

Hutchins Dept. Policies  
Manual

**Chronological Order**

Revised 4/17/08

Mtg. Date	Policy/ Procedure	Section
3/7/08	Faculty agreed to consider Project Censored becoming part of Hutchins and will explore this further.	5
3/7/08	Faculty agreed to use the informal reporting & LIBS probation for first instance and for the second instance the formal process through Student Affairs.	7
2/8/08	Faculty decided that it was ok to dismantle the seminar table but it must be kept and secured against falling in the office/classroom.	19
	In the event of an emergency involving a sick student, call 911 (which goes to campus police) and find Heidi who has had EMT training.	
11/2/07	Faculty agreed to not use 321 as both 320 & 321 are currently being used to qualify for a Core seminar in students schedules.	5
10/6/07	Faculty voted to offer LIBS 100 as a shadow course in the spring only if Ianthe Brautigan Swenson was able to teach it. However, the 302 shadow will be given priority as we cannot run both courses.	5
3/23/07	Volunteer Class – Faculty agreed to not use volunteer faculty, but someone with a relevant topic could be asked to be a paid guest speaker for lower division.	6
2/9/07	Faculty decided to add a sixth section of LIBS 101 and keep the enrollment at 13 students allowing for recruiting more ethnically diverse students for 102. The Diversity Committee will be responsible for advising these students.	5
1/26/07	Faculty Decision: If the F'07 budget will allow, we will hire Ianthe Swenson for a 2-unit writing workshop, LIBS 100, that students will be able to enroll in and will receive a grade.	5
10/06/06	Debora suggested that we purchase a portable data projector. Eric suggested that we purchase another DVD player for the rolling cart that does not have one. Sue said our printer is slowing down and thought a new printer is in order. The faculty agreed to all three requests since we have the money and the future of DCP dollars is unsure at this point. Wendy and Heidi also want to purchase InDesign, software they use for	3

Zephyr and other courses. We have enough funds to do all of this.

10/06/06 Faculty agreed that LIBS 400 will count for a Core C and visual arts requirement. 5

Faculty agreed to create a 1-3 unit LIBS TA Seminar Facilitator course with its own number as a means to advertise this opportunity to students.

Faculty agreed to reduce the house required during F'06 semester 312 to 30 hours clearly notifying the students that they must make up and document the 15 hours at another time.

5/12/06 GE Issues Update – MSP 1. If necessary, drop U.S. History from 101 and include California State Government & U.S. Constitutions instead. Sophomores can come in at 102 but NOT at 201. 20

5/12/06 Frymer Workload Structure – MSP – The faculty approved Ben Frymer's proposed workload structure: Fall 101 or 201, 312, 3 units assigned time and Spring 102, or 202, 330, 320. 6

Dyer Post Doc at UCLA Center for Economic History – MSP – The faculty agreed that this is a wonderful opportunity for Stephanie and will cover her teaching load in F'06 and S'07 with lecturers.

The faculty agreed that we can only have one person on this kind of leave at one time. This does not include any kind of medical leaves.

5/12/06 **HUTCHINS SCHOOL OF LIBERAL STUDIES** 6  
**SONOMA STATE UNIVERSITY**

**REAPPOINTMENT, TENURE, AND PROMOTION  
EVALUATION POLICIES**

**5/12/06**

NOTE: The Hutchins School follows the most current edition of the SSU Academic Senate RTP document entitled **Policy:**

**Reappointments, Tenure, and Promotion Procedures, Criteria, Standards for Tenured and Probationary Faculty.** All Hutchins Faculty involved in an RTP cycle are encouraged to be thoroughly familiar with this document.

Following the above **Policy**, the Hutchins School evaluates RTP candidates in the following four areas:

- a) Teaching Effectiveness
- b) Scholarship, Research, Creative Achievement, and Professional Development

- c) Service to the Department and to the University
- d) Public Service and Service to the Community

It should be noted that, due to its interdisciplinary and collaborative nature, the Hutchins School interprets the above criteria established by the policy as elaborated below:

- 1) The Hutchins School stresses that “primary emphasis [is] placed on Teaching Effectiveness” (I.B.2, p.2, 1995).
- 2) Because of the interdisciplinary and collaborative nature of the curriculum in the Hutchins School, collegiality and the ability to work effectively with colleagues are considered essential criteria in the evaluation of tenure-track faculty in the areas of teaching and departmental service.
- 3) Given the critical importance of collaboration in the development of an integrated curriculum and other administrative and curricular activities required to support the operation of the Hutchins program, the Hutchins School ranks the areas of evaluation as follows:
  - a) Teaching, including effectiveness in the classroom and collegial collaboration in the curricular cadres;
  - b) Service to the department, particularly in connection with participation in planning cadres;
  - c) Research, including peer reviewed publications and conference papers; creative activities demonstrated by publication, public presentations, and exhibitions; and interdisciplinary curricular development and the scholarship of teaching and learning;
  - d) Service to the university and the community, including service learning.
- 4) In the Hutchins School, interdisciplinarity is a central RTP criterion in relation to Scholarship, Research, Creative Achievement, and Professional Development (area b, above). This criterion is reflected in the **Policy**, which includes as an example in this area, “Contribution to discipline outside his/her primary area of specialization” (II.B., p. 10, 1995). The interdisciplinary nature of Hutchins requires extensive professional development in order to allow faculty member to prepare course materials outside their area of expertise, to participate in and contribute substantively to teaching cadres whose member represent a variety of disciplines, and to assist in interdisciplinary curriculum development in both the upper and lower divisions. A critical measure of a candidate’s scholarship and research, within the Hutchins context, concerns his or her efforts to explore and develop new interdisciplinary curricular areas of expertise.

Below is the template for Peer Observations of instructors adopted by the Hutchins School.

## Hutchins School of Liberal Studies Peer Observation

Date of Observation: \_\_\_\_\_ Time of Observation: \_\_\_\_\_

Instructor: \_\_\_\_\_ Observer: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Observations are designed to assist instructors by providing feedback on teaching and learning, and to help determine strengths/weaknesses in performance, pedagogy, and program coherence.

- 1) Describe the type of class observed (e.g. elective seminar, workshop, large-format, etc.)
  
- 2) Describe the relationship of the instructor and the students (e.g. rapport, use of space and time, intellectual environment, etc.).
  
- 3) Describe the session you observed in terms of student participation and activities, instructor role. Comment on the learning strategies utilized (e.g. text-centered seminar, skills-oriented activity, direct instruction, guided questioning, etc.) and their effectiveness.
  
- 4) Based on your observation, describe in what ways this instructor was most/least effective.
  
- 5) What additional comments would you like to make about the class you observed?

Comments by the instructor:

4/14/06	201-202 Lower Division seminar/workload reduction proposal (2 seminars per week and one symposium or activity per week) passed 5 to 4 with 1 abstention	20
3/10/06	End of semester evaluations (one copy for students and one for their file) and papers must be available for student in the office by the beginning of the following semester.	7
2/24/06	LIBS 327 – decision was to offer 327 next year by a lecturer and then decide next year what we want it to look like. MSP 1 abstention.	5
2/11/06	Wendy will be released from Lower Division and do 4 upper division courses if staffing allows	06
2/11/06	Large Cores – Decision: Keep the small seminars and have substitute courses and independent study to supplement seats, but don't change our pedagogy. Summer & intersession cores also help.	5

2/11/06	RTP – Decision RTP Criteria: 1. Teaching 2. Service – must include Department and University service 3. Research and creative activities	6
2/11/06	Large Courses – Decision: Large course breakout discussions need some structure and specific tasks to complete.	4
1/25/06	Policy: Need statements on plagiarism, disability, and absences on syllabus.	17
1/25/06	Repeat of 302: It was reconfirmed that students may not retake 302 once they received a C- or lower unless there is a special circumstance. This information will be included in the 302 syllabi and advising keys.	2
1/25/06	EMT, FIG – Hutchins faculty decided (5-no, 4- abstentions, 0-yes) not to participate in this event (honoring FIG students) because we do not rank our students.	20
11/11/05	It was decided to try the AmeriCorps program for one year to see how it works in Hutchins. AmeriCorps proposal – <i>Fall</i> (EDUC 291/3 units, LIBS 312A/3 units/ 15 student enrollment, LIBS 499 waives 304/3 units, LIBS 302 (for transfer students or LIBS elective (continuing students)) <i>Spring</i> (EDMS 470A/3 units, LIBS 321A/e units, LIBS 499/waives 327/3 units, LIBS 308/3 units). This program would fulfill the Track II Social Science Concentration (with the addition of LIBS 308). Eric explained that there is no FTE or allocation loss to Hutchins and offers payment for faculty teaching overload. This will involve 15 juniors & seniors and start in the Fall 2006 semester. The students will be working in the Roseland schools as teacher’s aides, after school programs, mentoring, tutoring and in the area of literacy. Comments were made about: the steady erosion of LIBS content, students will learn first hand about racism, classism but will not get 304 content, not changing our major to accommodate this program, CSET passage rates are very high-do not expect this to be a problem for CSET testing, faculty sponsoring the internships will be expected to do site visits, students may drop at any time, and a real experiential and financial benefit for students.	05
10/14/05	It was decided that service learning units could substitute for LIBS 304 and/or LIBS 320A.	05
10/14/05	It was decided to revise the professional development award formula to give \$1200 to faculty during the two years prior to promotion, 50% of the travel money left after the first award will be divided among any new and not fully tenured faculty, 25% will go toward trips by tenured faculty.	06
10/14/05	It was decided to purchase a \$250 brick for Jeannine Thompson (from faculty donations).	19
9/16/05	Faculty agreed that the 3 units for Francisco’s Director HIPP/MA Coordination will come out of the Degree Completion money and not Hutchins part-time allocation.	03
5/20/05	It was decided to accept Greg Sarris’s offer to teach a 320 or 321 in Spring 2006. Eric will speak with him about how Hutchins seminars work and determine the level of his seminar skills and decide whether	15

