

Adopted: March 5, 1996

**ACADEMIC SENATE  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California**

**AS-456-96/EC  
RESOLUTION ON  
THE REORGANIZATION OF ACADEMIC SENATE COMMITTEES**

Background Statement: During the summer of 1995, an Academic Senate ad hoc committee, consisting of Margaret Camuso, Nancy Clark, Charles Dana, Harvey Greenwald, John Hampsey, Tim Kersten, and Susan Opava, was formed to evaluate the organization and structure of the present Academic Senate committees and to make recommendations, if necessary, for improved committee functioning.

In order to evaluate the efficiency of the Senate's present committee structure, it identified what the Senate's key functions and roles were, then looked at whether the existing committee structure: (1) effectively carried out these key functions and roles; (2) utilized faculty time productively; (3) encouraged faculty participation; (4) duplicated committee responsibilities; (5) was outdated in any way; and (6) whether the present committee structure was fluid enough to accommodate current and potential changes occurring within higher education.

After careful evaluation, the following recommendations have been prepared by the Ad Hoc Committee to Review the Organization and Structure of Academic Senate committees.

WHEREAS, there are fewer faculty members to fill an increased number of committees; and

WHEREAS, the operation of many committees has been delayed or inhibited due to a lack of faculty members; and

WHEREAS, many of the charges to the committees have become outdated; therefore, be it

RESOLVED: That the attached revisions to the Bylaws of the Academic Senate be approved:

Proposed by the Academic Senate  
Executive Committee  
January 30, 1996

For ease of deliberation, the following text has been excerpted from the *Constitution of the Faculty and Bylaws of the Academic Senate*, and suggested changes have been made in strikeout and underline format. The suggested changes reduce the number of Academic Senate committees from sixteen to nine: five General Standing Committees and four Special Standing Committees.

(Excerpted from *Bylaws of the Academic Senate*, Section VII. Committees)

H. GENERAL STANDING COMMITTEES

The following committees shall be standing committees:

1. Budget
  2. Coastitutioa ~~and Bylaws~~
  3. Curriculum
  4. Distiaguished Teachiag ~~Awards~~
  5. Eleetioas
  6. Fairness Board
  7. Geaeral Educatioa ~~and Breadth~~
  8. Iastruetioa
  9. Library
  10. Loag Range ~~Planning~~
  11. PersOimel Policies
  12. Program Review ~~and Improvement~~
  13. Research
  14. Status of ~~Women~~
  15. Student Affairs
  16. Uaiversity Professioaal Leave
- 
1. Budget and Long-Range Planning
  2. Curriculum
  3. Faculty Affairs
  4. Instruction
  5. Research and Professional Development

I. SPECIAL STANDING COMMITTEES

1. Faculty Awards
2. Fairness Board
3. Grant Review
4. Program Review and Improvement

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## COMMITTEE DESCRIPTIONS

### 1. Budget and Long-Range Planning Committee

#### a. Membership

The ex officio members of the Budget and Long-Range Planning Committee shall be the Vice President for Academic Affairs or her/his designee, the Budget Officer or her/his designee, the Vice President for Administration and Finance or her/his designee, the Director of Institutional Studies or her/his designee and an ASI representative.

#### b. Responsibilities

(1) The Budget and Long-Range Planning Committee shall provide oversight and make recommendations concerning policy for the allocation of budgeted resources. This includes the review of matters related to the allocation of budgeted resources, and provide representation as appropriate on bodies formed to review the mechanisms by which campus-wide instructional resource allocations are made. provide input as appropriate to the instructional budgetary process, and monitoring through college representatives the budget allocations and expenditures made departmentally and by college.

(2) In addition, the Budget and Long-Range Planning Committee shall also develop recommendations concerning future actions, policies, and goals of the university. Areas assigned to specific standing committees of the Academic Senate fall within its purview when future predictions and extreme long-range planning are necessary or possible.

