

PLEASE KEEP THIS AGENDA FOR THE MEETINGS OF
NOVEMBER 16 AND NOVEMBER 30. A NEW AGENDA
WILL NOT BE PRINTED FOR THE NOVEMBER 30 MEETING



CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE
805.756.1258

MEETING OF THE ACADEMIC SENATE
Tuesdays, November 16 and 30, 2004
UU220, 3:10 to 5:00pm

- I. Minutes: Approval of minutes for the Academic Senate meeting of October 26, 2004 (pp. 3-4).
- II. Communication(s) and Announcement(s):
CURRICULUM PROPOSALS: Following the practice implemented in previous years, summaries of all program changes and course proposals sent by the Academic Senate Curriculum Committee to the Senate for consideration are posted on the web. The URL for curriculum proposals is:

www.calpoly.edu/-acadprog/curriculum/summary_dir2005.html

Every senator is expected to review these proposals as well as the accompanying recommendations of the Curriculum Committee.

REGARDING COURSE/PROGRAM CHANGE PROPOSALS: If any senator wishes to have a particular course/program change brought before the Senate (see web postings), then that request must be made in writing or emailed to the Academic Senate (mcamuso@Calpoly.edu) by Monday, November 22, 2004. For all such requests, hard copies of the proposal will be made and distributed to all senators at the November 30 meeting. At the November 30 meeting, all proposals not pulled by request will be on the Consent Agenda. Those pulled will be treated as second reading items; i.e., they will be discussed and voted upon.

III. Reports:

- 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:

Curriculum Course Proposals for College of Liberal Arts and College of Architecture & Environmental Design: Elrod, chair of the Curriculum Committee (see information above regarding curriculum proposals online).

V. Business Item(s):

- A. Resolution on Revision to the *Bylaws of the Academic Senate* to Update the Responsibilities for the Research and Professional Development Committee: Giberti, chair of the Research and Professional Development Committee, second reading (pp. 5-6).
- B. Resolution on Revision to the *Bylaws of the Academic Senate* to Update the Procedures for the Faculty Dispute Review Committee: Rinzler, chair of the Faculty Dispute Review Committee, second reading (pp. 7-8).
- C. Resolution in Support of Affordable Textbooks: Executive Committee, first reading (pp. 9-12).
- D. Resolution on Establishment of an Institute for Policy Research: Valenty, Political Science Department, first reading (pp. 13-24).

VI. Discussion Item(s):

New registration procedures.