	he will teach a 320 or 321.	
5/20/05	It was decided to give Francisco an additional \$300 for his Miami trip if there is money left in June.	03
2/05/05	It was decided that more than 6 absences would mean a No Credit from all professors.	07
2/05/05	Decision to aim for release time for new TT hire for both semesters.	06
2/05/05	Decision was made to offer LIBS 402 as a 4-unit course, and not offer LIBS 305.	04
2/05/05	Janet, Wendy, and Barbara will act as the Hutchins Diversity Committee and explore outreach to local high schools.	01
2/05/05	If specific conditions are met, Hutchins will offer a FIG in 2005-06, suggesting Margaret Anderson as EMT instructor. (FIG approved our conditions and Anderson).	19
2/05/05	LIBS 101 will be reduced to 5 sections in Fall 2005 (at 14 rather than 13 per section, this represents a reduction of 8 incoming freshmen. If there is money, we will add another section of 302.	05
12/10/04	McGuckin proposed that the original listserv be kept as an open forum, and a separate listserv be created, if possible, for program information with all students automatically subscribed by IT. This was unanimously approved.	19
12/10/04	It was agreed that all candidates for the 2005 Tenure Track search <i>must</i> be able to teach LIBS 312; ability to teach LIBS 327 is also highly desirable.	06
12/10/04	It was agreed that the issue of volunteerism patching holes left by disinvestment in the public sector would be highlighted in LIBS 202 as part of the service learning component	05
9/24/04	Faculty agreed to request a posthumous degree for Jessica Liparini from the Academic Senate	19
9/24/04	It was approved to sponsor Denise Chavez lecture by giving \$100 to Modern Languages who is making the arrangements. It was approved to pay \$50 for a speaker for Stephanie Deignan's LIBS 399. It was decided to give \$50 each from 102 & 202 course fee accounts to ICC for Cornell West lecture.	03
9/24/04	It was agreed that the travel category in the budget would henceforth be labeled Professional Development, and include travel as well as expenditures for exhibitions, publications, presentations and other scholarly activities.	06
9/24/04	321s will be counted for seminars if needed for students having difficulty getting into seminars and 3 seminars will be considered	15
9/11/04	45 hours of classroom observation is not built into EDUC or EDMS courses. Students taking a substitute for LIBS 312 will need to conduct and document these hours	05
	Faculty agreed to allow blended students to complete 3 seminars in 4 core courses.	

5/15/04	Faculty decided to allow the School of Education to staff LIBS 100/200. The faculty agreed to give, Kitty Stanley, a C in all current classes so that she can graduate.	19
5/14/04	The faculty agreed that Barbara Lesch McCaffry join the Hutchins faculty with 9/yes and 1/abstension.	06
2/20/04	Decision: Do we want to invite WASC to our March 26 <sup>th</sup> meeting? Yes	19
2/20/04	Decision: No CSET (course) should be a LIBS elective	05
	Decision: Yes to (Stephanie Deignan) offering the course and work with sponsor.	
2/20/04	Decision: Francisco suggested that lecturers check with the Director before signing any incompletes. All agreed to this.	06
12/5/03	It was decided to continue our \$100 membership in AIS. Student request for money to attend Global Young Leaders Summit 2004 was denied.	03
12/5/03	It was agreed that Degree Completion Program faculty would receive 4 units for teaching a new courses.	03
12/5/03	The vote was unanimous electing Eric McGuckin as the new director.	06
10/10/03	It was decided that lecturers would be invited to retreats where the topics under discussion might concern them, faculty seminars, and potlucks.	06
10/10/03	We have agreed to pay (Degree Completion) faculty one unit for first time preparation and possibly ½ unit after that.	03
9/19/03	It was decided that Debora would send Dr. Ochoa a letter saying there is some concern about changing the title (from Provost) and that the faculty are still discussing this issue. It was also decided that it would not be a good idea to talk about this issue when he joins us for our October 31 meeting.	19
8/23/03	It was decided that there is enough money to purchase a new computer for Eric (\$1888) and for extra travel money for him to attend the AIS Conference (\$1600). It was decided to provide 3-\$50 scholarships for the Labor & Social Action Weekend.	03
8/29/03	Resolved to donate \$500 to the Global Climate Change project, which will go to support Damon's work, in part to compensate for his work on the Hutchins website at significantly lower than market rates, the money to come from funds owed to the school from the Global Climate Change Project.	3
4/25/03	It was moved that we change our policy regarding accepting nominations for the Excellence in Teaching Award and if one of our faculty wins he/she will accept the award in the name of the entire Hutchins faculty and use the monetary award to benefit all the Hutchins faculty. It was also moved that we approach the Senate and suggest that they only accept nominations from students for the award. Motion was seconded and unanimously passed.	06
4/25/03	The faculty decided to create a sign using 1. Student-centered learning 2. small 12-14 person classes 3. supportive and accessible faculty 4. prepares students for multiple career pathways and also provide this	19

	information to the campus tour trainers.	
3/14/03	The faculty decided not to offer a geometry independent study to satisfy the waiver requirement for students not scoring a medium on the C-Base in that category.	05
12/13/02	The faculty agreed to adopt the Northern California Earth Institute for a one-year trial. If the funding sources come through and we are able to hire someone to run it, we may continue the association.	19
11/01/02	Francisco called the question of implementing official grades of any sort in Hutchins. The measure did not carry.	07
11/01/02	It was agreed to integrate the biology standards into the lower division curriculum and not to include the physical science content in our lower-division but have out students take it in the School of Science and Technology.	05
10/11/02	It was decided to increase the Hutchins travel allocation from \$7500 to \$9000.	03
	It was decided to do a potluck or bring lunch to UClub rather than spend foundation money to pay for Hutchins faculty & candidate lunches	
09/20/02	Janet needs money for slide creation. BJ Fundaro provides this service without charge to faculty. If additional materials are required, Hutchins will cover the cost, since the Dean's Office was particularly hard his for money of late.	03
09/20/02	Debora would like to participate with the Occidental Arts & Ecology Center in bringing Percy Schmeiser (Canola in Canada – Monsanto Contamination) to SSU. We would contribute \$50 to \$100 for the room rental.	03
09/07/02	Information on listening, reading, seminar skills, and their development and value. We agreed to put things in this category on the web.	19
09/07/02	Spring (2003) need to show how we are meeting content standards. Put a line in the syllabi to remind them to look at their portfolio. ("Make sure you keep the papers from this course). Remind students to put papers in their portfolio.	17
09/07/02	Money for Janet's slide collection? Dean's Office has been hit hard lately and we have not. It was decided to handle Janet's slide needs internally like we have purchased science supplies for Heidi.	03
08/26/02	Cathy Hatcher-England submitted a proposal to have an annual trip to MOMA in honor of Jeannine for the end of September or early October. Everyone thought that was a good idea.	19
05/03/02	Heidi moved that Mutombo be given a two-year appointment with a tenure-track position after that. Tony seconded the motion. The motion passed unanimously.	06
04/19/02	Rick Gale's two-year leave was moved, seconded and approved.	06
04/19/02	The budget is healthy enough to accommodate all the additional travel requests. (Estimates: Heidi's Caves trip has expanded to 2 days - \$286, Debora/Austria - \$900, Francisco/Spain - \$1238, Wendy/Germany ??). Heidi will also be able to purchase the thermometers and water testing	03

kits she needs (Estimate: \$600). The Zephyr, student journal publication, will be covered if alternate funding is not found.

It was decided to either buy regalia or cover rental if buying is not possible prior to commencement. (Estimate: 5 gowns @ \$250 = \$1250)

It was also decided to purchase three videos: Food Production/\$40, Sue Ellen McCann's public defender video/?? And Twilight/\$24.

03/08/02 Hutchins Center – Francisco told us the grant writer for CAMP dropped out and that he was writing the grant, which is due March 18. This grant will fund full support for 60 migrant students starting in the F'02 semester (20-Napa, 20-SSU, 20-SRJC). Federal reviewers considered his being the director one of the highest points of the grant. He has agreed to be the director for one year with 6 units release time paid for the CAMP grant which would also cover his time as Center Director and he will teach two courses in the upper division. He assumed that this would be approved since the Hutchins faculty previously agreed to his being the CAMP director. CAMP will not be housed in the Hutchins Office. 19

03/08/02 Faculty agreed to fund Heidi's expenses for all of her field trips because she was hired to provide those experiences to our students. This approval includes the request for her Caves course in F'02. This will be separate from her travel allocation. 03

Faculty agreed to donate \$100 for two students to go to the Labor & Social Action Summer School – June 21 & 22.

Faculty agreed to allocate \$500 of OE money for faculty involved in the Engaged Department Institute. (for travel money)

02/15/02 It was decided that for this cycle that faculty are encouraged not to accept nominations for the Excellence in Teaching Award. However, we will reopen this discussion later to try and build consensus on this issue. 06

02/15/02 The faculty decided it would cover Debora's \$25 registration fee at the Service Learning Symposium. It was also decided that the field trip money could be used for upper division as well as lower division (per decision in previous meeting the amount was \$50 per person per semester). It was also decided that department business travel (as opposed to scholarship travel) would not come out of the travel budget. The faculty member will first ask Provost Goldstein or Dean Babula for the funds and if turned down the department will fund out of OE. 03

02/02/02 It was decided that ENGL 375 was to recommended and not required for a low score in that section of the C-Base exam. 14

02/02/02 It was decided that two consecutive probations will mean the student will be counseled out of Hutchins. Two non-consecutives probations will not mean the student needs to leave the program. Vote was 7 for 2 against. 02

02/02/02 The faculty decided to lower the enrollment of 304 and add a 4<sup>th</sup> section. 05

The Forum- LIBS 305 will be taught by faculty member teaching 100/200 since 402 is now 3 units.

