I. Minutes: none.

II. Communications and Announcements:

III. Reports:
[updates from the March 13 meeting only]
A. Academic Senate Chair:
B. President’s Office:
C. Provost’s Office:
D. Statewide Senators:
E. CFA Campus President:
F. ASI Representatives:
G. Other:

IV. Consent Agenda:

V. Business Item(s):
A. Resolution to Update the Campus Administrative Manual Senior Project Section: second reading, Breitenbach, chair of Instruction Committee (pp. 2-7).
B. Resolution on Incomplete "I" Contracts: second reading, Breitenbach, chair of Instruction Committee (pp. 8-10).
C. Resolution on Commencement: first reading, Breitenbach, chair of Instruction Committee (p. 11).
D. Resolution on Calendar: first reading, Executive Committee (p. 12).

VI. Discussion Item(s):

VII. Adjournment:
WHEREAS The Campus Administrative Manual (CAM) Senior Project section 412.2 was last updated in April 1982; and

WHEREAS The vagueness of the current CAM Senior Project section contributes, by its lack of guidance, to the continuing problem of students who do not understand how to complete the senior project in a timely fashion; therefore, be it

RESOLVED That Cal Poly adopt the attached, more specific senior project guidelines as a revision of CAM Senior Project section 412.2.
211.4 Guidelines for Senior Project

211.4.1 Definition

The Senior Project at the California Polytechnic State University, San Luis Obispo is a formal report of the results of a study or experiment selected and completed under faculty supervision by each student prior to the receipt of the bachelor’s degree. The types of problems which form the bases of the study or experiment are directly related to the student’s fields of employment or intended employment. The senior project is a capstone experience required for all Cal Poly students receiving a baccalaureate degree. It integrates theory and application from across the student’s undergraduate educational experiences. The senior project consists of written documentation (LENGTH TO BE DETERMINED BY DEPARTMENT) based on the execution of one or more of the following: 1) a design OR CONSTRUCTION experience, 2) an experiment, 3) a self-guided study or research project, 4) a presentation, 5) a report based on internship, coop, OR SERVICE LEARNING experience, 6) a public portfolio display or performance. The precise nature or form of a senior project is to be determined by the department or program of the student’s major. The senior project is normally related to the student’s field of study, future employment and/or scholastic goals, and is carried out under direct faculty supervision.

211.4.2 Expected Outcomes (AT THE DISCRETION OF THE DEPARTMENT)

1. Ability to reduce a general problem to specific points of analysis
2. Ability to organize points of analysis into a logical sequence
3. Ability to estimate hours of labor and cost of materials necessary to complete a project
4. Ability to apply competencies acquired in other courses to the successful completion of a specific project
5. Ability to obtain information necessary to the solution of a problem by library study, experimentation, and/or correspondence and personal contact with people who have had experience in the field
6. Ability to follow a work outline without overlooking any major points or significant details

5. Ability to develop and follow a project plan
Recognition of the fact that completion of a project on schedule is an essential element of successful work.

6. Ability to estimate hours of labor and/or cost of materials necessary to complete a project.

   Ability to organize, illustrate, and write clear, concise, and correct report of the investigation.

7. Ability to organize, illustrate, and write clear and concise project documentation.

   Ability to work for a supervisor who desires quality performance with a minimum of supervision.

8. Ability to accept supervision when needed.

412.3 211.43 Requirements

1. Every student must complete satisfactorily the Senior Project prior to the receipt of the bachelor's degree.

   The total number of senior project units must be 1 to 6 quarter units.

   The number of quarter units of credit for Senior Project must be within the range of 2 to 4.

2. The senior project requirements will be the same for all students in a given curriculum, but not for all students in the university, because of the nature of the various curricula.

3. The specific number of units required would be the same for all students in a given curriculum, but not for all students in the university, because of the nature of the various curricula.

4. Normally 30 hours of student work will be required for each unit of credit granted.

   A minimum of 30 hours of student work will be required for each unit of credit granted.

5. Projects requiring an excessive amount of time are discouraged.

   The character of each curriculum will determine the method of organization of the course requirement, i.e., lecture or activity.