VII. Adjournment:

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE
805.756.1258

MINUTES OF
The Academic Senate
Tuesday, October 26, 2004
00220,3:00 to 5:00 pm

- I. Minutes: The minutes of the Academic Senate meeting of October 5, 2004, were approved as presented.
- II. Communications and Announcements:
 - A. **The Academic Senator**, a publication of the Academic Senate of the CSU, can be viewed at <http://www.calstate.edu/AcadSenlNewsLetter/index.shtml>
- III. Reports:
 - A. Academic Senate Chair: (Hannings) The Provost search committee formation is ongoing. A membership list will be available on Monday, November 1, 2004.
 - B. President's Office: (Baker) Introduced Sandra Gardebring Ogren, who has accepted an interim appointment as Vice President for University Advancement. She comes from the University of Minnesota where she served as Vice President, University Relations. Her responsibilities included strategic planning for the Minnesota comprehensive campaign, community relations, etc. Prior to taking the position at the University of Minnesota, Ogren was on the Supreme Court of the State of Minnesota as an Associate Justice. She also managed several large Minnesota state agencies, including the \$2.1 billion Department of Human Services. The Centennial Campaign's goal of \$225 million was exceeded a year ahead of time and will probably reach \$250 million this year. We must start planning now for the next phase in Cal Poly's advancement program. (Ogren) "Advancement is a service function for the academic enterprise of a university like Cal Poly. I see myself as a servant for the activities necessary to help you be part of the solution to society's problems and want to be part of the solution with Cal Poly and look forward to work to move on to the next stage offundraising." (Baker) The Board of Trustees will meet on Thursday to finalize a budget, which basically follows the pattern of the compact, to be submitted to the Department of Finance for approval. Cal Poly continues to have escalating costs in the Mandatory Costs area, which takes up 41% of all revenues, particularly with energy costs, benefits and health, and insurance and workers compensation. There has been some discussion over the past several months about the issue of support for faculty development and grants and this year the campus budget allows for a modest amount of funding. Faculty bring forward a lot of ideas for support and many are very competitive and could attract external funding. Some years ago the Master Plan for higher education was modified and Cal Poly had a significant role in modifying it because the interpretation of research in the CSU was very narrowly construed. Cal Poly felt the state should recognize and support faculty development and research as it relates to faculty improving their capabilities to bring new information to the classroom in order to engage students in undergraduate research. The recently successful approach to combine state and federal support for extramural funding is present in three systemwide initiatives including the Agriculture Research Initiative, the Coastal Initiative, and the Biotechnology Initiative. (Detweiler) The state doesn't fund us sufficiently to support the level of faculty professional development that we would expect and need at Cal Poly. Additional emphasis on grants for funded research is a means to help augment the support and hope that more time can be bought for faculty to engage in such development. As an institution, we haven't put as much emphasis on grants to help us encourage faculty development as others in the CSU. We are not looking to change the basic character of the university and the ultimate goal is faculty development, not grants, but grants are a means to achieve development. (Baker) The College of Engineering submitted a grant application under a special program at the National Science Foundation for Research Facilities and was able to raise private funds and matching funds to get a facility dedicated entirely to faculty, staff, and student research; these are the kind of opportunities that

we must seek out to try to augment what we have. The requirement related to faculty professional development and the various ways in which it is achieved is interpreted at a departmental level in the RTP process. Last night there was a showing of a senior project documentary on peoples' perception of diversity on campus where students' interest in diversity was quite high and many good questions were asked. There is a fundamental unfairness that exists since there isn't equal access to education in this country or state. A website came out recently on the correlation between Mathematics and the ability to succeed in getting a bachelor's degree and how many schools don't provide that opportunity to students. California has 40,000 unqualified teachers and there is a direct correlation between the number of unqualified teachers and the number of lunch programs in the school. In the areas of Science and Mathematics, Agriculture, and Architecture, the participation rate of women, Hispanics, and African Americans is extremely low.

- e. Provost's Office: (Dalton) Mentioned that when summer '04 was cut back to virtually nothing, it was only a I-year decision made because of the budget situation but he plan for summer '05 is to bring summer back to what it was two-years ago. The timetable is to get everything organized this fall, in the next couple of weeks so students know that they have classes to expect before they go home for the holiday so that they can plan ahead.
- D. Statewide Senators: None.
- E. CFA Campus President: None.
- F. ASI Representatives: (Mednick) The Choice Campaign survey concludes on Friday, October 29, 2004. 500 respondents are needed to be statistically significant and the number of responses is much higher. A community forum, sponsored by the San Luis Obispo County League of Women Voters will take place tonight from 6:30-9:30 p.m. at the Chumash Auditorium and is open to the public.
- G. Other: None.

N. Consent Agenda: None.

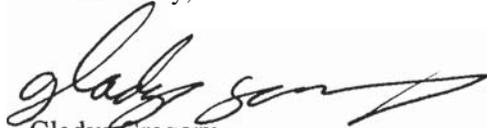
V. Business Item(s):