12/11/01 SSU Bookstore: It was decided to refuse to give the SSU Bookstore our booklists for any classes but especially our lower division classes. 19

12/11/01 Portfolio - It was decided that further work will be done on the packet of portfolio information that resulted from Rick Gale's project and that a date for an all day meeting in May will be decided in February. The purpose of this meeting will be to refine what form Rick's research takes before inclusion into the student portfolio. It was also decided not to require students to buy the portfolio & binder from the Bookstore. We will discontinue the binder. The portfolio will be offered on our website. It was also suggested that we have a cover page and possibly a table of contents to replace the divider tabs. 05

12/11/01 **Probation/Terminal Pass** - The instructions/guidelines for faculty needed to drop 302 students from program were discussed and it was determined that a similar process would work for lower division students as well. The evaluation will clearly indicate the level of work and reason for probation or terminal pass. The instructor and student will meet to discuss the evaluation. 02

At that time, if the student is being asked to leave the program, the instructor will ask the student to fill out and sign a change of major form (student must take the form to the department they wish to add or to Advising Center if undeclared for signature). Faculty member should make a copy of this form and give to Sue or Thomas. They will check to see if the student follows through. If not, Sue will check the student's record after registration to make sure they have not registered for any courses. If they have registered, the instructors will be advised to use a Faculty Drop to disenroll them from Hutchins.

A handout sheet will be created describing the process (1. Change of Major 2. If enroll in any further LIBS courses, will be dropped once the semester begins) and attached to the evaluation form. Since most of the evaluations have already been completed for this semester, the handout will be mailed to any applicable students.

Faculty (LD & 302) will give probation or terminal pass information to Sue and it will be added to the Probation Record. Once updated this list is given to all faculty. Faculty should refer to list if they have any students who will be getting probation to make sure this is not their second probation, which would mean that they should be counseled out of Hutchins. Point of discussion for retreat is whether a second probation while in Hutchins must be consecutive to cause dismissal

from program.

12/11/01	It was decided to offer a seat in 437B, 320A.3 or 321D for students taking 302. (These courses have low enrollments after registration 1.	04
11/09/01	All present decided to approve the lower division portfolio.	05
11/09/01	It was decided that 402 would go to 3 units as of Fall 2002.	04
11/09/01	It was decided that lower division students are able to take upper division courses if there is room in the course and they have the consent of the instructor who will talk to the student's advisor.	04
10/05/01	Eric moved that the focus of the search will be an Arts background - Core C with Art History, Multimedia/Video/Visual Arts. Motion passed.	06
10/05/01	Rick made a motion that Hutchins establish a written procedure for the election of Provost that includes nomination, discussion and participation of all full-time tenured and tenure-track faculty. Motion passed with one abstention.	06
10/05/01	Rick made a motion that we elect an interim Provost to serve out the rest of Jeannine Thompson's term through the Spring 2002 semester, with an election of the Provost for the full three year term (beginning Fall 2002) to be held in early Spring, and nominated Debora for the post of Interim Provost. Motion did not pass with two yes votes, two abstentions and nine no votes.	06

Heidi nominated Debora Hammond for the new Provost. The motion passed with one against and one abstention.

09/02/01	Policy on Student Taught Course and Teaching Assistant units was discussed. Outcome: students receive 2 units for teaching assistant, 2 units for preparing a student taught course, and 2 units for teaching a student taught course. Student teaching is LBIS 410 (graded), preparation of student taught course is LIBS 410 (graded), and student taught course is LIBS 415 (credit/nc).	04
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From Academic Senate: 1986 Curriculum Guide

"Curriculum and Teaching in Student-Instructed Courses

- Within the major only elective units shall be awarded for student-instructed courses;
- Graduate credit shall not be awarded for student-instructed courses.
- The student instructor shall be a currently enrolled student and shall be enrolled in a Special Studies or other Praxis course taught by his/her faculty supervisor during the semester his/her course is offered. The purpose of the Special Study or Praxis shall be discussion and supervision of course preparations and teaching strategies;
- The faculty supervisor shall be available to attend the student-instructed course periodically, or as needed. The faculty supervisor shall be responsible for making the necessary arrangements to see

that the course is completed if the student instructor is unable to complete the course;

- The student-instructed course shall not be counted as part of the faculty supervisor's teaching load, although the Special Study or Praxis course may be;
- Student shall teach no more than one student-instructed course per semester;
- The faculty supervisor will sign the grade rosters for the class, after consultation with the student instructor, and take the responsibility for all official records.
- Student-instructed courses shall not duplicate regular departmental course offerings;
- Student-instructed courses shall not duplicate course offerings in other departments as determined by the Dean of Academic Programs and the EPC Course Review Committee in consultation with the pertinent academic units.
- Proposals for student-instructed courses shall be submitted to the entire departmental faculty or departmental curriculum committee for consideration. The proposals shall include the following elements: 1) evidence of the proposed instructor's special training and expertise in the subject area (under most circumstances the student will be a senior or graduate student who has had a series of upper-division courses in a related area); 2) course description, course outline, texts, bibliography, format, assignments, and grading standards; faculty supervisor's name; and course budget; 3) course justification in relation to department curriculum;
- If accepted by the departmental faculty, the appropriate Course Change Form shall be forwarded to School Dean who will determine whether the proposed course duplicates offerings in other departments; (this does not seem to be required now)

The number of students enrolling in student-instructed courses shall be limited to 20 in 2-4 unit courses and 30 in 1-unit courses in order to reduce the burden of grading and evaluation and class discussion to manageable proportions."

05/18/01

Travel Policy

06

The travel policy for the School of Arts & Humanities in order of priority:

1. First priority will be given to newly hired tenure track faculty to deliver papers.
2. Tenure track faculty in their probationary years to deliver papers
3. Tenured faculty delivering papers
4. Faculty with a specific role at a conference
5. Staff training
6. Untenured faculty attending for faculty development

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7. Tenured faculty attending for faculty development
8. Full time temporary faculty officially participating in a conference.
9. Lecturers officially participating in a conference

The discussion covered issues of seniority, special circumstances, favoring one group and encouragement for looking for additional sources of travel money like grants, the Provost's Office.

**It was moved, seconded, and unanimously approved to adopt the above A&H travel policy for all money coming from the Dean with the most junior status being the first priority. It was also decided to submit requests for travel money at the fall retreat. Additional requests may be made and will be decided on a case by case basis. To be eligible, all requests must be made at the Fall Retreat.**

05/18/01	It was decided to require all of our students to purchase the Hacker, <u>A pocket style manual</u> and cease using the outdated Style Guide.	19
05/04/01	Load Reduction Policy: It will be normal Hutchins School policy to approve a faculty member's request for a one course teaching load reduction for academic or University-related activities unless such reduction will create an unusual hardship for the School. The faculty member requesting the reduced load will work closely with the Provost to locate a replacement instructor for the non-service course he or she will be giving up	06
04/20/01	Eric moved that we approve CAMP proposal with Francisco as the director of CAMP and the Center. Buzz seconded the motion. Francisco will have 6 units release time paid by CAMP (302 & 411). Unanimously approved.	19
03/23/01	Recommendations for Distinction: The faculty agreed to put forward Christine Paella, Eric Carlson, Elizabeth Rey, Liz Hinjosa, Delphine Metcalf and Patrick DeVillier for distinction based on their contributions to the Hutchins Community. It was also decided that for students to be recommended for distinction they must have three faculty supporters and no strong negatives.	19
03/9/01	It was decided to create a cover sheet for student-taught course proposals including: student name, 2 sponsors, title of course, first read date and 2 <sup>nd</sup> read date. It was also decided that the course must be offered at a time that the primary faculty sponsor can attend.	04
03/9/01	It was agreed that new junior transfers will be allowed to take 312 & 327 in addition to 302 and 304 (F'01 only) as many of these students have already taken many of their outside courses.	02
02/23/01	Lower Division Restructure: It was decided that the lower division classes would meet as follows: 101/102 - M 9-12/seminar W 9-11/seminar 11-12/tutorial F 9-12/seminar or symposium & F 1-4 Non traditional TBA	05

201/202 would meet MW 9-12/seminar F 9-12/seminar of symposium F  
1-4 Non Traditional TBA

It was also decided not to change these courses so much every year.  
That will cut down immensely on the faculty workload.

