

1994-95
ACADEMIC SENATE
California State University, Sacramento

AGENDA
Thursday, February 9, 1995
Forest Suite, University Union
2:30-4:30 p.m.

INFORMATION

1. Moment of Silence:

FREDERICK B. LEWIS
Professor of Physical Education Emeritus
CSUS 1968-1983

JOE T. MCCULLOUGH
Professor of Spanish Emeritus
CSUS 1953-1980

2. Faculty Merit Scholarships--Presentation of 1995 Scholars
Undergraduates:

NORA LYNN (Government/Journalism)
TIMOTHY MILLER (Chemistry)

Graduate:

HOWARD MERGEN (Mechanical Engineering)

3. Report on January 19-20, 1995, CSU Academic Senate Meeting - Statewide Senator
Juanita Barrena

4. Spring 1995 Schedule of Meetings (tentative):

February 16, 23

March 2, 9, 16, 23, 30

April 6, 20, 27 (also 1995-96 Nominations)

May 4, 11 (also 1995-96 Elections), 18, 25

CONSENT CALENDAR

AS 95-04/Ex. COMMITTEE APPOINTMENTS--University

Honorary Degrees Committee:

NANCY OSTIGUY, At-large, 1996 (repl. A. Platt)

AS 95-05/Ex. COMMITTEE APPOINTMENTS--SenateFaculty Affairs Committee:

ROBIN CARTER, Prof. Sch., 1995 (repl. C. Goulard)

Research and Creative Activity Committee:

ROSALIND VAN AUKER, Library, 1995 (repl. W. Budge)

AS 95-06/FisA, CC, GPPC, Ex. PROGRAM CHANGES--UNDERGRADUATE

The Academic Senate recommends approval of the following program change proposals to:

- B.A. in English [FisA, 11/1/94; CC, 11/10/94; Ex., 12/6/94]:
Designate the program's capstone course as ENGL 198, Senior Seminar, (with prerequisites of both ENGL 120A and senior standing), to be offered as a required upper division seminar, and therefore increasing Required Upper Division Courses from 18 to 21 units and decreasing Area Requirements from 18 to 15 units.
- B.A. in French [FisA, 11/29/94; CC, 12/5/94; Ex., 1/31/95]:
Reduce the total number of units required for the major from 37 to 36 by making the following changes: 1) add French 110 (Survey of French Literature), 3 units, to required upper division literary courses; 2) delete French A (Introduction to French Literature-I), 3 units, and French B (Introduction to French Literature-II), 3 units, from required upper division literary courses; and 3) increase both French 100 (Advanced Grammar) and French 102 (Advanced Conversation) from 2 to 3 units.
- B.A. and B.M. in Music [FisA, 11/29/94; CC, 12/5/94; Ex., 1/31/95]:
B.A. in Music: 1) Increase total required lower division courses from 21 to 24 units by adding MUSC 1 (Musicianship I), 2 units; and MUSC 2 (Musicianship II), 2 units; and deleting MUSC 27 (Functional Voice), 1 unit; and 2) decrease total required upper division courses from 26 to 23 units by deleting MUSC 102 (Scoring and Arranging), 3 units.

B.M. in Music: 1) Increase the total units required for B.M. from 132 to (132-133); 2) increase the total units required for the major from (69-72) to (70-73); 3) increase the required lower division core courses from 19 to 23 by adding MUSC I (2 units) and MUSC 2 (2 units); 4) decrease units of concentration requirements from (27-30) to (24-27) due to the following changes in concentrations; 5) decrease required units for Voice Concentration from 30 to 27 by deleting LING 140 (3 units); 6) decrease required units for Keyboard Concentration from 29 to 25 by deleting MUSC 27 (1 unit) and MUSC 102 (3 units); 7) decrease required units for Instrumental Concentration from 28 to 24 by deleting MUSC 27 (1 units) and MUSC 102 (3 units);

and 8) decrease required units for the Theory/Composition Concentration from 27 to 26 by deleting MUSC 27 (1 unit).