5. The number of students participating in a group senior project should not be so

   large as to unduly limit individual responsibilities or personal initiative.
large as to unduly limit individual experience or responsibility and initiative.

6. One or two quarters of work may be specified for the various curricula depending upon the nature of the curricula.

6. The student is responsible for identifying costs and potential funding sources for senior project prior to initiation of the project. Costly projects are discouraged.

7. The responsibility for costs for materials and supplies used in the project will be determined in advance by the university. Costs should be borne by the student when the product of the project is for personal use.

7. It is the student’s responsibility to become informed about the university’s intellectual properties policy AND HUMAN SUBJECTS POLICY (WHERE APPLICABLE).

8. The number of students involved in any given project should not be so large as to limit individual experiences or responsibility and initiative. Each student should be required to meet meaningfully the 30 hours per unit of credit minimum.

Library Copy

One copy of each Senior Project will be sent by the academic department to the University Library where it will be copied on microfiche. A microfiche copy of the project will become part of the Library’s collection where it will be available for public use. One copy of each microfiche project will also be deposited in the University archives.

1. The academic department may send one copy of each senior project to the University Library where it will be reproduced on microfiche or in an electronic format. A microfiche or electronic copy of the project will become part of the Library’s archival collection where it will be available for public use.

Archival copies of senior projects will be available either on microfiche or in an electronic format.

3. After being copies on microfiche, the original project will be returned to the academic department of its origin. Non-print media (slides, audio/video tapes), however, comprising all or part of a project will be permanently retained in the Library collection.

2. After being copied on microfiche or electronically, the original project will be returned to the academic department of its origin as applicable. Non-print media (slides, audio/video tapes, CD’s, floppy disks, etc.) however, comprising all or part of a project will be permanently retained in the Library collection.

4. All projects submitted to the Library will follow a standardized format for title page, approval page, and abstract. Details of this format are found in Procedures
for Submitting Senior Projects to the Library, available from the University Archives in the Library.

3. All projects submitted to the Library will include a completed Senior Project Requirement Form and a title page. The Senior Project Requirement Form must be signed by the student's advisor or academic department head before it can be accepted for processing by the Library. The title page should follow a standardized format.

2. Each student is required to pay a fee for copying his/her Senior Project on microfiche.

4. Each student is required to pay a library processing fee for making her/his senior project available.
DATE: March 6, 2001
FROM: Simon Evnine
    Academic Senator
TO: ACADEMIC SENATE
RE: Amendment to Definition of Senior Project

On page 13 of the agenda for March 6th 2001
replace
"The senior project consists of written documentation... 6) a public portfolio display or performance"
with:
"The senior project consists of one or more of the following: 1) a design or construction experience, 2) an experiment, 3) a self-guided study or research project, 4) a presentation, 5) a report based on internship, coop, or service learning experience, 6) a public portfolio display or performance. Where the senior project does not consist primarily of a written document, departments may, where they deem appropriate, require some written documentation (length to be determined by the department) to accompany the senior project."
WHEREAS, The Cal Poly catalog indicates that an incomplete “I” grade signifies that a portion of the required coursework has not been completed and evaluated in the prescribed time period due to fully justified reasons and there is still a possibility of earning credit; and

WHEREAS, In order to complete the coursework in an agreed upon time period, it is the student’s responsibility to meet with the instructor to determine how the unfulfilled course requirements will be satisfied; and

WHEREAS, Some students and instructors find the process of converting an “I” grade to a letter grade confusing; and

WHEREAS, An “I” contract between the student and instructor would outline what the student needs to complete in order to have a grade assigned within the prescribed time period; therefore, be it

RESOLVED: Cal Poly adopts the attached “I” contract form and strongly encourages its use; and be it further

RESOLVED: Copies of the “I” contract form be made readily available on the Cal Poly web site, in the Office of Academic Records, and at the College Advising Centers.

Proposed by: Academic Senate Instruction Committee
Date: January 24, 2001
Revised: January 30, 2001
California Polytechnic State University, San Luis Obispo

"I" GRADE CONTRACT

Instructions: The faculty member or the student can initiate the "I" contract. The form should be completed prior to the submission of the "I" grade or no later than the third week of the following quarter. Once the form is completed with the required signatures, the student returns the form to the Department Office that offers the course.