02/23/01	It was decided to have six sections of 101 for fall 2001.	04
02/23/01	It was decided that if a course taught by a lecturer has less than 8 students the course will be cancelled.	04
02/23/01	It was decided that Barbara Lesch McCaffry would be given 3 unites each semester for two years. F'01-S'03 but she will not be absorbed into Hutchins for FMI purposes.	06
02/23/01	It was decided that Francisco would be released from one 3-unit course and assigned to the Center. He will continue with the Center whether or not it is able to fund Cathy/staff.	19
01/27/01	Actual Decision #1 – POLICY ALERT *All teachers in the lower division are required to hold tutorial for a minimum of 1 hour during the 9-12 AM time slot regularly scheduled for lower division classes.	20
01/27/01	We will attach a copy of Rick’s tutorial procedure to the readers for each class. We will also require Hacker in 101 and use it as a reference in other LD classes.	20
01/27/01	DECISION – we decided (earlier in the meeting) to require some kind of research paper in each LD course.	20
01/27/01	Real Decision Revisited: POLICY ALERT 1) Next year we will use Rick’s/Francisco’s method of tutorial teaching in all LD seminars. 2) We will identify which genres of writing should be used in each course – the cadres will decide which genre should be used in each course. 3) As cadres we will keep in mind the genres and find which one makes the most sense for each class. 4) Tony will make a handout describing the genres. 5) Suggested genres Advocacy, Research, Interpretive, Creative, and “Expository”. 6) Expository isn’t really a genre. Some thought creative nonfiction wasn’t either (which Heidi took exception to – grin).	20
01/25/01	Policy: Readers for courses in the Hutchins School may comment on composition, structure and content in a manner approved by the instructor. Student readers may not, in any way, assign a grade to another student's work. Faculty must read papers, sign their name, date and place grade for the paper and, for the course, on the last paper or project for the semester.	19

12/01/00	It was decided that the assorted expenses associated with field trips can be submitted for reimbursement. One person per field trip with the limit	19
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	not to exceed \$50 per person (\$500 per semester). Anything over \$50 limit would need approval of all the faculty. (12/1/00) This will be handled like a travel claim. Submit receipts with description of expense, mileage, etc to Sue. Faculty already submit one Absence from Campus for each field trip.	
12/01/00	It was decided that speaker fee limits for upper division courses would be \$75 for the semester per course and lower division (101, 102, 201, 202) would be a maximum of \$500 per semester.	19
11/10/00	The directed study form will be revised. The title of the form will be: Independent Study/ Directed Study/ Field Study/ Study Away. Directed Study will be 315 and 415 CR/NC and Independent Study Project will be 310 and 410 and will be graded. The limit of DS/IJ units that will count toward the major will be 12. Catalog descriptions will be revised for 310-415. Since we don't use 495 Special Studies, Sue will ask Vanessa if there are any ramifications to deleting it from our catalog and schedule. It was decided that LIBS 403 be used for students abroad in place of LIBS 402.	05
10/06/00	The Department decided to request equal shares with a cover letter to the Dean signed by the tenured faculty noting that Hutchins emphasis for merit is teaching. (FMI)	6
09/15/00	<ul style="list-style-type: none"> <li>•It was decided to only offer 2 student-taught courses per semester.</li> <li>•The student must be a senior and have 2 faculty sponsors. The first reading with faculty statements will be October 6<sup>th</sup>. The second reading with student presentation will be November 10<sup>th</sup>.</li> <li>•It was decided that the student must hold office hours and faculty sponsors must visit the class.</li> </ul>	04
09/15/00	It was decided to try to run our own science course to satisfy the BIOL 312 requirement possibly by using SRJC faculty, Heidi for the Earth Science component, and Buzz for the Physics component.	05
08/26/00	It was proposed that we should have one person from each of the four LD cadres on the portfolio committee. Then we agreed that each cadre (including current cadres and the planning cadres for next semester) would identify categories to include in the portfolio and that we would devote the spring retreat to the lower division portfolio.	20
08/21/00	The official title of 101/201 Cadres will be 101/201 Curriculum Committee because this describes the purpose of the group better for RTP purposes. Unofficially it will remain Cadre.	19
05/12/00	Continuing students will be allowed to sign up for two slots in upper division courses. The announcement will be made a week before sign up sheets will be made available to students to sign up. We will restrict the courses during the first registration to 12 students and the continuing students will be asked to register by the second registration.	19
04/28/00	It was decided to review the goals of the program and the classes and to make evident the connection among the 4-semester sequence. (Buzz	05

volunteered to provide a draft of the one he has developed). It was also decided that all lower division faculty will create standardized evaluation forms for 101, 102, 201, & 202 for each student. There will be a copy put in the student files prior to the beginning of the next semester. The faculty member will retain a copy and give a copy to the student.

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| 04/28/00 | For one semester all cadres would meet the first Friday of October, November, and December to plan for the next semester. This will be repeated the first Friday of March, April and May. The students will work on their own projects. This a step in restructuring the lower division faculty workload.   | 06 |
| 04/28/00 | It was decided that official Hutchins advisors (EdenOA and our lists) will be the 101 and 302 instructors. When lower division students move to upper division, they will all be assigned to one person. Unofficially, 101, 102, 201 & 202 faculty will continue to advise students and students are free to get advising from any faculty member.  | 02 |
| 04/28/00 | In Fall 2000 the LIBS 101 cadre will: a. plan the writing tutorials, which will be done within the 9-12 class time. b. do evaluations c. decide whether to do a WebCT (or other ways) to express commitment to 21 <sup>st</sup> century technology. (Computer work should not be in addition to the current workload.) If any faculty member is not going to do a writing tutorial, it must come before the faculty for a decision. | 05 |
| 04/7/00  | It was decided that the cadres continue to try to achieve consensus about content and process. And to continue to give individual faculty members the freedom to use a particular test that no one else is using. This will be called the 18 Karat Rule.  | 05 |
| 04/07/00 | It was decided to create a Personnel Committee to work with the Provost in the assessment of faculty and program development. The primary concerns are to address the number of new faculty coming up for RTP in the next few years and to consider how best to support these faculty.  | 06 |
| 03/25/00 | “Students completing Libs 101 and Libs 102 will fulfill the Statutory Requirement in American History including study of the American Constitution. They should be credited with having completed Area D-3 of the SSU GE pattern. <u>Successful completion of only one of the two semesters will not fulfill the requirement.</u>   | 20 |

Similarly, students completing Libs 201 and Libs 202 will fulfill the statutory requirement in California State and Local Government. They should be credited with having completed Area D-4 of the SSU GE

pattern. Successful completion of only one of the two semesters will not fulfil the requirement.”

Memorandum from Les to A&R dated 3/25/00

02/19/00 The faculty agreed to change the distribution of the subjects in the Lower Division General Education Matrix as follows: “U.S. Politics” under the fourth semester, Challenge and Response will be changed to U.S. Constitution and Ms. Sue Bennett will be notified accordingly. 20

01/25/00 Policy: Readers for courses in the Hutchins School may comment on composition, structure and content in a manner approved by the instructor. Student readers may not, in any way, assign a grade to another student's work. Faculty must read papers, sign their name, date and place grade for the paper and, for the course, on the last paper or project for the semester. 19

The above policy was approved with the deletion of "suggest a grade or" and it was recommended that this information be added to the syllabus of any class using a reader.

12/17/99	New faculty should never teach 302 in their first semester.	15
12/03/99	It was decided that students in 101,102, 302, 402 and the Blended Program would benefit from a tour of the library.	19
12/03/99	It was agreed that Hutchins would fund one phantom student (\$2300) in the new masters program in the event that they only have 7 students.	03
12/03/99	It was decided to keep a register of all students who have been on probation. The faculty will advise the administrative coordinator each semester by email of who is on probation and who was given a terminal pass. A document will be created and made available to all on the faculty server.	12
11/12/99	It was decided to have a community meeting /reception after the C-Base exam when it is held on Friday morning in the fall. It was decided to participate in the Residence Halls Learning Community.	19
11/12/99	It was decided to send the Journal first class to every alumni for whom we have an address adding more specific alumni information and letting alumni know how to donate to Hutchins. It was decided to have one alumni event a year.	09
11/12/99	It was decided that Susan Barnes would present a 320D course called Art and the Unconscious in the Fall 2000, which would also satisfy the	04

performing arts waiver requirement.

10/27/99	The Academic Senate approved a proposal sent forward by the General Education Committee that students need only spread the 9 unit upper division course requirements to two areas. ( A-E) This proposal should take effect immediately for December/January graduation.	20
10/27/99	Faculty agree that a budget-setting session should occur annually so that everyone can understand how much money is available in each budget category and can agree in general on expenditures	03
10/27/99	Lower Division students taking Upper Division LIBS courses may do so with the permission from the current Lower Division faculty member.	02
10/22/99	The faculty unanimously elect Jeannine Thompson Provost for 2000-2002.	06
10/22/99	It was decided by unanimous vote to move the Alumni List to the Hutchins School.	09
10/22/99	Susan's request to be on FERP for the next five years was approved.	06
10/22/99	It was decided that starting in the fall of 2000 there will be four sections of 304 in the fall and four sections of 3808 in the spring. Each course will be capped at 40. Richard Zimmer is willing to take more than 40 students.	04
10/22/99	The Alumni List will be part of the Hutchins School	19
10/22/99	Starting the fall of 2000, there will be four sections of 304 in the fall and four sections of 308 in the spring. Each course will be capped at 40.	04
10/01/99	Proposal on how to divide the FMI dollars. Distribute the money based on FTE. Full-time faculty all have 15/15ths whether they are on sabbatical, DIP, Provosting or medical leave. Part-time faculty will be considered bases on their WTUs. (eg. 3/15 if teach a 3-unit class). The % basis will create a ranking.	06
10/01/99	It was agreed to allow Track I students to take one more class in addition to 302 and 304 since they do not have concentrations as alternatives to fill out their schedule. They should take a large core designated by 321.	02
10/01/99	Les moved that we use Debora's Faculty Merit Increase (FMI) plan and distribute the money based on FTE. Fulltime faucly all have 15/15ths whether theyar eon sabbatical, DIP, Provosting or medical leave. Part-	06

time faculty will be considered based on their WTUs. (e.g. 3/15 if teach a 3-unit class) The % basis will create a ranking. The motion was carried by a unanimous agreement of the faculty