In addition, the Academic Senate recommends requiring that in the next catalog copy for both the B.A. and B.M. degrees, under Required Lower Division Core Courses, the Music Department clarify with a footnote or other acceptable notation the listing of the upper division course MUSC 142 (4 units)--a one-unit course to be taken four times for a total of four units.

- B.A./ Teaching Credential in Social Science [UTEC, 10/12/94; FisA, 11/1/94; CC, 11/7/94; Ex., 12/6/94]:
Modify the B.A./Teaching Credential in Social Science to: 1) meet the standards required by the California Commission on Teacher Credentialing; 1) reflect faculty judgment on appropriate preparation for the middle and high school teachers; and 3) continue to meet CSUS standards for a major.
- Teacher Education/Child Development Subject Matter Program--Multiple Subjects Credential Program [UTEC, 5/11/94; FisA, 11/1/94; CC, 11/7/94; Ex., 12/6/94]:
Allow students to meet the Multiple Subjects Credential program criteria while completing their major.

AS 95-07/Ex. REASSIGNMENT OF TENURED AND PROBATIONARY FACULTY:
GUIDELINES AND PROCEDURES

The Academic Senate endorses the "Reassignment of Tenured and Probationary Faculty: Guidelines and Procedures," revised January 27, 1995 (see Attachment A).

CONSENT - INFORMATION

AS 95-02/Ex. COMMITTEE APPOINTMENTS--Senate

Alternative Approaches to Institutional Operation, ad hoc Committee on:
HERBERT BLAKE
WALLACE ETTERBEEK
JENNIFER WARE

AS 95-03/Ex. COMMITTEE APPOINTMENTS--University

Dean, School of Education, Advisory Committee on the Selection of:
SUSAN WANLASS, At-large

REGULAR AGENDA

AS 95-01/Flr. MINUTES

Approval of the Minutes of the meeting of December 8 (#10), 1994.

AS 95-08/Flr. 1995-96 COMMITTEE ON COMMITTEES

The Academic Senate elects school representatives to the 1995-96 Committee on Committees, as follows: [see Attachment B for eligibility by school]

AS 95-09/Ex. TRUSTEES' OUTSTANDING PROFESSOR AWARD (responds to Senate Action AS 94-74 adopted September 22, 1994)

The Academic Senate endorses the CSU Academic Senate's proposed revision of the Outstanding Professor Awards Program (AS-2237-94--see Attachment C) and resolves, should the Statewide Senate approve and the Board of Trustees adopt the proposed changes, to refer the matter of participation in the Outstanding Professor Awards Program to referendum with a positive recommendation.

RE: AS 95-07

Reassignment of Tenured and Probationary Faculty: Procedures and Guidelines

Page 1, paragraph 3:

...and (2) by beginning with faculty whose typical teaching assignments involve courses that have been determined to have insufficient student demand ~~in their typical teaching assignments~~ and attempting to identify other courses they could teach.

Revised: January 27, 1995
Academic Affairs

REASSIGNMENT OF TENURED AND PROBATIONARY FACULTY:
PROCEDURES AND GUIDELINES

Fluctuation over time in student demand is a given. The University needs a mechanism to respond to these changes in demand if students are to make timely progress through their academic programs. Before the recent pressures on the University budget, this was accomplished by (1) adding part-time faculty where demand had increased and (2) allowing full-time faculty to continue to teach courses where demand had decreased. These methods of responding to student demand are not usually feasible, given the current budget situation.

The following procedures and guidelines are proposed to facilitate the reassignment of faculty to help meet areas of high student demand and to avoid the costly use of resources in areas of low student demand. These guidelines are offered in the spirit that underlies the Strategic Plan. Working together to carry out the mission of the University requires constant cooperation and occasional sacrifice. The campus community thrives to the extent that we recognize the common purpose of educating students. The reassignment of faculty across departments and schools, when needed, not only serves students better but also fosters the kinds of interdisciplinary, scholarly interactions that are essential to today's university.