- A. Resolution on Revision to the *Bylaws of the Academic Senate* to Update the Responsibilities for the Research and Professional Development Committee: This resolution has been tabled until the next Academic Senate meeting scheduled for Tuesday, November 16, 2004.
- B. Resolution on the Creation of a Standing Sustainability Committee: Greenwald, CSM senator. Second reading. This resolution attempts to comply with the 10th provision of the Talloires Declaration endorsed by the President on August 21, 2003. The 10th provision calls for "establish a Secretariat and a steering committee to continue this momentum, and to inform and support each other's efforts in carrying out this declaration." M/SIP to approve resolution.
- e. Resolution on Revision to the Bylaws of the Academic Senate to Update the Procedures for the Faculty Dispute Review Committee: Rinzler, chair of the Faculty Dispute Review Committee. First Reading. This resolution amends the committee's charge and procedures. This resolution will return as a second reading item at the next Academic Senate meeting.
- D. Resolution on Establishment of a Center for Sustainability in Engineering: Vanasupa, Chair of Materials Engineering Department. First Reading. This resolution requests that the Academic Senate endorse the proposal to establish the Center for Sustainability in Engineering (CsinE) previously approved by the Dean's Council last spring. M/SIP to move resolution to a second reading. M/SIP to approve resolution.

VI. Discussion Item(s): None.

VII. Meeting adjourned at 4:45 pm.

Submitted by,


Gladys Gregory,
Academic Senate

Adopted:

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS- -04

RESOLUTION ON
REVISION TO THE *BYLAWS OF THE ACADEMIC SENATE*
TO UPDATE THE RESPONSIBILITIES FOR THE RESEARCH
AND PROFESSIONAL DEVELOPMENT COMMITTEE

1 WHEREAS, Some of the original responsibilities to the Research and Professional Development
2 Committee have become obsolete; and
3

4 WHEREAS, Some of the appropriate responsibilities are not clearly identified; therefore, be it
5

6 RESOLVED: That the *Bylaws of the Academic Senate* be revised as follows:
7
8

9 1. COMMITTEE DESCRIPTIONS

10 10. Research and Professional Development Committee

11 b. Responsibilities

12 The Research and Professional Development Committee shall:

13 (1) Provide oversight advice and guidance for ~~research and~~ and
14 professional ~~development~~ activities on campus.

15 ~~(2)~~ Make recommendations concerning all policies and procedures for
16 research and professional development activities on campus.

17 (2) Provide advice and guidance related to research and professional
18 development to the following:

19 a. Kennedy Library

20 b. Information Technology Services

21 c. Cal Poly Technology Park

22 d. Campus-wide committees.

23 e. Campus research centers and institutes.

24 (3) Conduct a regular ~~review of research centers and institutes on campus.~~

25 (3) Provide advice and guidance to the ITS with regard to research and
26 professional development

27 (4) Provide advice and guidance to the library oversight as it ~~relates with~~
28 regard to research and professional development.

29 (5) Review and make recommendations on disputed University
30 professional leaves.
31
32

- 33 (5) Provide advice and guidance to the Cal Poly Technology Park with
34 regard to research and professional development.
35 (6) Provide oversight to the Grants Review Committee.

Proposed by: Research and Professional Development Committee

Date: June 17, 2004

Revised October 21, 2004

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS- -04

RESOLUTION ON
REVISION TO THE *BYLAWS OF THE ACADEMIC SENATE*
TO UPDATE THE PROCEDURES FOR
THE FACULTY DISPUTE REVIEW COMMITTEE

1 WHEREAS, The Faculty Dispute Review Committee was charged with creating
2 procedures to implement a faculty dispute process consistent with
3 the attached document; and
4

5 RESOLVED: That the *Bylaws of the Academic Senate* be revised as follows:
6

7 1. COMMITTEE DESCRIPTIONS
8

9 5. Faculty Dispute Review Committee
10

11 b. Responsibilities
12

13 The committee shall develop procedures appropriate to its
14 functions and shall make periodic reports of its activities to
15 the Academic Senate and to the Provost/Vice President for
16 Academic Affairs. For all disputes that fall within its
17 jurisdiction, the Faculty Dispute Review Committee shall
18 have the authority to conduct an investigation of the dispute
19 and to make recommendations to the Provost/Vice
20 President for Academic Affairs. The procedures to be
21 followed shall be approved by the Academic Senate and
22 published as a document entitled *Faculty Dispute Review*
23 *Committee Procedures*. Changes in the document shall be
24 approved by the Senate, upon recommendation of the
25 Faculty Dispute Review Committee.
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27 and be it further