*(Comments: Items a and b should be considered in the context of the strategic plan objectives. Long-range planning has been added to the responsibilities of the Budget Committee. This will allow the committee to deal with present and future budgetary issues.)*

### 2. Constitution and Bylaws Committee

#### a. Membership

An ASI representative will be ex officio.

#### b. Responsibilities

The Constitution and Bylaws Committee shall review periodically the Constitution of the Faculty, the Bylaws of the Academic Senate, and operating procedures of standing committees of the Senate, and shall recommend changes to these to assure that they are current and in agreement with university regulations and with the memorandum of understanding. The

~~procedure involving amendments to the Constitution shall be consistent with Article IV of the Constitution. The procedure involving amendments to the Bylaws shall be consistent with Article IX of the Bylaws.~~

*(Comments: This function will become the responsibility of the Academic Senate Executive Committee. If the Constitution and Bylaws require substantial changes, an ad hoc committee will be formed for this purpose.)*

## 2. Curriculum Committee

### a. Membership

The ex officio members of the Curriculum Committee shall be the Vice President for Academic Affairs or her/his designee, the Dean of Research and Graduate Studies or her/his designee, the Dean of Library Services or her/his designee, and an ASI representative.

### b. Responsibilities

The Curriculum Committee shall develop recommendations regarding academic master planning and curriculum, academic programs, university requirements for graduation, general education and breadth, cultural pluralism, and library oversight as it relates to instruction. Members will meet at least quarterly and as needed. The chair shall be responsible for the coordination of the curriculum review with the Vice President for Academic Affairs office.

#### Cultural Pluralism Requirement Subcommittee:

There will be a standing subcommittee of the Curriculum Committee for the initial review of courses proposed to fulfill the Cultural Pluralism Baccalaureate requirement. This subcommittee shall consist of seven voting members, one from each college and one from Professional Consultative Services. Terms shall be for two years, staggered to ensure continuity.

Academic Senate caucuses will solicit and receive applications for membership. The slate of applicants will be forwarded to the Curriculum Committee who will appoint members.

A chair of this subcommittee will be elected from the subcommittee members each academic year.

Ex officio members shall be the Director of Ethnic Studies, the Director of Women's Studies, a representative from the General Education and Breadth Committee and the Curriculum Committee, and an ASI representative.

Selection of courses to fulfill the requirement shall follow the criteria listed in AS-395-92.

Recommendations from this subcommittee will be forwarded to the Curriculum Committee who will, in turn, submit them to the Academic Senate for a vote.

*(Comments: Subcommittees shall be established to deal with GE&B and cultural pluralism. The issue of GE&B will be the subject of a report of a separate committee during the fall of 1995. The college curriculum committees will be given greater responsibility for dealing with curriculum changes.)*

5. Elections Committee

a. Membership

There are no ex officio members.

b. Responsibilities

The Elections Committee shall be responsible for supervising and conducting the election process for membership to the Academic Senate, Research Committee, University Professional Leave Committee, Senate offices, the statewide Academic Senate, appropriate recall elections for the preceding as per Section VIII of these Bylaws, and ad hoc committees created to search for such university positions as president, vice presidents, college deans, and similar type administrative positions. The committee shall notify the Chair of the Senate one week before the regular June meeting of the need to select alternate members for the Executive Committee during the Staff/Officer quarter.

*(Comments: Except for the faculty responsibility of supervising the election process, conducting an election is clerical in nature. These tasks have been performed by the Senate's office staff for several years. A committee devoted to elections is unnecessary. The Academic Senate officers will have the responsibility for supervising the election process.)*

7. General Education and Breadth Committee

a. Membership

The ex officio members of the General Education and Breadth Committee shall be the Vice President for Academic Affairs or her/his designee, an ASI representative, and a representative from the Curriculum Committee.

b. Responsibilities

The General Education and Breadth Committee shall provide oversight, direction, and evaluation of the general education component of the university curriculum on a continuing basis and shall recommend appropriate requirements, policies, and procedures. The committee will review all courses proposed for general education and breadth certification in various distribution areas, will periodically review the appropriateness of certified courses, and will review the mix of courses in the distribution areas.