Procedures for Identifying Faculty to Participate in Reassignment

Faculty will be identified in two ways: (1) by beginning with the courses that lack sufficient departmental instructors and attempting to identify faculty in other departments qualified to teach those courses, and (2) by beginning with faculty who have been determined to have insufficient student demand in their typical teaching assignments and attempting to identify other courses they could teach.

1. Procedures for identifying specific courses in the curriculum for which student demand exceeds available full-time tenured and probationary departmental faculty include:

- a. By an identified date (February 1, 1995 for this year) each school dean and the General Education dean will forward to the Vice President for Academic Affairs specific areas of the curriculum for which there is greater student demand than current full-time departmental faculty can adequately cover.
- b. The complete list for the University will be made available to each school dean and department chair, who will make the list available to faculty.
- c. Faculty with expertise to teach in any of these understaffed areas will be asked to identify themselves to their department chairs.

- d. Department chairs will review the responses of their faculty and forward a complete list to their deans, who will forward the list to the other deans, as well as to the Vice President for Academic Affairs.
 - e. When there is a potential match between the need for, and availability of, full-time faculty, the deans will consult with the relevant department chairs and faculty. When the potential reassignment is between two schools, the deans will notify the Vice President for Academic Affairs.
2. Procedures for identifying faculty to be reassigned because of a pattern of low student demand in the courses they generally teach include:
- a. The request for reassignment based on low enrollment in courses will, in most cases, be initiated by the dean in consultation with the department chair.
 - b. Every effort will first be made to reassign the faculty member to course(s) within her or his own department, then within the home school, and finally elsewhere in the University.
 - c. The faculty member may propose course(s) she or he is adequately prepared for and interested in teaching. If the choices of the faculty member cannot be accommodated, the dean, in consultation with the faculty member and department chair, will explore other alternatives. In so doing, the dean should consult the list of curricular areas with excess demand, referred to above in #1b.
 - d. The dean will then contact the appropriate receiving department chair, and if the curricular content area is in another school, the dean of that school. The dean(s) and the relevant department chairs will negotiate the details of the teaching assignment, according to the guidelines below.
3. Faculty in the potential receiving department will be consulted in the determination of whether the faculty member is prepared, or can become prepared, to teach the course(s).
- Guidelines for the Reassignment of Faculty when Need has been Identified:
1. Any reassignment that results from this process will be considered temporary, to be reconsidered on a year-to-year basis.
 2. Reassignments may be for a full or a partial faculty workload.
 3. The guiding criterion for decisions on the reassignment of faculty across departments will be the relative benefit to students of keeping faculty assignments stable versus effecting a faculty reassignment. The Vice President for

Academic Affairs will make the final determination in cases where there is a conflict.

4. Reassignments should generally be negotiated one semester in advance so that the faculty member has adequate time to prepare for the new assignment. Assigned time for preparation may be granted to the faculty by the dean (of the receiving department's school) if necessary.
5. When the reassignment of faculty occurs between departments within a school, the dean is responsible for determining how, and if, salary reimbursements are handled.
6. When the reassignment of faculty occurs across schools, salary reimbursement is addressed as follows:
 - a. If the faculty member to be reassigned would have had a full workload with reasonable course enrollments in his or her home department, the receiving department will reimburse the contributing department, as negotiated by the two deans.
 - b. If the faculty member to be reassigned would not have had a full workload with reasonable course enrollments in his or her home department, the receiving department will not be required to reimburse the contributing department.
7. The dollar cost of the reassigned faculty (i.e. the actual salary associated with the full or partial workload that is reassigned) will be attributed to the receiving department, for internal accounting purposes, so that any record-keeping of dollars expended per FTES will be accurate. This accounting adjustment will be made regardless of whether the receiving department reimburses the contributing department for replacing the instructor in the classroom.
8. The FTES served by reassigned faculty will be attributed to the department offering the course.
9. Student evaluations, if any, will be sent from the receiving department to the home department for inclusion in the faculty member's personnel file.