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RESOLVED: That the *Faculty Dispute Review Committee Procedures* be approved as follows:

Preamble/Charge

The Committee represents a resource where faculty can have disputes reviewed by peers for a resolution recommendation. Faculty includes full-time and part-time teaching faculty, Professional Consultative Services, and department chairs/heads. The Committee was formed to address disputes between faculty members which can not be resolved by other means, deals with disputes between/among faculty members only, and attempts to reach equitable resolution. Faculty should make every attempt at informal resolution prior to appealing to this Committee. Appearance before the Committee is voluntary, and proceedings are kept confidential by Committee members. The Committee recognizes the obligation to report any illegal activity. The authority of this Academic Senate Committee is limited as a recommending body to the Provost. The Committee does not deal with decisions or questions of professional review. such as RPT and FMI. (See sections which follow that detail jurisdiction and procedures.)

Membership/Terms/Chair/Quorum

The Faculty Dispute Review Committee shall consist of ~~six (6) tenured faculty members representing each of the Colleges~~ one tenured faculty member from each and one representative from Professional Consultative Services, appointed by the Executive Committee of the Academic Senate for staggered two-year terms. The University Ombudsman will be a non voting ex officio member of the Committee. The Faculty Dispute Review Committee chair shall be a member of the General Faculty and shall be appointed in accordance with Article VIIIC of the Bylaws of the Academic Senate. A quorum shall consist of 5 voting Committee members. The Committee may invite various consultants to attend to provide advice on university policies and procedures.

Proposed by: Academic Senate Faculty
Dispute Review Committee
Date: June 21, 2004
Revised: September 20, 2004
Revised: October , 2004
Revised: October 27, 2004

Adopted:

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS- -04

RESOLUTION IN
SUPPORT OF AFFORDABLE TEXTBOOKS

- 1 WHEREAS, According to a survey by the California Student Public Interest Research Group
2 (CALPIRG), students spent an average of \$898 per year on textbooks in the 2003-
3 2004 school year, or almost 20% of the cost of in-state fees; and
4
- 5 WHEREAS, In contrast, a 1997 University of California survey found that students spent an
6 average of \$642 on textbooks in 1996-97; and
7
- 8 WHEREAS, Textbook publishers use gimmicks to increase the price of textbooks; and
9
- 10 WHEREAS, Textbook publishers add bells and whistles to textbooks--such as CD ROMs and
11 workbooks that over 65% of faculty surveyed say they "rarely" or "never" use;
12 and
13
- 14 WHEREAS, Textbook publishers put new editions on the market frequently--often with few
15 content changes--making the less expensive used editions obsolete and
16 unavailable; and
17
- 18 WHEREAS, Over 59% of students surveyed who searched for a used book for the fall 2003
19 quarter/semester were unable to find even one used book for their classes; and
20
- 21 WHEREAS, Textbook publishers are unfairly charging students at a time when tuition and
22 other college costs are rising; therefore be it
23
- 24 RESOLVED: That Cal Poly support the CSU Academic Senate to call upon college textbook
25 publishers to adopt the following practices:
26
- 27 • To keep the cost of producing textbooks as low as possible without sacrificing
28 educational content;
 - 29 • To give faculty and students the option of buying textbooks separately, without
30 additional bells and whistles;
 - 31 • To keep textbook editions on the market as long as possible without sacrificing
32 the educational content;

- 33 • To give preference to paper or online supplements to current editions over
34 producing entirely new editions;
- 35 • To pass on cost savings to students once online textbooks are on the market;
- 36 • To disclose to faculty members all of the different products they sell including
37 both bundled and unbundled options, list how much each of those products cost,
38 the length of time they intend to produce the current edition, and how the newest
39 edition is different from the previous edition; and be it further
40

41 RESOLVED: That Cal Poly support the CSU Academic Senate to call upon faculty to both give
42 preference to the least cost textbook option when the educational content is equal
43 and to press publishers to adopt the above practices; and be it further
44

45 RESOLVED: That Cal Poly faculty encourage students to retain their textbooks after finishing
46 courses in order to build a library that will serve for reference purposes and as a
47 source of pleasure in future years, which in turn will stem the flow of used books
48 so that publishers will not have to publish revised editions so frequently and will
49 be able to lower new book prices while still earning a good return on investment;
50 and be it further
51

52 RESOLVED: That a copy of this resolution be forwarded to The Association of American
53 Publishers, Chancellor Reed, and the California Student Public Interest Research
54 Group (CALPIRG).