The committee shall conduct a comprehensive evaluation of general education and breadth requirements, policies, and procedures at least biennially.

Implementation of the committee's curricular recommendations shall conform with the curriculum review process.

(1) Distribution area subcommittees:

There will be standing subcommittees corresponding to each distribution area. The distribution area subcommittees shall consist of five members. Each subcommittee shall elect a chair annually from its membership. Terms shall be for two years, staggered to ensure continuity.

Senate caucuses will solicit and receive application for membership on the distribution area subcommittees. The slates of applicants will be forwarded to the General Education and Breadth Committee who will appoint members. In making these appointments, the General Education and Breadth Committee shall seek to constitute reasonably balanced subcommittees, including (but not limited to) applicants whose teaching service areas, academic preparation, and/or professional activities are in the distribution areas.

(2) The Vice President for Academic Affairs' office:  
The Vice President for Academic Affairs' office will be responsible for the implementation of campus requirements, policies, and procedures relating to general education and breadth. The Vice President for Academic Affairs' office shall inform the General Education and Breadth Committee through the Chair of the Senate of all actions taken with respect to general education and breadth.

- (3) The chair of the General Education and Breadth Committee:  
The chair of the General Education and Breadth Committee shall be elected annually. The chair is responsible for setting the agenda for committee meetings, establishing liaison with the distribution area subcommittees, maintaining relations with the Vice President for Academic Affairs' office pursuant to the implementation of general education and breadth requirements, policies, and procedures, and providing appropriate supporting materials to the General Education and Breadth Committee. The chair shall receive appropriate assigned time.
- (4) Proposals for general education and breadth:  
In addition to proposals emanating from the General Education and Breadth Committee, proposals for general education and breadth requirements, policies, and procedures may originate from any segment of the university.
- (5) Process for review of general education and proposals:  
All proposals for changes to the general education and breadth requirements, policies, and procedures, shall be submitted to the General Education and Breadth Committee via the Academic Senate office. The General Education and Breadth Committee shall refer proposals to the appropriate distribution area subcommittee(s) for their deliberation and recommendation. The distribution area subcommittees will consider all matters and proposals referred to them by the General Education and Breadth Committee and shall report their recommendations to that committee in a timely manner.

The General Education and Breadth Committee will submit its reports and recommendations along with all supporting materials to the Academic Senate for its consideration. The Academic Senate shall forward all reports, recommendations, and supporting materials to the President's office.

As appropriate, the Vice President for Academic Affairs will be responsible for obtaining the views of the Academic Deans' Council on general education and

breadth matters.

Final decisions on general education and breadth requirements, policies, and procedures will lie within the Office of the President.

*(Comments: The current structure of GE&B review will be reviewed during the fall of 1995).*

#### 11.3. Personnel Policies Faculty Affairs Committee

a. Membership

The ex officio members of the Personnel Policies Faculty Affairs Committee shall be the Director for Faculty Affairs or her/his designee, the chair of the University Professional Leave Committee or her/his designee, and an ASI representative.

b. Responsibilities

The Personnel Policies Faculty Affairs Committee shall be the advisory body of the Academic Senate on personnel faculty policy and its administration and procedures. The scope of personnel faculty procedures and policies coming within its purview include standards and criteria concerning appointment, promotion, and tenure, academic freedom, leaves of absence, retention, professional relations and ethics, promotion, research, grievance, layoff procedures, and lecturers' rights and responsibilities.

*(Comments: The responsibilities of this committee need to be reviewed in relationship to the faculty union.)*

#### 4. Instruction Committee

c. Membership

The ex officio members of the Instruction Committee shall be the Director of Communications Services or her/his designee, the Vice President for Academic Affairs or her/his designee, the Dean of Library Services or her/his designee, and an ASI representative.

d. Responsibilities

The Instruction Committee shall be responsible for recommendations regarding subjects which impinge directly on the quality of teaching; for providing policy recommendations concerning grading as well as admissions policies and requirements. It will also provide review and input concerning



electronic teaching techniques.