10/01/99	It was agreed to allow Track I students to take one more class in addition to 302 & 304 since they do not have concentrations as alternatives to fill out their schedule. They should take a large core – 321.	14
10/01/99	<p>The faculty agreed upon the following guidelines for a student-taught course:</p> <ol style="list-style-type: none"> <li>1. The sponsor must have worked with the student either in class or on a project so s/he may have the means to evaluate the student's work.</li> <li>2. Student must have some background in the area s/he plans to teach.</li> <li>3. Upon receiving a request from a student (letter &amp; draft of syllabus), the faculty will bring it up to the faculty which will then consider giving preliminary approval based on three components:               <ol style="list-style-type: none"> <li>a. Student has ability to teach a course (maturity, competency, seminar skills)</li> <li>b. Content has merit as a course</li> <li>c. It fits into the semester schedule (does not duplicate what is being offered).</li> </ol> </li> <li>4. If the faculty gives the preliminary approval, then the student signs up for a required independent study to prepare for the student-led course.</li> <li>5. After the independent study is completed the student writes a proposal/syllabus and the sponsor brings it to the faculty for a first reading.</li> <li>6. If it is approved, the student is invited to a faculty meeting for an interview.</li> <li>7. The course will be advertised to Hutchins students but will need a minimum of 5 students to have final approval.</li> </ol>	04
09/18/99	A Science Committee ( Deborah, Heidi, Rick, Tony, & Richard) was selected to review the science curriculum in the lower division.	05
09/18/99	Francisco's sabbatical was approved for Spring 2001; contingent on needs for that semester. He may have to move it to Fall 2000.	06
09/18/99	It was decided to limit the next Provost term to two years.	06
09/18/99	It was decided to have Rick offer a 361C- Special Drama Project and Debora & Heidi on alternate semesters 361D Special Science Project to take the load off Tony Mountain. The enrollment limits will be 30 each for a special project courses.	04
05/07/99	It was agreed that faculty will be paid \$50 by the Department for working Summer Orientation.	03

- 05/07/99 It was agreed that Hutchins would provide \$2500 to cover cost until the grant for the Center comes in. It was agreed to form an editorial board to assist with publication of the Hutchins Journal. 03
- 04/20/99 It was reiterated that each faculty member should retain a copy of the student evaluations done in the lower division courses in their campus offices as well as giving Sue a copy for filing in the student's office file. 07
- 04/20/99 It was decided NOT to allow students to attend cadre meetings because input from students regarding the syllabus is already requested at the end of the class and students' suggestions are brought to the cadre by the faculty members. 19
- 04/20/99 It was decided that the Style Guide needs updating and that we should add a Writing an Essay handout to the Response Paper handout that we already have. 10
- 03/12/99 It was decided to spend \$100 for copy right services. 03
- 03/12/99 Until there is clarification of the possible political nature, it was decided not to contribute to the Labor/Social Action Summer School per Florence Corcoran's request for money for reception or student scholarships. 03
- 03/12/99 It was decided to pursue obtaining the hall space across for the office for use for a Carson Hall Copier. 19
- 03/12/99 Scott Miller from the SSU Writing Center would like to make 5-10 minute presentations in classes to inform students about the Writing Center services. It was agreed that he could do this in the LIBS 101 classes and he will also come to LIBS 304 to look for tutors. It was also agreed to send LIBS 101 students (about 65 students) to the Writing Center instead of doing our own writing tutorials. ( 370B) 18
- 03/12/99 Lecturers: Faculty agreed to academic year contracts as long as we are not bound in any way if situations change and we are not able to hire them. 06
- 02/19/99 Advising: Feedback from students has been that some are still finding it difficult to connect with their advisor. However, some admit they did not try very hard. We will try listing all faculty office hours on a spontaneous advising weekly grid so that students can easily see who has office house on Monday, Tuesday, etc. *All faculty will continue to announce and encourage their students to see their advisor prior to registration.* 12

02/19/99	Budget: We will be getting \$12,000 for the External Degree Program's concurrent enrollment funds coming into our OE.	03
02/19/99	It was agreed NOT to use alumni funds from the Center's foundation account to reimburse faculty for lunching with candidates.	03
02/19/99	It was decided to offer large Core II and Core III in the Fall and large Core I-IV in the Spring to accommodate students needs. 330 and 312 could be used as Core IV and Core I on a case-by-case basis. We can then evaluate if this method satisfies graduating student's needs for core classes. We will continue to require 4 seminars (continuing students only 3 seminars).	04
02/19/99	Minors: It was decided to continue with our current process of LZ-ing minors into the EDENOA system prior to the first registration period. If any problems occur, we will deal with them on a case by case basis.	12
02/19/99	Grade Equivalent: It was decided that we would only put a grade equivalent on the evaluation per student request. It would be wise to keep a key or grade equivalent for any part-time faculty or for any retiring faculty in case they are not reachable after they are done teaching here.	07
01/30/99	Final Examination Policy: Hutchins will follow the University policy of the best of it's ability.	19
01/30/99	302: We need to make sure students are getting and using the Portfolio. Many students get into 402 without a Portfolio. <i>Include mention of portfolio in the letter of acceptance to junior transfer students.</i>	12
01/30/99	Proposals - It was decided to make a dedicated 302 from Track I on W 9-11:40. It was decided to attach a 1 unit Forum to the dedicated 302 on W 12-1. The decision was made that the Forum would be required only once of Track I students. The Forum will be open to Track II students also.	04
01/30/99	It was decided to have 302 students set goals which will be tied to assessment in 402. In general, clarify the goals of 302 and tie 302/402 more completely.	05
01/30/99	Faculty Leaves: There is a need to be clear about the difference between sabbaticals and DIPs. Faculty are free to apply for either, but must obtain approval from Hutchins for either form of leave.	06
01/20/99	The Dean has requested that we be the Department that houses	06

Elizabeth Herron. That means she will have a mailbox in our office and Sue will assist her as she assists all faculty. Elizabeth will have access to supplies, kitchen, copy machine, etc. We will be getting some additional OE \$\$ and 3 units for her to teach an upper division LIBS course. There were no objections as long as her office reverts to Hutchins when she leaves.

01/20/99 The 302 cadre will develop a set of criteria for passage that can be used in wording the “terminal” pass” letter to students who are being advised out of the program. Faculty should have the student fill out the Declaration of Major form dropping Hutchins and we will turn it into A&R. It would be good to have a list of all students given terminal passes for each faculty member to check against their rosters. It says in the catalog that successful completion of 302 and 304AB is required for continuation in the program. Tony suggested that if students are dropped and still continue in Hutchins we refuse to sign graduation form. [ subsequent to the meeting, Richard provided information about how this is handled in San Jose State. Francisco will follow up on it] 02

12/11/98	It was decided to use A, B, C, D behind course number to designate Core I, Core II, Core III, Core IV respectively. e.g. 320A would be Core I, 320B - Core II and so on. We will keep 320 with no letter for courses that are more than one core.	04
12/11/98	Budget: Biggest expenses copies. Two ways we will try to control the size of this area will be to include forms in the portfolio packets, make them available on the web and our Hutchins server.	03
11/23/98	RTP guidelines for Hutchins. Search in files for existing guidelines and have RTP committee review them.	06
11/23/98	Student Assistants: Take a least one Seminar Workshop; include two faculty recommendations; that their title be “student Assistant”	19
11/23/98	Title should be Mars Colony I and Mars Colony II	04
11/23/98	The Policy for the use of scanner will be: Faculty who need items scanned should give the materials to the Administrative Operations Assistant ( aoa) with plenty of time and s/he will scan it and put it in a disk. Faculty can also do their own scanning during the times the computer/scanner unit is not being used by the secretary.	12
11/23/98	Hutchins School assume the expense of forms required for processing the multiple subject credential waiver.	03

11/23/98	Due to the nature of the lower division seminars, where students learning depends on their interacting, often in fairly rapid exchanges, it appears that students with some disabilities many not be able to benefit from this particular learning environment. This seems particularly applicable to students with a hearing disability. The upper division may be more appropriate for such students but the issue of disruption of the seminar still remains.	19
11/23/98	The faculty approved an updated chart showing the breakdown of units in each of the 12-unit blocks and their corresponding GE areas. It includes the History and Politics state requirement spread through the four semesters.	20
11/18/98	Per email from David VanNuys to Francisco Psychology ratified a policy: <ol style="list-style-type: none"> <li>1. Lower division Hutchins majors are encouraged to transfer into psychology and do not need to have PSY250 as a prerequisite. They are presumed to have passed basic English and critical thinking.</li> <li>2. Hutchins transfers should take PSY250 during their first semester, concurrently with PSY306.</li> <li>3. Students get credit toward our 12 supporting units for the work they completed in Hutchins.</li> <li>4. Hutchins transfers, as do others, can opt to exempt out of PSY250 by passing the CLEP exam.</li> </ol>	19
11/06/98	LIBS 403 It was decided to keep Libs 403 as a permanent course, for students who find it impossible to do the required LIBS 402.	04
11/06/98	It was decided to rename Track I as “ Interdisciplinary Studies: Track I.” Track I students should take the Forum each semester and this might include their first semester.	04
11/06/98	It was agreed to keep the projector in the store room at the back of CH 68 and to continue to share use with other A & H faculty who use CH 68.	10
10/23/98	Guidelines for Spouses Teaching in Hutchins. There is no SSU Policy on this other than a spouse cannot be in a position where they are supervised by their spouse. The spouse who is the faculty member in Hutchins would recuse from voting on something that would affect their spouse’s course, hiring, etc. There is no problem with having a spouse come in as a guest speaker.	06
10/23/98	General Guidelines for LIBS courses by lecturers or volunteers. It was decided that they need to be seminar based, interdisciplinary, balance	04

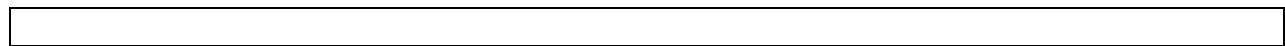
the needs of the program and have a different focus for each core.