Proposed by: Academic Senate Executive Committee
Date: September 21, 2004
Revised: November 2, 2004



California Student Public Interest Research Group

May 4, 2004

Dear Robert Cherny,

Please consider adopting the attached resolution in support of affordable textbooks.

As you probably know; a recent survey of students across the University of California system found that students are now paying an average of \$900 a year for textbooks. In contrast, a 1997 UC study found that students paid on average \$642 a year during the 1996-1997 academic year. With other college costs rising as well, we are concerned about students' ability to either pay for college or to fully take advantage of all of the educational opportunities available to them while at college.

We recently interviewed faculty members who teach the top five most purchased textbooks at 13 colleges and universities in California and Oregon. Our survey found that many textbook publishers engage in practices that unfairly drive up the cost of textbooks for students, such as adding bells and whistles that have questionable usefulness and producing new textbook editions with relatively few significant changes, forcing students to forgo the older, less expensive edition. The full report can be downloaded at www.CALPIRGStudents.org.

Over 500 mathematics professors from over 100 universities from around the country - including California State University campuses - have already signed a letter to Thomson Learning which makes four simple requests; we are hoping that the Senate's involvement will help make the case to all publishers to cease many of their unfair practices.

Feel free to contact us at (213) 251-3680 x303 if you have questions or are interested in getting more involved in our effort. You may also review the report and download this resolution at www.CALPIRGStudents.org. Thank you for your time.

Sincerely,

Merriah Fairchild
CALPIRG Higher Education Advocate

Three-Way Price Agreement for University of California, Los Angeles Math 31a, 31b, 31e, 32a, 32b

This memo serves as full price disclosure for the text listed below as adopted by the Mathematics department for academic year 2004/2005. The following prices are good for the life of the edition.

ISBN;	0-S34-39339-X	0-534-39366-7	0-534-39357-8
Author:	Stewart	Stewart	Stewart
Title & Edition:	Calculus <i>5/e</i>	Single Var Calc: <i>5/e</i>	Multivar Calc <i>5/e</i>

Thomson Learning's Pledge to the Bookstore

Net Price (as invoiced to the Bookstore) II of May 15, 2004:

	\$ 80.80	564.80	SS8.40
(down from	5101.00	\$81.00	\$73.00)

Not subject to annual company price increase.

The Bookstore's Pledge to the Department

Retail Price as of June 15, 2004 at or below;

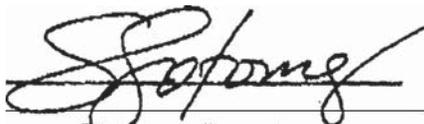
	\$109.50	\$ 87.75	\$79.00
(down from	\$136.50	\$109.50	\$98.75)

As part of the **Brain Advantage** program.

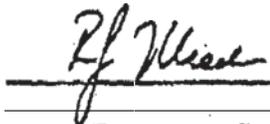
The Instructors' Pledge to the Bookstore and Students

The professors for the courses listed above will mention that the book is required for the students by the professor and department and will encourage the students to buy the books from the bookstore by informing the students of the special negotiated price available at the bookstore.