Re: AS 95-08

From Senate Bylaws:

B. Committee on Committees

1. **Membership:** The Committee on Committees shall be composed of the Chair and Vice Chair of the Academic Senate, the other five (5) voting members of the Executive Committee, the senior representative to the Senate from the Library electing unit, the senior representative to the Senate from the Student Services electing unit, and one representative from an electing unit within each school elected by the incumbent Senate.
2. **Nomination and election of school representatives:** At one of its meetings, the Academic Senate shall nominate and elect by secret ballot the representative of each of the five (5) schools to the Committee on Committees. Nominations shall be made from the floor; nomination of oneself shall be permitted. No one who is not then a representative of an electing unit from within one of the schools shall be eligible to be nominated to be the representative of that school. Every representative may vote for one nominee from every school. If none of the candidates from a school receives a majority of the votes cast, the Academic Senate shall immediately decide by secret ballot which of the two candidates who have received the most votes shall become the school's representative. As between the two candidates, the candidate who receives the most votes shall be elected.
3. **Meetings:** Each spring the Chair of the Academic Senate shall convene an initial meeting of the Committee on Committees. At a subsequent meeting, the Committee on Committees shall nominate to the Senate candidates to be appointed members of the standing committees of the Senate to serve during the following academic year.
4. **Charge:** Having considered the results of an annual survey of the faculty interest in serving on any one or more of appointed standing committees, the Committee on Committees shall make a recommendation to the Senate specifying who the members of the Senate's standing committees shall be during the following academic year. Between the annual deliberations of the Committee on Committees, the Executive Committee shall nominate candidates to fill the vacancies that occur in the membership of the standing committees.

1995-96 COMMITTEE ON COMMITTEES

Committee Meeting Schedule:

- #1: Thursday, March 2, 2:30-4:30 p.m., Adm. 275
- #2: Tuesday, March 14, 2:30-4:30 p.m., Adm. 275

Committee Members:

Sylvia Navari	Chair, Academic Senate
Nancy Ostiguy	Vice Chair, Academic Senate
Richard Cleveland	Member, Executive Committee
Arthur Jensen	Member, Executive Committee
Christine Miller	Member, Executive Committee
Charles G. Nelson	Member, Executive Committee
Laurence Takeuchi	Member, Executive Committee
Rhonda Rios Kravitz	Senior Library Senator
Nancy Lewis	Senior Student Services Senator
PLUS:	One Senator elected from each school

Eligible School of Arts and Sciences Senators

___ Doris Beard	___ Fred Marshall
___ Edward Bradley	___ Sheree Meyer
___ Helene Burgess	___ Joseph Morrow
___ Louellyn Cohan Paul Goldstone	___ Jessie Mulira
___ James Chopyak	___ Carlos Plummer
___ Marsha Dillon	___ Tom Pyne
___ Smile Dube	___ J. Pat Rice
___ Michael Fitzgerald	___ Gary Shoemaker
___ Mary Giles Brad Nystrom	___ Thomas Swift
___ Bethania Gonzalez	___ Jerry Tobey
___ Laurel Heffernan	___ Nancy Tooker
___ James Hill	___ Stephanie Tucker
___ Cristy Jensen	___ Senon Valadez
___ Tom Kando	___ Leah Vande Berg
___ Joseph Klucas	___ Kurt von Meier
___ Ken Luk	

Eligible School of Business Administration Senators

___ Jaime Alwayay	___ Nancy Tsai
___ Roger Bartlett	

Eligible School of Education Senators

___ Sharon Alexander	___ Hyun Park - Raul Rodriguez
___ Jose Cintron	___ Lynn Wilcox
___ Lila Jacobs	

Eligible School of Engineering and Computer Science Senators

___ George Kostyrko	___ Fred Reardon
___ William Mitchell	___ Donald Steward

Eligible School of Health and Human Services Senators

___ Fred Baldini	___ Robyn Nelson
___ Robin Carter	___ Ernest Olson - Eddie Cayucom
___ Liz Dokimos	___ Joseph Russell
___ Elton Long	___ Melinda Seid