10/23/98	It was decided that our students need a lower division portfolio and an upper division portfolio.	10
09/11/98	For students scoring below 250 in the math category and low in Geometry on the C-Base exam, Hutchins faculty will recommend that they take Math 100.	02
09/05/98	Student Files should be kept for at least 10 years. They should not be archived because we need their lower division evaluations, their transcripts from other colleges, and the waiver form.	12
08/24/98	Advising Procedures: We will divide students equally among all faculty. Provost will take students from faculty who are on leave.	02
08/24/98	Students who have taken LIBS LD are exempted from 302 when go to UD ( only need three seminars)	14
08/24/98	Advising: Faculty Approved putting email addresses in Office Hours schedule and directing transfer students to contact faculty during their office hours.	02
04/03/98	Continuing students from LIBS 202 and reserved spaces for them in UD courses. Ask the students to sign up for the courses they WOULD LIKE TO TAKE. After we see the distribution of the 28+ students among the courses, we will decide how to proceed.	12
04/03/98	All Upper Division transfer student must have LIBS 302 and three seminars of 3 units to complete a minimum of 12 units of seminar courses. These three seminars may be in any Core area. "Seminar" courses are indicated by a lower case "s" after the core number in roman numerals. Upper Division continuing Hutchins students are not required to take LIBS 302 but must complete the 12 units of seminar courses.	02
02/13/98	The minimum GPA for students applying from on campus or from outside the SSU service area will be 3.0. For the local student the minimum GPA will be 2.5 and it will be increased to 3.0 in 1999.	01
01/30/98	Termination procedures for 302 students who get a NC/Termination. Procedures approved as well as the use of an evaluation form similar to the one used in lower division. Francisco will circulate the form he uses.	02
01/30/98	LIBS 302 is a graded course. Students earning a grade of C- or lower	02

04/17/08

will be disenrolled from Hutchins. Students who want to repeat the class need to submit a petition to the Hutchins faculty.

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| 01/30/98 | LD remains in blocks of 12 units. 101 has an emphasis on immersion that requires 6 hours of Seminar and special writing tutorial. 102, 201, and 202 will have more flexibility in terms of non-supervised activities. The symposium will be worked out by each cadre in terms of number, content, who in the cadre is responsible for them, etc. | 20 |
| 01/20/98 | Hutchins Applicants to Multiple Subject programs. Jeannine will circulate the list and an evaluation form for all faculty members to comment on the applicants they know.  | 01 |
| 01/20/98 | Hutchins Center. Les and Lori Heffernon figure out a way to split the clerical position between Margaret Anderson and Cathy Hatcher-England. The latter as clerical and the former as assigned time that will be compensated by the Hutchins Center.   | 19 |



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| 11/20/97 | Regarding the short and long range repercussions of accepting an extra freshman class, Lou offered to figure out, numerically, how this will play out in terms of faculty assignments and loads. Meanwhile, Francisco was directed to ask Dean Babula for a traditional year on the basis that we need to train two new faculty, we have a backlog in the upper division, there will be three faculty on FERP and one on DIP, and we need to redesign the upper and lower division curricula.   | 06 |
| 11/20/97 | Review of SRJC's form for Liberal Studies Major preparation. 1) add language requirements and Ethnic Studies, 2) specify Tracks I and II, 3) correct misspelling of "disciplines"   | 14 |
| 11/20/97 | There was a brief discussion of the upcoming new waiver program and how to respond to these new developments. We need further discussion on the establishment of concentrations within the Liberal Studies Major, one of them perhaps even leading to a single subject credential. Richard proposed, again, that 312 and 330 be offered as cores. This in turn led to seemingly perennial issues such as Hutchins courses that are not seminars and the apparently increasing number of students who are going through the program without a seminar experience, should we eliminate the waiver program? What is the difference between collaborative learning and seminar learning? Should LD feed UD? A specific discussion of Track I was scheduled for the spring retreat. Francisco will put copies of curricula reconstruction materials produced in the last few years for review at the next faculty meeting. Even though the NOV 21 meeting was scheduled for UD it was agreed that there is a symbiotic relationship between the two. | 05 |

11/20/97	The need for written policy that can be handed to students who request permission to teach a course so that they will know what their chances are before they put a syllabus together, compile reading, etc.	04
10/26/97	C-Base Information be included in the catalogue	19
10/26/97	Keep the scanner in the Hutchins School Office	19
10/26/97	Procedures to address the need for copies were discussed. Among these were to charge fees per class, to copy only the syllabus and charge students for all other handouts. We keep track of who is making copies so that we can assess the needs of the department and develop a budget that addresses these needs.	03
10/26/97	Students cannot do courses in other departments as independent study.	04
10/26/97	The Hutchins Journal: The faculty agreed to share expenses for the production of the newsletter with the contribution of \$150.	03
10/26/97	It seems that we use more speakers than other departments and technically that money should not come from OE. A possible answer is to convert instructional allocation into money for speakers: one unit = \$1,200. Since Les is returning 3 units back to Hutchins School, we can use one of those and offer an additional workshop. Allocate units for speakers, and schedule another class in the Core Area that is most needed.	03
09/26/97	Independent Studies may not be done as extension courses.	04
09/26/97	Faculty members must submit to the provost, in writing, any purchase orders so that he can make sure there is money in the budget and also look for competitive prices. There will be no reimbursement for purchases that do not follow this procedure.	03
08/30/97	Proposed budget policy: Faculty members must submit to the provost, in writing, any purchase orders so that he can make sure there is money in the budget and also look for competitive prices. There will be no reimbursement for purchases that do not follow this procedure.	03
01/24/97	We then discussed the content and directions for the 305 class. We reiterated our requirement for all Track I students to take it each semester after their 302 class. Some of the ingredients we intend have to do with vita building, career directions planning, research methodology work, internship planning, collaborative learning experiences and ways to engage the students in independent design of their unique majors.	04

01/24/97 Discussion began on different models for the lower division which might be less labor intensive for faculty, but which would retain the cohesive, community learning aspect of our current program. 05

This led to the creation of a new variation on our current model which would pair each lower division 12 unit course with an upper division core class which would take over the symposium function for the lower division course.

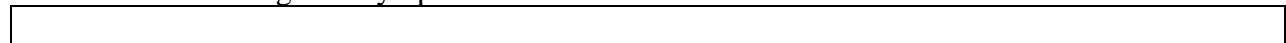
101 (3 seminars per week) + (modularized writing program + (Visual Arts Core 3)

102 (3 seminars per week) + (writing program) + (Society & Self Core I)

201 (3 seminars per week) + (writing program) + (Con & Reality Core 4)

202 (3 seminars per week) + (Am. Exp. Credit Eval.) + (Science & Values Core 2)

LD faculty will receive 6 WTUs (though relation of Am. Exp. to 202 is undefined). Upper division core faculty member will receive 3 units for teaching core/symposium class.



09/27/96 A tenured or tenure track faculty member teaching a reduced course load and doing more than the usual amount of non-teaching duties ( ie. advising, committee work and independent study) will receive additional WTU's on a case-by-case, semester-by-semester basis with prior faculty approval. 06.

09/27/96 Hutchins Faculty Office Use Policy: Any use of Faculty offices must be cleared with the faculty member ahead of time. 06

09/27/96 A tenured or tenure-track faculty member teaching a reduced course load, and doing more than the usual amount of non-teaching duties (ie. Advising, committee work and independent study), will receive additional WTUs on a case-by-case basis. 06

03/29/96 Any use of Faculty offices must be cleared with the Faculty member ahead of time 06

01/19/96 The newly-improved Forum class was discussed in great detail. We agreed that it would be a requirement for second, third and possibly fourth semester upper division students, and will initially be limited to Track I students. Students will receive 1 unit of credit. It was moved, seconded and passed that the director of the forum be the same person who is teaching one of our 402 classes, who will then get 3 WTUs for 04

	the combined classes. The instructor should be given a smaller 402 plus some relief from other advising responsibilities.	
01/19/96	After discussing the computer theft from the main office, we decided that one solution would be to give all faculty master keys in order to move away from use of the office master, and gain more control over entry to our classrooms.	19
01/29/94	The faculty discussed the new Math department plans to introduce a 4 unit Math 300, it was decided that only count 3 units toward the major. The appropriate prerequisite will be Math 100 or Geometry.	14
01/29/94	Given the large number of P/T faculty we seem to be hiring, a packet of information should be developed to help the new folks understand basic procedures in Hutchins.	06
10/15/93	Faculty agreed that advising sheet for portfolio should be devised, which should also include check-off list for subject matter areas we can certify on basis of C-Base or previous transcript analysis.	02
10/09/92	Cross-counting can be done on a case-by-case basis by the faculty in a given semester. A check-off sheet will be devised for faculty to sign confirming the proper designation of a specific class for a specific student.	02
10/09/92	The 40-unit major requirement stands for students entering at the Senior level.	14
10/09/92	No more than two supplementary courses will be permitted for a student's entire career. This warning label will be printed on the supplementary course list for each semester.	14
09/11/92	49012 LIBS applies only to waiver students at the Junior or Senior level. All lower division students and non-waiver students are 49015	05
09/11/92	Faculty recommend creation of a newsletter for credential students giving them current information on advising, requirements, deadlines, etc.	11
05/15/92	Students in danger of failing 302 or 304A should be warned at mid-term that they may not be allowed to continue in the program. The 302 and 304 cadre leaders will bring forth the names of any students who are candidates for that decision at a full faculty meeting.	02
04/24/92	We will begin adhering to the copyright rules laid out in the <i>Agreement</i>	10
04/17/08		