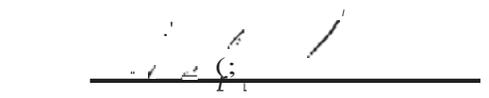
Our Signed Pledge



Thomson Learning
Sales Representative
Sylvia Sotomayor



Department Chair
Dr. Miech



Textbook Manager
Anne CoDum

4-19-04

Date

04-19-04

Date

4/19/04

Date

Adopted:

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS- -04

RESOLUTION ON ESTABLISHMENT OF AN INSTITUTE FOR POLICY RESEARCH

- 1 WHEREAS, The Institute for Policy Research will promote excellence in policy research design and
2 implementation and will provide expertise in research techniques, survey construction and
3 survey analysis, research design, data analysis, data interpretation, and report generation;
4 and
5
- 6 WHEREAS, The Institute for Policy Research is designed to supply expertise and quality research
7 services to the Cal Poly community, including the provision of support for university level
8 evaluation and/or strategic planning that require research design, survey construction, data
9 analysis, and data management; and
10
- 11 WHEREAS, The Institute for Policy Research is designed to support research and professional
12 development while encouraging interdisciplinary academic scholarship on the Cal Poly
13 campus; and
14
- 15 WHEREAS, The Institute for Policy Research will coordinate with the academic mission of the campus
16 to provide short courses and workshops in research design, survey construction and survey
17 analysis, research implementation, data analysis, and report generation; and
18
- 19 WHEREAS, The Institute's consulting services will be available to meet the research needs of public-
20 and private-sector agencies and organizations; and
21
- 22 WHEREAS, The Institute for Policy Research will generate a revenue stream through its consulting
23 work which will be reinvested in professional development for faculty and student
24 research, computing technology, campus labs, data generation and administration, and
25 financial support for faculty experts, research assistants, and interns; and
26
- 27 WHEREAS, The Institute for Policy Research will foster excellence in both its academic mission and in
28 its consulting capacity; and
29
- 30 WHEREAS, Conceptual approval of the Institute has been obtained from the Deans' Council and
31 endorsements have been obtained from the Office of Research and Graduate Programs and
32 the College of Liberal Arts; therefore be it
33
- 34 RESOLVED: That the Academic Senate of Cal Poly endorse the proposal to establish the *Institute for*
35 *Policy Research*.

Proposed by: Linda Valenty, Jennifer Ryder Fox, Joe Grimes, Jerry Hanley,
Dianne Long, Ulric Lund, William Siembieda, John Soares
Date: October 25, 2004

INSTITUTE FOR POLICY RESEARCH (IPR)

California Polytechnic State University

San Luis Obispo

Proposal to Establish an Institute

Prepared By:

Cal Poly Institute for Policy Research Steering Committee

Members: Linda Valenty, Jennifer Ryder Fox, Joe Grimes, Jerry Hanley, Dianne Long, Ulric Lund, William Siembieda, John Soares

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Mission Statement

The Institute for Policy Research at Cal Poly is a research organization designed to operate as an integral part of the academic environment on this campus. The Institute operates as a model for excellence in policy research while providing consulting services on various aspects of research design, methodology, and implementation. Other research programs and centers can affiliate with the Institute. The Institute for Policy research anticipates that it will function in the presence of other ongoing and newly developed centers and institutes operating under the auspices of Cal Poly; the existence of the IPR does not preclude the existence of other research institutes, in fact it welcomes opportunities for collaboration as well as competition. IPR services are made available to the Cal Poly campus, government agencies, non-profit entities, and private industry. The Institute provides opportunities for professional development through research and consulting for governmental organizations and private industry. The Institute is designed to generate datasets that are associated with the institute and available for ongoing projects; provide consulting for on-campus research design and implementation efforts; develop specific expertise in research design and methodology; certify faculty research associates; facilitate student internships; and develop a site for housing, organizing, and analyzing institutional-level data. The Institute's academic mission includes the provision of short courses and workshops for faculty, staff, and students. Courses will provide training in research design, quantitative and qualitative analysis, data interpretation, and report generation. Income generated by the Institute will be used to enhance specialized tools infrastructure and resources that will support access and outreach so that faculty and staff/students may conduct effective policy related research; to build and market valuable data sets; to provide support for professional development and faculty/student research; and, to provide financial support for faculty experts, research associates, and interns.