2

ACADEMIC SENATE
of
THE CALIFORNIA STATE UNIVERSITY

AS-2237-94/FA/(Rev.)
November 3-4, 1994

Outstanding Professor Awards Program

RESOLVED: That the Academic Senate of the California State University revise the guidelines for the *Trustees' Outstanding Professor Awards Program* to accomplish the following:

1. To emphasize that the primary purpose of the award is to recognize teaching excellence;
2. To allow for the selection of an Outstanding Professor at each CSU campus, rather than the current practice of campus selection of "nominees" for two Trustees' Outstanding Professor Awards;
3. To provide for equal recognition (and equal monetary awards) to all campus-selected Outstanding Professors, rather than the current practice of providing greater recognition to two individuals selected from the campus nominees;
4. To replace the requirement to submit all evidence supporting a nominee's candidacy to a systemwide committee with the requirement to submit to the Board of Trustees a statement from the campus selection committee and the campus president which summarizes the individual's accomplishments related to the specified criteria; and

5. To provide for equal recognition of each campus-selected Outstanding Professor by the Board of Trustees; and be it further
- RESOLVED: That the Academic Senate CSU inform the Chancellor and the Board of Trustees of the revisions of the *Guidelines for Trustees' Outstanding Professor Awards* as shown in the following attachment for the implementation in the 1995-96 academic year; and be it further
- RESOLVED: That the Academic Senate CSU encourage all campuses of the CSU to participate in the Trustees' Outstanding Professor Awards Program when the proposed revisions are adopted.

1

2

3 Each nomination shall be supported by evidence which includes detailed lists of the
4 nominee's achievements as a teacher, and also as a member of his/her profession, and
5 as a member of the campus and community. Evidence shall also include written
6 statements, which are both descriptive and evaluative, by present and former students,
7 colleagues in the nominee's academic discipline, campus administrators, and other who
8 are qualified to comment upon the nominee's teaching and related contributions, the
9 evaluations shall include a description of the type of evidence used as a basis for
10 judgment. Written statements shall include a brief paragraph identifying the writer.

11

12 The nominee's professional accomplishments shall be evaluated to ascertain their
13 quality and the contributions these activities have made to the nominee's teaching. The
14 nominee's services to the campus and the larger community shall be evaluated to
15 ascertain their relevance to the nominee's teaching, as well as their overall significance.

16

17 Campus Procedures for Selection of Outstanding Professors

18 1. Participating campuses shall, through their campus senates, establish local
19 procedures for selection of an Outstanding Professor from their campus.

20

21 2. Campus procedures must include provisions for the following:

22

23 a. a campus-wide committee which shall consist of a majority of full-time
24 tenure-track faculty and shall also include student representation;

25

26 b. criteria for selection that are consistent with the criteria specified in
27 these guidelines and identification of the kinds of evidence that will be
28 used as the basis for evaluation;

1

2 Guidelines for the Trustees' 3 Outstanding Professor Awards

4

5
6 Preamble
7 The Trustees' Outstanding Professor Awards were established by the Board of Trustees
8 of the California State University and Colleges in September 1963 to recognize
9 excellence in teaching. Each year two distinguished faculty members selected as
10 Outstanding Professors by participating campuses of the CSU are honored accorded
11 public recognition by the Board of Trustees as Outstanding Professors of the
12 California State University for their superior teaching performance, for the
13 contributions made to their students, to their academic disciplines, and to their campus
14 communities. The California State University Foundation, utilizing funds from the
15 Joseph M. Schenck Foundation, makes a cash award to each of the Outstanding
16 Professors of the CSU.

17

18 Campus Criteria for Nomination Selection of Outstanding Professors

19 A nominee for a Faculty selected by participating CSU campuses as Trustees'
20 Outstanding Professors award is expected to have a record of superlative teaching
21 at their campus. The documentation submitted in support of a nomination is required
22 to contain written evaluations, both from students and from faculty, which evidence
23 excellence in teaching. No amount of professional achievement as evidenced by
24 research and creative scholarship or service to the campus or community shall be a
25 substitute for this basic paramount requirement. A significant part of each nominee's
26 record of accomplishments shall have been established while a faculty member of the
27 California State University.

