

1998-99 FACULTY SENATE

OF

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Minutes
February 18, 1999

Issue #12

ROLL CALL

Present: Alexander, Amata, Barakatt, Barrena, Bauerly, Behrman, Bossert, Brickner, Buckley, Cajucom, Cameron Wedding, Chambers, Ching, DeBow, de Haas, Elfenbaum, Hall, Hill, Huff, Huffman, A. Jensen, Jew, Kawamoto, Klyse, Kostyrko, Krabacher, Lan, Lascher, Lee, Lee-Sammons, Lewis, Lund, McCrystle, Newsome, Palmer, Raingruber, Reardon, Scott, Smith, Tejada, Timmer, Turrill, Verdone, V. Wheeler, Zucker

Absent: Anderson, Banks, Cleek, Dokimos, Dundon, Dworkin, Jacobs, Kando, Kim, Leezer, LeFebvre, Llamas-Green, Phillips, Pickett, Rodriguez, Scanlan, Seid, Serrano, Stabinsky, G. Wheeler

ACTION ITEMS

FS 99-12/Flr. MINUTES

The Minutes of the meeting of February 4 (#11), 1999, are approved as published.

Carried.

FS 98-13/Ex. COMMITTEE APPOINTMENTS--Senate

General Education Policies/Graduation Requirements Committee:

DAVID RASKE, At-large, 1999 (repl. J. Henry)

Carried unanimously.

*FS 99-07/APC, Ex., Flr. DROP POLICY PROPOSAL

The Faculty Senate recommends amendment of the CSUS drop policy as follows (see attached chart for comparison of existing and proposed policy):

JAMES HILL ADAIR
Professor of Music Emeritus
CSUS 1999-1973

Although instructors may exercise their authority to administratively remove any student who during the first two weeks of instruction fails to attend, students should not assume they will be dropped by this procedure. "Failure to attend" is defined as failure to attend any two class meetings (for courses that meet two or more times a week), one class meeting (for courses that meet once a week), or the initial meeting of those courses that require attendance at the first class meeting. Students should verify their registration to make sure they are enrolled in only the classes they are attending.

Until the end of the second week of instruction, students drop courses by telephone during CASPER or CASPER Plus.

After the second week of instruction all drops are permitted only for serious and compelling reasons. Drops during the third through the sixth week of instruction require the signature of the course instructor and the department chair. Drops after the fourth week of instruction will result in a W grade recorded in the student's permanent record. Reasons for dropping include a student carrying an excessive course load, a student inadequately prepared for the courses, or a student having significant job/career changes and medical problems.

After the sixth week of the semester all drops require the approval of the course instructor, department chair and the college dean. Drops during this period must be for career related or medical reasons beyond the control of the student (a student initiated job change would not qualify) and must be verified in writing. No drops are allowed after the last week of instruction. Students will receive a final grade of U or F in courses they fail to officially drop.

Carried.

The following items received a first reading and will be presented for action at the next meeting:

FS 99-08/APC, Ex. ACADEMIC ADVISING POLICY
FS 99-09/CPC, Ex. WRITING AND READING IN THE UNDERGRADUATE PROGRAM

The hour of adjournment having been reached, first reading of the following items was postponed to the next meeting:

FS 99-10/CPC, Ex. WRITING AND READING SUBCOMMITTEE, ESTABLISH
FS 99-11/CPC, Ex. GRADUATE CONCENTRATIONS

INFORMATION


1. A Moment of Silence was observed in memory of:

JAMES HILL ADAIR
Professor of Music Emeritus
CSUS 1949-1973

2. Report on January 21-22, 1999, CSU Academic Senate Meeting -- CSUS Statewide Senator(s)-- Postponed
3. Tentative Spring 1999 Faculty Senate Meeting Schedule:
February 25
March 4, 11, 18, 25
April 1 (Spring Recess), 8, 15, 22 (3:00-3:30 p.m., 1999-2000 Senate Nominations;
3:30-5:00 p.m., 1998-99 Senate), 29
May 6 (3:00-3:30 p.m., 1999-2000 Senate Elections; 3:30-5:00 p.m., 1998-99 Senate),
13 (3:00-4:00 p.m.; 4:00-5:30 p.m., Outstanding Teacher Award Reception), 20,
27 (Finals Week)
4. Senate Home Page (<http://www.csus.edu/acse/> or CSUS Home Page *then* Administration and Policy *then* Faculty Senate) - Vice Chair Arthur Jensen