In accordance with CAM 481 and AS-357-91/IC, the Instruction Committee shall review the Academic Calendar as proposed by the Vice President for Academic Affairs before its final submission to the President for approval.

*(Comments: The membership of the committee needs to be reevaluated in view of its increased responsibilities. Electronic teaching techniques include distance learning, multimedia techniques, computer-assisted education, etc. Changes in policies concerning admissions will greatly affect what we teach and how we teach. It is important for the Academic Senate to have input into this issue.)*

9. Library Committee

a. Membership

The ex officio members of the Library Committee shall be the Dean of Library Services, the Vice President for Academic Affairs or her/his designee, and an ASI representative.

b. Responsibilities

The Library Committee shall act as a fact finding body and consult with the Academic Senate, the library, and the administration on matters dealing with library affairs and policy. The committee shall report to the Academic Senate.

*(Comments: It is proposed that the Library Committee be converted to a university-wide committee. The issues it addresses involve the university as a whole, not just the faculty or Senate. Additionally, its duties will be included under the Curriculum Committee and Research & Professional Development Committee.)*

10. Long Range Planning Committee

a. Membership

The ex officio members of the Long Range Planning Committee shall be the Vice President for Academic Affairs or her/his designee, the Vice President for Administration and Finance or her/his designee, the Director of Institutional Studies or her/his designee, and an ASI representative.

b. Responsibilities

The Long Range Planning Committee shall be responsible for recommendations concerning future actions, policies, and goals as they affect the university. These shall include, but not be limited to: academic policies and procedures, academic personnel policies and procedures, and faculty development. Areas assigned to specific standing committees of the Academic Senate

fall ~~within~~ its purview ~~when~~ future predictions and extreme long range planning are necessary or possible.

(Comments: These responsibilities have been moved to the Budget and Planning Committee.)

~~13.5.~~ Research and Professional Development Committee

~~a.~~ Membership

- (1) A majority of the membership shall consist of elected faculty members. They shall be elected as follows:
  - (a) one member shall be elected from each college and Professional Consultative Services by faculty unit employees from the college and Professional Consultative Services, respectively.
  - ~~(b)~~ membership shall be for two year terms, with the terms of service staggered between the various colleges and Professional Consultative Services.
    - i) membership for the Colleges of Agriculture, Architecture and Environmental Design, Business, and Engineering shall be for terms beginning in odd numbered years; i.e., 1989.
    - ii) membership for the Colleges of Liberal Arts, Science and Mathematics, and Professional Consultative Services shall be for terms beginning in even numbered years; i.e., 1990.

~~(2.)~~a. Membership

The ex officio members of the Research and Professional Development Committee shall be the Dean of Research and Graduate Programs or her/his designee, an instructional dean or her/his designee, the Vice President for Administration and Finance or her/his designee, the Foundation Executive Director or her/his designee, and an ASI representative. The representative of the instructional deans shall be appointed by the Vice President for Academic Affairs for a two-year repeatable term. Ex officio members shall be nonvoting members of this committee. The representative from Professional Consultative Services shall be a librarian.

- (3) The chair of the Research Committee shall be elected from the elected faculty members of the committee.
- (4) No member of the Research Committee is eligible to apply for any grant, leave, or award program administered by the committee, while serving on the

committee.

b. Responsibilities

The Research and Professional Development Committee shall:

- (1) Develop ~~and recommend to the~~ President, ~~through the~~ Academic ~~Senate~~, appropriate policies ~~and~~ guidelines for the ~~encouragement and~~ conduct of research, ~~and for the~~ dissemination of ~~research~~ results.
  - (2) Evaluate research proposals for ~~Creative Activity and~~ Research Effort (CARE) ~~grants and~~ recommend to the ~~President~~, through the Academic ~~Senate~~, appropriate ~~funding~~ for the ~~grants~~.
  - (3) Develop ~~and recommend~~ policies ~~and~~ procedures for the Research Committee, ~~and for the administration of the~~ State Funded Faculty Support Grants, to the President through the Academic ~~Senate~~.
  - (4) ~~Solicit~~, receive, ~~and evaluate~~ requests for State Funded Faculty Support Grants ~~and make~~ recommendations for funding, when appropriate, to the ~~President~~ through the Academic ~~Senate~~.
  - (5) Evaluate requests for special ~~leaves~~ for research or ~~creative~~ activity ~~and, when appropriate, rank~~ order them for consideration ~~and transmit this ranking through the~~ Academic ~~Senate to the President~~.
- iii Provide oversight for research and professional development activities on campus.
- (2) Make recommendations concerning all policies and procedures for research and professional development activities on campus.
  - (3) Conduct a regular review of research centers and institutes on campus.
  - (4) Provide library oversight as it relates to research and professional development.
  - (5) Review and make recommendations on disputed university professional leaves.

*(Comments: This proposed committee represents a splitting of the duties of the former Research Committee. The New Research and Professional Development Committee will better be able to deal with policy and procedure issues concerning research. The proposed Grants Review Committee can focus on evaluation and recommendations of grant proposals.) Items (3), (4), and (5) above represent new responsibilities. Since sabbatical leaves are no longer funded, the University Professional Leave Committee has little (if anything) to do. Any disputes that might arise involving leaves at the college level would be handled by the Research and Professional Development Committee.)*

14. Status of Women Committee

a. Membership

The ex officio members of the Status of Women Committee shall be the Vice President for Student Affairs or her/his designee, a part time faculty member to be appointed by the Chair of the Academic Senate with approval of the Executive Committee, the campus representative to the Women's Council of the State University, and one ASI representative.

b. Responsibilities

The Status of Women Committee shall address issues that concern women on campus. The committee shall also be responsible for reviewing and acting on resolutions passed by the Women's Council of the State University.

*(Comments: It is proposed that the Status of Women Committee be converted to a university-wide committee. The issues it addresses involves the university as a whole, not just the faculty or Senate.)*

15. Student Affairs Committee

a. Membership

The ex officio members of the Student Affairs Committee shall be the Vice President for Student Affairs or her/his designee and two ASI representatives, one of whom shall be an officer of the ASI.

b. Responsibilities

The Student Affairs Committee shall be responsible for recommendations concerning the interrelationship of the student and academic environment. Also, it shall be the advisory body of the Academic Senate on admission policies and quotas.

*(Comments: The responsibilities of this committee duplicates the university-wide Student Affairs Council. It is proposed that this committee be eliminated as a Senate committee and the university-wide committee modify its membership to provide increased faculty representation.)*

16. University Professional Leave Committee

a. Membership

(1) Members of the University Professional Leave Committee shall be elected. One member shall be elected from each college and the library by tenured and probationary faculty unit employees from the college and library.

- respectively. The member representing the library shall be elected from ~~and~~ by the library faculty rather than from Professional ~~Consultative~~ Services in general.
- (2) Faculty eligible for membership are tenured, not on a college/librarian' professional leave committee, and not applying for a leave with pay:
- (i) membership for the Colleges of Agriculture, Business, ~~and~~ Engineering ~~shall~~ be elected in the spring of odd numbered calendar years.
  - (ii) membership for the Colleges of Architecture ~~and~~ Environmental Design, Liberal Arts, Science ~~and~~ Mathematics, and the Library shall be elected in the spring of even numbered years.

b. Responsibilities

~~The~~ University Professional ~~Leave~~ Committee shall be responsible for the direction of the professional leave program of the ~~university~~.