28

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
 - 13
 - 14
 - 15
 - 16
 - 17
 - 18
 - 19
 - 20
 - 21
 - 22
 - 23
 - 24
 - 25
 - 26
 - 27
 - 28
2. The systemwide Trustee's Outstanding Professor Awards nominating committee shall consist of the Chancellor or his/her designee, one member of the CSU Board of Trustees, one student appointed by the California State Student Association, and five faculty members named by the Academic Senate CSU.
3. Evidence in support of a nominee's candidacy shall include written statements from (a) present and former students, (b) colleagues in the nominee's academic discipline, (c) campus administrators, and (d) others who are qualified to comment upon the nominee's teaching and related contributions.
4. Four (4) copies of all evidence in support of a nominee's candidacy shall be submitted to the Academic Senate CSU office. Such evidence shall include (a) table of contents, (b) full curriculum vita, (c) documentation and evaluation of teaching accomplishment, including student course evaluations (d) documentation and evaluation of professional achievement, (e) documentation and evaluation of services to campus and community, and (f) any other material deemed relevant in support of the nomination. However, only single copies of books, book length monographs, etc. need be provided.
5. The Trustees' Outstanding Professor Awards nominating committee shall weight evidence of teaching accomplishment most heavily.
6. Copies of all evidence in support of a nominee's candidacy shall be submitted through the Chancellor to the Board of Trustees.

ATTACHMENT

- 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10
 - 11
 - 12
 - 13
 - 14
 - 15
 - 16
 - 17
 - 18
 - 19
 - 20
 - 21
 - 22
 - 23
 - 24
 - 25
 - 26
 - 27
 - 28
 - 29
 - 30
 - 31
 - 32
 - 33
 - 34
 - 35
 - 36
 - 37
 - 38
 - 39
 - 40
 - 41
 - 42
 - 43
 - 44
 - 45
 - 46
 - 47
 - 48
 - 49
 - 50
 - 51
 - 52
 - 53
 - 54
 - 55
 - 56
 - 57
 - 58
 - 59
 - 60
 - 61
 - 62
 - 63
 - 64
 - 65
 - 66
 - 67
 - 68
 - 69
 - 70
 - 71
 - 72
 - 73
 - 74
 - 75
 - 76
 - 77
 - 78
 - 79
 - 80
 - 81
 - 82
 - 83
 - 84
 - 85
 - 86
 - 87
 - 88
 - 89
 - 90
 - 91
 - 92
 - 93
 - 94
 - 95
 - 96
 - 97
 - 98
 - 99
 - 100
- c. a mechanism for notifying faculty of the opportunity to be considered for the award and procedures for nomination, committee review and selection of one or more candidates for recommendation to the campus president;
- d. maintenance of confidentiality and campus control of campus records.
3. Campus selection committees shall forward their recommendation(s) to the president for approval. For compelling reasons, a campus president may reject candidates recommended by the campus committee, but may not select a faculty member for the award who has not been recommended by the committee.
4. A faculty member who has been recommended by the campus committee and approved by the campus president shall be accorded recognition by the president as an Outstanding Professor on the campus.
- Procedures for Nomination
1. Selection of one campus nominee shall be made by a campuswide faculty committee, which shall include student representation, subject to campus control of employee records.

1
2
3 Trustees Recognition of CSU Outstanding Professors

4 1. Participating campuses shall submit through the Chancellor to the Board of
5 Trustees the names of the faculty members selected as Outstanding
6 Professors at their campuses.

7
8 2. Campus submissions shall include a statement from the campus selection
9 committee and the campus president which summarizes the
10 accomplishments of the individual selected as the campus Outstanding
11 Professor in relation to the criteria specified in these guidelines.

12
13 3. Outstanding Professors selected by each participating campus shall receive a
14 cash award (in an amount determined annually by the Board of Trustees in
15 consultation with the Chancellor) and shall be accorded public recognition as
16 Outstanding Professors of the CSU in a manner decided by the Board of
17 Trustees in consultation with the Chancellor and the Academic Senate CSU.