined procedures for the receipt and consideration of student complaints concerning violation of student academic rights. At the departmental level, these complaints are to be handled on an informal basis. These procedures shall be on file in the department and division or school, as well as in the office of the Dean of Student Affairs.

B. Each school or division shall also have clearly defined procedures for the receipt and consideration of student complaints after the informal means of resolution at the departmental level have been exhausted. These procedures shall allow for a hearing. A student may appeal the ruling of a department to the school or division.

C. If, after a hearing and decision following Section B above, the student feels there was not fairness in the procedure, the student shall have the right to appeal the decision to the office of the Academic Vice President. If there are appeals to the office of the Academic Vice President, that office shall provide for a committee consisting of a representative from that office, disinterested faculty member appointed by the Academic Senate, and a disinterested student appointed by the Student Senate to consider the appeal of the student. The role of this committee within the Academic Vice President's office is to determine whether or not there was a procedural fairness at the school or division level. If there was not procedural fairness, the Academic Vice President will instruct the committee, the

school, or the divisional committee to conduct a new hearing.

RIGHT TO SUBSTANTIAL INPUT INTO THE DETERMINATION OF UNIVERSITY POLICY AND INSTRUCTIONAL PROGRAMS

The functioning of the educational community requires an awareness of mutual responsibility, understanding, trust and respect in order that all its members may actively contribute to the development of policies and programs. The purpose shall be achieved through continuous cooperation within the educational community.

- A. The student has the right to an effective and representative role in recommending University policies. The Associated Students shall be contacted whenever the President of the University is considering the formulation of University policy that would have a direct and substantial impact upon students as students, so that they are afforded the opportunity to forward a recommendation.
- B. Students are also guaranteed the opportunity to participate in revision and improvements of curricula through service on curriculum committees.

RESPONSIBILITIES

It is the student's right and responsibility to know the policies, procedures, standards, and regulations which affect student rights; and it shall be the student's responsibility to obtain and act appropriately on such information. Ignorance of the information made accessible to the student shall not be cause to waive policies, procedures, standards, and regulations.

RESPONSIBILITIES IN THE CLASSROOM

It is the responsibility of the student to meet appropriate standards of performance and conduct stated by the instructor.

RESPONSIBILITIES REGARDING USE OF UNIVERSITY FACILITIES

Arrangements for speakers and events shall be made through the University's Program Advising Office. The use of University equipment and facilities involves the responsibility of adhering to established procedures for the use and safety of equipment and facilities.

RESPONSIBILITIES REGARDING FREEDOM OF INQUIRY, EXPRESSION, AND INFORMATION

If an individual student or group denies the rights of others or seriously interferes with, obstructs, or disrupts the orderly operation of the University or of organizations accorded the use of University facilities, such actions are subject to disciplinary sanctions contained in Title 5 as administered through the application of the California State University Disciplinary Procedures. Copies of both are available in the office of the Dean of Student Affairs.

Policy Administrator: Dean of Student Affairs
Index cross-references: Rights, Students; Responsibilities, Students

Ref:

Last Revision: July 1, 1988



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6036

ACADEMIC SENATE



September 10, 1993

TO: Executive Committee

FROM: Sylvia Navari, Chair

RE: Exceptions to the Upper Division Writing Requirement

During the summer, Otis Scott, Chair, G.E. Committee, Stephanie Tucker, Chair, University Writing Committee, and I met to resolve the confusion regarding the circumstances under which exceptions to the writing requirement might be granted.

Agreement was reached regarding the recommendation of the G.E. Committee (letter from Otis Scott, June 15, 1993 [attached]) with some modification:

Exceptions will be granted only when 1) it is established that clear and compelling reasons exist preventing compliance with the writing requirement; and 2) the University Writing Committee, or its designated writing committee, after consultation with the department, agrees that the requirement cannot be met.

Both parties agreed that the inability of any committee to develop specific criteria for exceptions rests upon two factors: 1) no one as yet has been able to imagine a sound reason for granting exceptions--neither size of class nor workload are acceptable reasons since the University is bound by the President's approval of this requirement to provide and assure sufficient resources to each department to meet this commitment, and 2) there is general agreement on the part of both these committees that there ought not be any exceptions to the Writing Requirement--either we value this writing component of General Education and fully support it or we should not have the requirement.

The Executive Committee needs to send these criteria forward to the Senate. If the Committee agrees, I suggest it go on the Consent Calendar.



California State University, Sacramento

SACRAMENTO, CALIFORNIA 95819-6016

FAX NUMBER (916) 278-7648

OFFICE OF ACADEMIC AFFAIRS

June 15, 1993

M E M O R A N D U M

California State University, Sacramento
6300 J Street
Sacramento, California 95819

JUN 15 1993

TO: Sylvia Navari, Chair
Academic Senate

FROM: *Otis Scott, Chair*
Otis Scott, Chair
General Education Committee

Academic Senate Received
413

SUBJECT: Upper Division Writing Requirement

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As you are aware, the General Education Committee has received several inquiries this academic year concerning the circumstances under which exceptions to the writing requirement for upper division General Education courses may be considered as provided for in current policy.

It is our understanding that the University Writing Committee, in response to a request from the Senate to consider developing criteria, determined that such criteria are unnecessary and that exceptions should be considered on a case by case basis.

After deliberating this matter we wish to affirm the value the General Education program places on the writing component in upper division courses. We are recommending the existing policy be amended to allow for the granting of exceptions only when: 1) it is established that clear and compelling reasons exist preventing compliance with the writing requirement; and 2) the University Writing Committee, after consultation with the department, agrees that the requirement cannot be met. We also suggest that the extant policy could be amended so as to recommend that departments having concerns about complying with the writing requirement consult with the University Writing Committee prior to submitting the General Education application documents.

The Executive Committee's thoughts on this matter will be appreciated.

OS:dp