PART I: BASIC INFORMATION

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>STUDENT I.D.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE/SECTION:</td>
<td>QUARTER/YEAR:</td>
</tr>
<tr>
<td>INSTRUCTOR:</td>
<td></td>
</tr>
</tbody>
</table>

PART II: STUDENT'S CURRENT GRADE, WITHOUT COMPLETION OF THE ADDITIONAL COURSEWORK OUTLINED IN PART III (optional):

Grade __________

PART III: DESCRIBE WHAT THE STUDENT MUST DO TO HAVE THE "I" GRADE CHANGED TO A LETTER GRADE:

- [] Final
- [] Paper/Project
- [] Mid-term
- [] Lab
- [] Quiz
- [] Homework
- [] Other (explain in comments area)

Comments:

PART IV: BY WHAT DATE MUST THE WORK DESCRIBED IN PART III BE COMPLETED? (MAXIMUM TIME ALLOWED: ONE YEAR FROM LAST DAY OF QUARTER IN WHICH "I" WAS GIVEN)

PART V: I agree to complete the above requirements as outlined above. I realize that this form must be signed and processed no later than the third week of the following quarter the "I" was received. I realize that a registration hold may be placed by the Dean's Office or Advising Center of the College that offers the course if the form is not processed and returned to the Department Office (offering the course) by the stated deadline. I realize this contract expires one year from the date the "I" grade was given ("I" grade will convert to an "F" grade) or the date stated in Part IV.

<table>
<thead>
<tr>
<th>STUDENT'S SIGNATURE:</th>
<th>Date</th>
</tr>
</thead>
</table>

PART VI: Once the student has met the above terms, I agree to replace the "I" grade with a letter grade.

<table>
<thead>
<tr>
<th>INSTRUCTOR'S SIGNATURE:</th>
<th>Date</th>
</tr>
</thead>
</table>

CC: Office of Academic Records, Student's Department Office, Department Office Offering The Course, Student, Instructor
State of California

Memorandum

To Academic Senate

Date: March 13, 2001

Copies

From: Cindy Jelinek
Academic Senator

Subject: Amendment to Resolution on Incomplete “I” Contracts

On page 18 of the agenda for March 13, 2001:

Amend the form to delete this wording: “I realize that a registration hold may be placed by the Dean’s Office or Advising Center of the College that offers the course if this form is not processed and returned to the Department Office (offering the course) by the stated deadline.”
WHEREAS, Cal Poly maintains high academic standards and integrity; and

WHEREAS, Commencement is a ceremony for the conferring of a degree marking the completion of all academic requirements (Webster’s New Collegiate Dictionary); therefore, be it

RESOLVED: That participation by students who have not completed all degree requirements is contradictory to the spirit of academic integrity and of the commencement ceremony; and be it further

RESOLVED: That it shall be the policy of Cal Poly that only students who have completed all of their degree requirements may participate in commencement; and be it further

RESOLVED: That Cal Poly’s administration, in consultation with the Academic Senate, develop a timeline to support and implement this resolution.
WHEREAS, Choice of calendar is a curriculum issue for every campus; and

WHEREAS, Curriculum issues are specifically the prerogative of the faculty; and

WHEREAS, Article 10 of Cornerstones guarantees campus autonomy on issues such as curriculum and choice of calendar; and

WHEREAS, The cost of a calendar conversion for Cal Poly is estimated to be significantly greater than $2,000,000; therefore, be it

RESOLVED: That Cal Poly will not change from the quarter system to another calendar schedule without obtaining the advice and consent of its faculty; and be it further

RESOLVED: That such a change in calendar will not take place without adequate additional funding for conversion from the Chancellor’s Office; and be it further

RESOLVED: That a copy of this resolution be sent to all CSU campus Senates, the Chancellor’s Office, The Board of Trustees, the Governor of California, and local legislators.

Proposed by: Academic Senate Executive Committee
Date: February 27, 2001