The business meeting was adjourned at 4:00 p.m. A reception followed at 4:15 p.m. to introduce and applaud the student recipients of the 1998-99 Faculty Merit Scholarships:

Undergraduate Students:	LaiNgor Tse, Accountancy
	Heather Keough, Biological Sciences
	Kathy Sheehan, English
Credential Student:	Wanpen Vianueva, Bilingual Multicultural Education
Postbaccalaureate Student:	Lori Olvera, Nursing
Classified Graduate Student:	Irina Smith, English/TESOL


Janice McPherson, Secretary

*Presidential approval requested.

2. Report on January 21-22, 1999, CSU Academic Senate Meeting - CSUS Statewide Senate(s) - Postponed
3. Tentative Spring 1999 Faculty Senate Meeting Schedule:
 February 22
 March 4, 11, 18, 25
 April 1 (Spring Recess), 8, 15, 22 (3:00-3:30 p.m., 1999-2000 Senate Nominations;
 3:30-2:00 p.m., 1998-99 Senate), 29
 May 6 (3:00-3:30 p.m., 1999-2000 Senate Election; 3:30-2:00 p.m., 1998-99 Senate),
 13 (3:00-4:00 p.m.; 4:00-2:30 p.m. Outstanding Teacher Award Reception), 20,
 27 (Finals Week)
4. Senate Home Page (<http://www.csus.edu/sen>) or CSUS Home Page New Administration and Policy (New Faculty Senate) - Vice Chair Arthur Jensen

The business meeting was adjourned at 4:00 p.m. A reception followed at 4:15 p.m. to introduce and applaud the student recipients of the 1998-99 Faculty Merit Scholarships:

Undergraduate Students:	Lanigor Jac, Accountancy
	Heather Keough, Biological Sciences
	Kathy Sheehan, English
Graduate Student:	Wanda Vinnova, Bilingual Multicultural Education
Postgraduate Student:	Lori Olyer, Nursing
Classified Graduate Student:	Jana Smith, English/ESOL


 Janice McPherson, Secretary

*Presidential approval requested.

Comparison Table

WEEK	Current Policy	Proposal	Rationale
1-2	Students drop through Casper – No record of Enrollment	Students drop through Casper – No record of Enrollment	No Change
3-4 (Until Census Date)	Drop requests require Instructor and Department Chair approval – Drops are approved only for serious and compelling reasons. No record of Enrollment	No Change	No Change
5-6	Drop requests require Instructor and Department Chair approval – Drops are approved only for serious and compelling reasons. A grade of W will result.	Drop requests require Instructor and Department Chair approval – Drops are approved only for serious and compelling reasons such as course overload, medical problems, and significant job / career changes. A grade of W will result.	No Change

<p>7 - until last 3 weeks</p>	<p>Drop requests require Instructor and Department Chair approval – Drops are approved only for serious and compelling reasons. A grade of W will result.</p>	<p>Drop requests require Instructor, Department Chair and College Dean approval – Drops are approved only for career related or medical reasons beyond the control of the student (a student initiated job change would not qualify) and must be verified in writing. A grade of W will result.</p>	<p>Proposal requires the additional approval from the College Dean – After 6 weeks, a student should be able to make a final commitment to the course. It is hoped that by that time some assessment instrument has been administered giving the student clear indication of his/her performance and readiness. Reasons for dropping are clearly stated and require written verification.</p>
<p>Last 3 weeks</p>	<p>Drop requests require Instructor, Department Chair and Dean approval – Drops are approved only for serious and compelling reasons. A grade of W will result.</p>	<p>Drop requests require Instructor, Department Chair and College Dean approval - Drops are approved only for career related or medical reasons beyond the control of the student (a student initiated job change would not qualify) and must be verified in writing. A grade of W will result.</p>	<p>In both cases, drop requests require Instructor, Department Chair and College Dean approval – A grade of W will result. In the current proposal, reasons for dropping are clearly stated and require written verification.</p>