- (1) Recommend to the Vice President for Academic Affairs, ~~after~~ approval by the Academic ~~Senate~~, changes in the procedures ~~and~~ criteria for ranking leave with pay applications.
- (2) Recommend changes in leave with pay application response deadlines to the Vice President for Academic Affairs after approval of the Academic ~~Senate~~.
- (3) ~~Review~~ college/library leave with pay procedures and criteria for compliance with MOU ~~and~~ university guidelines. ~~Recommended~~ changes shall be directed to the appropriate administrator ~~with~~ a copy to the Vice President for Academic ~~Affairs~~.
- (4) Review all applications and the prioritization by college/library professional leave committees to ensure compliance ~~with~~ approved guidelines and quality of applications; inform the Vice President for Academic ~~Affairs~~ of any apparent inequities ~~in~~ those rankings; and make recommendations based on its findings.
- (5) Make ad hoc recommendations concerning the filling of such unused sabbatical leave ~~vacancies~~ which occur after the initial ~~awarding~~.
- (6) ~~Shall~~ act ~~as~~ the committee to review Meritorious Performance and Professional Promise Awards referred to it b) the President.

*(Comments: This committee has little (if anything) to do since sabbatical leaves are no longer funded. Disputes that might arise involving leaves at the college level would be*

*handled by the Research and Professional Development Committee.)*

K. SPECIAL STANDING COMMITTEES

~~4.1.~~ Distinguished Teaching Faculty Awards Committee

a. Membership

The Distinguished Teaching Faculty Awards Committee shall be composed of five faculty members from different colleges, when possible, and two students. The faculty members will be appointed by the Chair of the Academic Senate with the approval of the Executive Committee. These faculty members will be former recipients of the Distinguished Teaching Award and will serve two-year staggered terms. No member of this committee shall serve more than two consecutive terms without an intervening period of at least one year. Colleges which are not represented during a term of membership will be rotated onto the committee when a member needs to be replaced. The students will be appointed by the ASI, will have at least junior standing, and will have completed at least three consecutive quarters and 36 quarter units with at least a 3.0 grade point average at Cal Poly.

b. Responsibilities

~~iii~~ The Distinguished Teaching Faculty Awards Committee shall conduct the selection process and determine the ofitefie policies and procedures to be used for judging distinguiished teeohefS potential candidates for the Distinguished Teaching Award. Nominees for the award will be received by the committee during the fall quarter, and final selection will be made no later than the sixth week of the spring quarter.

(2) The Faculty Awards Committee shall also conduct the selection process and determine the policies and procedures to be used for judging potential candidates for the Trustees' Outstanding Professor Award.

*(Comments: Item (2) reflects a responsibility that the Distinguished Teaching Awards Committee has performed for the last several years.)*

~~6.2.~~ Fairness Board

a. Membership

The ex officio members of the Fairness Board shall be one member from Student Affairs to be appointed for a two-year

term by the Chair of the Academic Senate, and at least two ASI representatives who have at least junior standing and have attended Cal Poly for at least three consecutive quarters.

b. **Responsibilities**

The procedures to be followed and the problems to be considered shall be as approved by the Academic Senate and published as a document entitled, "Fairness Board Description and Procedures."

Changes in the document shall be made by the Senate upon recommendation of the Student Affairs Committee Fairness Board. The Board shall report to the Academic Senate.

3 . Research Grants Review Committee

a. **Membership**

- (1) A majority of the membership shall consist of elected faculty members. They shall be elected as follows:
  - (a) one member shall be elected from each college and Professional Consultative Services by faculty unit employees from the college and Professional Consultative Services, respectively.
  - (b) membership shall be for two-year terms, with the terms of service staggered between the various colleges and Professional Consultative Services.
    - i) membership for the Colleges of Agriculture, Architecture and Environmental Design, Business, and Engineering shall be for terms beginning in odd-numbered years; i.e., 1989.
    - ii) membership for the Colleges of Liberal Arts, Science and Mathematics, and Professional Consultative Services shall be for terms beginning in even-numbered years; i.e., 1990.
- (2) The ex officio members of the Research Grants Review Committee shall be the Dean of Research and Graduate Programs or her/his designee, an instructional dean or her/his designee, the Vice President for Administration and Finance or her/his designee, the Foundation Executive Director or her/his designee, and an ASI representative. Pursuant to the Chancellor's Office guidelines for State Faculty Support Grants (SFSG's), the student member to this committee must be a graduate student. The representative of the instructional deans

shall be appointed by the Vice President for Academic Affairs for a two-year repeatable term. Ex officio members shall be nonvoting members of this committee.