*on Guidelines for Classroom Copying in Not-for-Profit Educational Institution with Respect to Books and Periodicals.* Use the copyright request form, example in Appendix A

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| 04/24/92 | Since reading lists get expensive for students, we agreed to put books on reserve, look for book that can be used in more than one course, and/or put post-its in the shared books for students to deface.   | 10 |
| 04/24/92 | Copies of syllabi should be given to the office, and if a faculty member has ordered books from Copperfield's a copy should be given to the office for the Copperfield's folder  | 17 |
| 04/24/92 | Students who do especially well on College-BASE might be allowed, on a case-by-case basis, to bypass some of our requirements in order to design their own course of study. The 302 instructor(s) and the Provost will consider such cases.  | 02 |
| 04/24/92 | Will will return to our old practice of scheduling a time each semester to go over syllabi for each course for information and suggestions.  | 17 |
| 04/24/92 | Each new Faculty are to select a mentor and let the Provost know who was chosen.   | 06 |
| 03/13/92 | There is to be a deadline for the submission of all material. There will be a deadline by which all faculty will have turned in their money to ( secretary). The faculty will be told the cost of copies early in the semester.  | 10 |
| 02/14/92 | Each department must fund its own sabbaticals. One-semester sabbaticals will result in a reduction in courses since the instructional time will not be replaced. For 2-semester, half-pay sabbaticals, the department will be able to replace the person for 1 semester only. DIP leaves will be replaced. Both DIP's and 2-semester sabbaticals result in the individual losing services credit toward retirement for 1 semester. A 1-semester sabbatical has no consequence for PERS credit.   | 06 |
| 01/28/92 | Students meet the upper-division GE requirement through our program, including Humanities 300 for students under the old 48-unit GE pattern ( catalog years Fall 1982-Spring 1990). Students starting Fall 1990 will have met this requirement through lower-division GE, so for them the A.1 requirement will not be affected by this dispensation. The dispensation does not include the following: * Any category A courses, except noted above with regard to students needing Humanities 300, who are "exempt"., * The GE math requirement, * The ethnic studies requirement. Students must take an ethnic studies course, but it need not be at the upper-division level. * The American Institution | 20 |

requirement. Students must take a U.S. History course and the US and California Constitutions course or successfully test out POLS 200 for the Constitution requirement.

11/15/91	Number of items to be included in the portfolio were changed to 9 items for Multiple Subjects students and 12 items for General Liberal Studies students.	10
11/15/91	Hutchins students may not borrow slides directly, although the faculty member in whose course the student is enrolled and go in person to the collection and check out slides according to the Art Department guidelines.	10
11/15/91	A student can pass 302 receive a terminal NC for the course, or receive a probationary NC. If an instructor is going to give a terminal NC to a student in 302, the instructor should: 1) inform the faculty so that we can discuss the student's other work; 2) inform the student in person; 3) mail a copy of the notification form to the student's home; 4) put a copy of the form in the student's file.	07
11/15/91	Number of items to be included in the portfolio were changed to 9 items for Multiple Subjects students and 12 items for General Liberal Students students.	10
10/25/91	A binder containing information about Study Away options should be kept on the table in the Hutchins Office. It should contain current information about Study Away opportunities. The Newsletter should let students know about the options.	19
10/25/91	Faculty should report directly to Office Staff on their own behalf any personal holidays or sick-leave absences that may occur.	06
10/25/91	The Hutchins newsletter should let students know about Study Away options.	11
10/25/91	The copy machine is not for student use.	12
10/04/91	Evaluations can be typed during the summer and intercession if they are given to office folks very early during the break.	12
10/04/91	Office folk will type syllabi provided they are turned in at least two weeks before the beginning of the semester, otherwise, faculty should prepare the syllabi themselves.	12
08/31/91	If a student is to be given a terminal No Credit in LIBS 302, the faculty	07
04/17/08		

member who will assign the grade should consult with colleagues late in the semester before assigning that grade

08/31/91	Faculty is opposed to mandatory participation in summer orientation as proposed by Administration.	14
08/31/91	In the future, scheduling will not be done by the Provost. It will be handled by an appointed faculty member. Any changes in the schedule can be approved by that person.	15
08/31/91	Faculty office hours and pertinent information should be posted. Students should take themselves to the doors of a foresaid faculty and make their own appointments.	12
08/31/91	Faculty should undivert their phones in their own offices when they are not holding classes.	12
08/31/91	None of the scheduling stuff will go out of the office or be presented to the students until it has been proofread, which will be accomplished by the scheduler working with another faculty member.	15
05/17/91	All non-portfolio students will enroll in a section of 402 taught by STAFF. They will then be farmed out to faculty advisors in order to complete their senior projects.	14
05/03/91	Hire-backs of retired faculty will be made based on School programmatic needs	06
05/03/91	Retirement: Program continuity and continuity of student-faculty contact is vital to Hutchins. FERPs should be at a 50% basis over both semesters to maintain this continuity.	06
05/03/91	Work load decisions affecting the School must be brought to the full faculty. As much as possible, "win/win" balance will be pursued between School and individual needs. All load reductions for faculty members are granted on a yearly basis and must be renegotiated based on School needs and the rights of other faculty.	06
05/03/91	All faculty are expected to do an equal amount of advising. Indirect units will be prorated by degree of reduced time base. Other duties, including advising, committee work, and work at registration are considered a normal part of the work load.	06
04/19/91	A letter will be sent to all incoming 302 students informing them that they must take 302 during the first semester and that they must form their outside schedules around it.	02

01/26/91	Faculty agreed to allow Biology 312 ( Oceanology) as an alternative for Biology 314 ( Field Biology) for waiver students.	02
01/26/91	All 302 faculty should make clear in writing to their students that they will be expected to pay \$20 for the portfolio; credential student must also pay &12.50 for the CBASE test.	10
01/26/91	Outside courses do not count as core classes in Hutchins. Petitions for waiving of Core Requirements will be considered only in the student's last semester and must be approved by the faculty advisor and Provost	02

11/02/90	Faculty members are to identify an hour each week when they are available to give general program advising to students inquiring about Hutchins.	02
11/02/90	In order to make sure offices are being locked after being borrowed, faculty members should post a notice on the door telling anyone using the room to lock the doors and windows upon leaving. Further, if a faculty member uses unoccupied offices for student meeting, it is their responsibility to secure those offices.	13
11/02/90	Students entering as Seniors are exempt from the Core II requirements. It is up to the student's advisor to recommend courses aimed at achieving balance in the student's overall program.	14
09/21/90	The qualifications of proposed tutors will be discussed before any are hired. Future tutors at the Tutorial Center must be recommended by the full faculty rather than by an individual faculty member.	18
09/08/90	Dyslexic students unable to overcome their difficulty will not receive our waiver. 302 is the appropriate place to identify these students and to warn them of the potential outcome should they continue seeking our waiver.	02
08/31/90	The Sociology course " Work and Occupation" was approved for cross-listing and as a Core I elective. It will appear as a Libs 320 course.	04
08/31/90	Macro/Micro should not be listed as a Core II course.	04

01/01/85 Problem Student Procedures: 1) Disruptive behavior, which hinders the normal functioning of a lecture class or seminar, is a violation of the educational rights of all student participants and thus is unacceptable in the Hutchins School. 2) Students whose behavior is judged by the instructor to be discourteous, disruptive or abusive will initially receive a verbal warning from the instructor. If the behavior continues, the students will be informed in writing by the instructor that he/she can no longer participate in the class. 3) After consultation with the Provost, and based on the recommendation of the Hutchins School faculty, the student may be counseled out of the Hutchins School, consistent with the stated University Policies for disenrollment. DRAFT 02

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03/14/80 Student Instructed Courses 04  
All student-instructed courses given on the SSU campus are bound by the Educational Policies Council Procedures for Student-Instructed courses; this document is available in the Hutchins School Office.

The Hutchins School Policies in addition to the above are:

1. The student who wishes to form a student -instructed course should consult with a Hutchins faculty member who knows him or her well and who can help with advising about the course and can support the student's petition before the full Hutchins Faculty for approval.
2. The student must have a faculty sponsor for this course.
3. The course content should be interdisciplinary in content and shall not duplicate regular Hutchins course offerings.
4. The course may be for 2 units only and students taking the course may do so only for Credit/No Credit. The student instructor receives 4 units independent study credit for teaching the course.
5. A student may teach a course only twice in the Hutchins School.
6. This semester the deadline for turning in a description of the course to the faculty for approval will be APRIL 10<sup>th</sup>, rather than the date stated in the Newsletter. We heartily encourage students who have areas of special interest and expertise to consider a student-taught course. This semester Paige Grove is teaching for the second time a play-reading and performance of The American Dream by Albee that was stunning. American Studies in the Arts is being taught this semester by three Hutchins students and is covering some fascinating material in American literature, philosophy, social history, and painting.

05/19/78	<p>Incomplete Grades</p> <p>According to all-College regulations, "An incomplete signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen but fully justified, reasons; and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied." Hutchins School interprets this policy as follows:</p> <ol style="list-style-type: none"> <li>1. Granting of incompletes is strongly discouraged.</li> <li>2. Incompletes are granted at the discretion of faculty members. Students do not have the option to "take an incomplete" in any Hutchins course.</li> <li>3. Instructors should not permit students to enroll in courses when the student does not intend to complete the course during that semester.</li> <li>4. The term "unforeseen circumstances" should be interpreted in the strict sense. The circumstances should be out of the ordinary and not merely the consequence of poor planning. Serious illness and serious accidents would clearly be "unforeseen circumstances."</li> <li>5. All incompletes will be requested in advance to the student presenting a completed petition to the instructor. The petitions must be approved by the Provost.</li> <li>6. Students should be reminded that College policy requires that incompletes be removed within one year or they will automatically become the equivalent of "F."</li> <li>7.</li> </ol>	07
09/22/78	<p>LIBS 302 and its relationship to the Ryan program was discussed at length. It was moved, seconded &amp; passed that:</p> <ol style="list-style-type: none"> <li>1. All Ryan students be advised to take 301-302 with a faculty member qualified to oversee specific work they need in Ryan Act categories.</li> <li>2. When a 302 Ryan student plans a project outside the qualified areas of his or her instructor, a Ryan Act qualified faculty member is to be involved in the planning and evaluation of the project.</li> </ol> <p>A second motion was also MSP That a committee be appointed to study and make recommendations for action on the relationship between the faculty qualification in requirements of the Ryan Act and our program, with particular attention to changes in faculty qualifications that take place as a result of the Hutchins School continuing program of faculty development. The Provost appointed Ed and Richard to the committee.</p>	04
03/25/77	<p>It is not a policy of the Hutchins School to sponsor extension courses beyond any offered by the Hutchins faculty. Any exception will be made on an individual basis. Under no circumstances will a non-Hutchins faculty member (or student) offer an extension course for credit.</p>	04

08/29/76	M.S.P. That new juniors, regardless of status will be required to take the full 40 units of our major. For Ryan students, 10 specific units <u>may</u> be honored for the Hutchins major. New seniors, regardless of status, will be required to take at least 30 units in Hutchins.	01
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08/31/75	Policy and Procedures for Student-Initiated Courses	04
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To set up a student-initiated course do the following in the semester preceding the one in which the course is to be offered:

1. Get an advisor as soon as you have an idea. This should be your first step. (An "advisor" means a member of the Hutchins faculty.)
2. Write up an outline of the course with your advisor. The outline should cover the education objectives of this course, what books or other instructional material will be used, an outline of how the material will be covered from week to week, including the topics of lectures, and who will be conducting the course.

Be prepared to show that the person or persons who are conducting the course are qualified to do so. You should also be able to show that there are enough students interested in taking the course to warrant giving it. (This latter can be done via a sign-up sheet.)

3. Present your outline at a full faculty meeting. Your advisor should arrange a time when this can be done, and can advise you as to the best way it can be done (e.g. through the upper division coordinator). Any student-initiated course must be agreed to by the entire faculty of the Hutchins School.
4. If it is approved, get a description of the course to the secretary as soon as possible so that it can be added to our in-house course offerings. This description should be no more than 50 words in length and should also state the days, time and room number where it will be held.

Additional policy with respect to student-initiated courses:

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1. Students who take student-initiated course received independent study credit for them (credit designated by the college). A standard rule is that student-initiated courses are either one or two units. (This is the rule we go by; if more units are desired a strong case must be made to the faculty before we will consider waiving it in any given instance.
2. Grading must be all credit/no credit. By law only faculty are empowered to give letter grades.

(The only way that a student-initiated course can give letter grades is when a faculty member fully participates in the course and is therefore capable of evaluating the students directly).

3. A student who teaches a student-initiated course may receive from one unit up to four units depending on the amount of work he or she put in. This is to be decided in consultation with you advisor and presented with your course outline to the full faculty.

09/05/75 PRT

06

1. The Hutchins School requires the Ph.D. degree for tenure. Exceptions to this rule will be considered on a case by case basis according to the needs of the School and overall contributions of the individual
2. A person will not be appointed to nor will he or she be recommended for promotion to the rank of Associate or Full Professor without the Ph.D. degree. Exceptions to this rule will be considered on a case by case basis according to the needs of the School and overall contributions of the individual
3. Under normal circumstances a person will be considered for tenure at the end of his or her fourth year of service to the Hutchins School. (We reserve the right to delay a tenure decision up to the seventh year of service.) A person may be considered for tenure earlier than the fourth year only in exceptional circumstances to be determined on a case by case basis according to the needs of the School and the overall contributions of this individual.
4. After the PRT Committee has gathered information on a candidate for promotion, retention, or tenure, the totality of that information shall be shown to the individual before the letter of recommendation is signed by the candidate and preferably before the letter is signed by the PRT Committee. The candidate can submit a rejoinder to any thing in his or her file.

- 04/05/74 It was decided that Michael Coleman's course on Love and the Growth of Self will, as an experiment, be offered for four units during the fall semester of 1974; that, as a matter of general policy, elective seminars will normally carry three units of credit, and exceptions may be made only on the basis of justifications offered for each individual course.
- 09/08/74 There should be sign-ups for lower division seminars exactly as done for upper division seminars. 04
- 09/08/74 A standing Lower Division Committee was established to handle all matters pertinent to the lower division. 05

A standing Upper Division Committee was established to handle all matters pertinent to the upper division.

Each committee will report to the full faculty and coordinate through the Provost who will constitute the Coordinating Committee.

1. Each person will choose a committee of no less than three faculty members (not members of the School Promotion, Reappointment and Tenure Committee) who have worked closely with him or her, with at least one member from each cadre he or she has been on in the past year. (As a matter of practice, faculty members beyond the second year of teaching in the Hutchins School may waive the use of an individual committee and request the School Promotion, Reappointment and Tenure Committee itself to collect all information.)
2. This committee will be responsible for collecting all information on the faculty member to be passed on to the Promotion, Reappointment and Tenure Committee for evaluation.
3. Other members of the faculty who are not on a committee for an individual about whom retention decisions must be made but who have strong opinions about the advisability of retaining that colleague will also inform the Promotion, Reappointment and Tenure Committee at the appropriate time.
4. When a representative of a cadre, or any other member of the faculty, presents an evaluation of a colleague to the Promotion, Reappointment and Tenure Committee, the faculty member in question has a right to be present. In the event that the faculty member is not present at that time, the evaluator is obliged to inform that colleague of the nature of the evaluation.
5. Standards for promotion, reappointment and tenure are designated in the faculty handbook (pp21-27) and the Hutchins School statement on criteria for promotion, reappointment and tenure. (The areas of review for each faculty member always include: 1) Teaching effectiveness (lecturing, seminar leading, one-to-one); 2) Ability to work with one's colleagues; 3) Ability to educate other faculty (in matters of teaching and course content); 4) Over-all professional competence both in the individual's field and as an interdisciplinarian. Each tenured or tenure-track faculty member of the Hutchins School submits responses to these areas in reference to the colleague under review.)
6. Student evaluations will be compiled on each member of the faculty every semester and will be placed in that person's file in the Provost's office.

03/03/73	<p>7. The material described above will be weighted by the Promotion, Reappointment and Tenure Committee, in order to make retention determinations, and shall be summarized in the evaluation document forwarded by the Promotion, Reappointment and Tenure Committee.</p> <p>8. Each member of the faculty has a right to examine his or her file at any time.</p> <p>9. When necessary, a faculty member will work with the Promotion, Reappointment and Tenure Committee to develop a "growth contract" which articulates personal goals and problems to be overcome during the course of the year. The contract will state what the person is responsible for and to whom he/she is responsible. Such contracts will serve as an important basis for subsequent evaluations.</p> <p>10. Since granting or withholding tenure is the most important decision the Promotion, Reappointment and Tenure Committee must make, two special criteria will be utilized: 1) the effectiveness with which the faculty member responded to prior evaluations and 2) the cumulative weight of prior evaluations.</p> <p>11. When there are sufficient numbers of tenured faculty members to justify an election, the Promotion, Reappointment and Tenure Committee will consist of three tenured faculty elected by the faculty to serve three-year terms. The terms will be staggered, and no person shall succeed him/herself on the committee.</p>	06
09/08/73	MSP to rescind our decision to give grades on a contractual basis in the upper division.	07

01/04/71	Policy on Probation: It was agreed that the student may be on probation for only one semester. It at the end of that semester the student has not measurably improved, he will be given either a terminal pass or no credit. If a student is placed on probation during his fourth semester he may matriculate to junior status but must remove his probation by the end of his fifth semester in Hutchins School.	07
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03/26/71 Proposed policy regarding student writing proficiency 02

1. We propose that each upper division project be "completed" by the submission of a written report, in standard essay form. (of course, if a project is The Great American Novel, this requirement may be waived.) Credit for a project will be withheld until the report is accepted.
2. To help assure ourselves that upper division students are capable of producing standard essays, Hutchins students should be required to pass the college writing proficiency exam before the beginning of the junior year.

Exception: current sophomore should not be required to complete the exam before the end of the Fall semester, 1971.

3. Any reading for upper division Independent study/Tutorials should be considered "complete" only after a student has submitted an annotated bibliography of that reading.

09/19/69 Policy:

A-It was decided that we ought not allow students to take classes in School #1 which in any way conflict with seminar hours.

B-It was decided that students should be allowed to change from one seminar to another only during the first two weeks of the seminar.