- (3) The chair of the Research Grants Review Committee shall be elected from the elected faculty members of the committee.
- (4) No member of the Research Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee, while serving on the committee.

b. Responsibilities

The Research Grants Review Committee shall:

- (1) Develop and recommend to the President, through the Academic Senate, appropriate policies and guidelines for the encouragement and conduct of research, and for the dissemination of research results.
- (2) Evaluate research proposals for Creative Activity and Research Effort (CARE) grants and recommend to the President, through the Academic Senate, appropriate funding for the grants.
- (3)(1) In coordination with the Research and Professional Development Committee, develop and recommend policies and procedures for the administration of review of grant proposals referred to it, including the State Funded Faculty Support Grants (SFSG), to the President through the Academic Senate.
- ( 2 ) Solicit, receive, and evaluate requests for State Funded Faculty Support Grants and make recommendations for funding, when appropriate, to the President through the Academic Senate Dean for Research and Graduate Programs.
- (3) Make recommendations concerning the funding of other internal grants when appropriate.
- ( 4 ) Evaluate requests for special leaves for research or creative activity and, when appropriate, rank order them for consideration and transmit this ranking through the Academic Senate to the President.

*(Comments: This proposed committee represents a splitting of the duties of the former Research Committee. The New Research and Professional Development Committee will better be able to deal with policy and procedure issues concerning research. The Grants Review Committee can focus on evaluation and recommendations of grant proposals)*



124. Program Review and Improvement Committee

a. Membership

The Program Review and Improvement Committee shall consist of seven (7) tenured full professors; one from each of the six colleges and an at-large member from the Academic Senate, and one (1) member from Professional Consultative Services. , and a Nonvoting ex officio person members shall include the Dean of Research and Graduate Programs or her/his designee and a representative appointed by the Vice President for Academic Affairs. The University Center for Teacher Education shall be included with a college of its choice for the selection of the representative from that unit.

Members of the committee shall be elected by the Academic Senate Executive Committee in accordance with the *Academic Program Review and Improvement Guidelines*. Representatives from the Colleges of Agriculture, Business, and Liberal Arts shall be elected for two-year terms in even-numbered years. Representatives from the Colleges of Architecture and Environmental Design, Engineering, and Science and Mathematics shall be elected for two-year terms in odd-numbered years.

b. Responsibilities


The Program Review and Improvement Committee shall conduct an annual review of programs as outlined in the *Academic Program Review and Improvement Guidelines*.

M e m o r a n d u m

SEP 18 1996

**To:** Harvey Greenwald, Chair **Academic Senate**  
Academic Senate

**Date:** September 12, 1996

**From:**   
Warren J. Baker  
President

**Copies:** Paul I. Zingg

**Subject:** **Academic Senate Resolution (456-96IEC) on the  
Reorganization of Academic Senate Committees**

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I am pleased to acknowledge the Academic Senate Resolution 456-96/EC, on the Reorganization of Academic Senate Committees. I would like to congratulate the Senate on the commitment it has shown with this resolution to streamlining and increasing the effectiveness of the Academic Senate committee structure.

This resolution includes two recommendations concerning the establishment and/or composition of Universitywide committees. One of the recommendations, requesting increased faculty representation on the Universitywide Student Affairs Council, has already been addressed. By copy of this memorandum, I will direct the Executive Assistant to the President to convene a meeting of the Committee on Committees as soon as possible to take up the additional recommendation to establish a Universitywide Status of Women Committee.