Objectives

The Institute for Policy Research is designed to accomplish the following objectives:

The Institute is a non-profit, non-partisan organization established for educational, research, and service purposes. Any university research based organization can choose to affiliate with the Institute.

The Institute will promote excellence in policy research design and implementation, and participate in education, research, and testing, through a combination of interrelated programs of an applied nature involving students, faculty, and experts.

The Institute is designed to support interdisciplinary academic scholarship on the Cal Poly campus. As part of this objective the Institute will conduct original research.

The Institute is designed to provide consulting services for quantitative and qualitative policy research. The Institute will provide expertise in research techniques, survey construction and survey analysis, research design, data analysis, data interpretation, and report generation. Affiliated research programs and centers can participate in provision of resources. The Institute's consulting services will be available to meet the research needs of public- and private-sector agencies and organizations.

The Institute will coordinate with the academic mission of the campus. In so doing it will provide short courses and workshops in research design, survey construction and survey analysis, research implementation, and data analysis. These courses will be available to students, faculty, and staff at Cal Poly and will eventually be offered to the wider academic community.

The Institute is designed to supply quality research services to the Cal Poly community, including the provision of support for university level evaluation and/or strategic planning that require research design, survey construction, data analysis, and data management. For example, the IPR can meet university needs by assisting with the development and implementation of NSF Course, Curriculum, and Laboratory Improvement (CCLI) grants. Faculty often require assistance in designing the required evaluation and assessment activities associated with these grants. The Institute can support faculty in designing evaluation and assessment tools and in the analysis and interpretation of resulting data. In the case of the Adaptation and Implementation (A&I) program, the NSF requires both assessment of student learning *and* proof of expertise in assessment. Since the IPR steering committee includes several scholars with strong backgrounds in quantitative methodology and extensive experience in assessment and evaluation, proof of expertise may be easily demonstrated. Consultation with experts associated with the Institute will enhance grant applications and will provide support for data gathering, analysis, and interpretation required by NSF.

The Institute will generate a revenue stream through its consulting work. These funds will be reinvested in professional development for faculty and student research, computing technology, campus labs, data generation and administration, and financial support for faculty experts, research assistants, and interns.

The Institute will foster excellence in both its academic mission and in its consulting capacity.

Benefits to Government and Business

The Institute will:

- Provide a clearinghouse of faculty to serve as consultants, both individually and in groups through contracted work.
- Conduct workshops designed for government and business on policy and policy analysis related to economics, education, health, welfare, criminal justice, energy, agriculture, and the environment.
- Publish papers, reports, books, and other relevant documents to benefit state and local government, industry working within regulatory environments (for example PGE, Duke Power), interest groups, and other organizations with an interest in policy research.
- Provide a source for multidisciplinary expertise prepared to design, conduct, implement, and interpret quantitative and qualitative policy research.
- Facilitate networking and joint projects between organizations with similar interests and projects.

- Provide consultation on policy research design, methodology, implementation, analysis, and interpretation.
- Provide consultation on issues of survey research including sampling techniques, survey instrument design, question design, use of specific types of surveys, data analysis, data interpretation, and report generation.

While the Institute may have its primary relationships with organizations within two hours driving distance from Cal Poly, it is expected that the Institute will also serve agencies and business organizations within the State of California. The Institute will be available to work together with other policy research institutes e.g., the California Public Policy Institute, for partnership activity on policy issues important to California.

Potential for External Funding

The Institute for Policy Research would be positioned to contract with a variety of public and private organizations including San Luis Obispo County, Monterey County, Santa Barbara County, City of San Luis Obispo, City of Santa Barbara, City of Santa Maria, City of Morro Bay, City of Atascadero, City of Paso Robles, City of Arroyo Grande, City of Grover Beach, City of Pismo Beach, Economic Vitality Corporation (EVC), Atascadero State Hospital, California Men's Colony, Paso Robles Boy's School, Regional Air Quality Board, California Regional Water Quality Board, Economic Opportunity Commission, United Way nonprofit agencies, Cuesta College, Cal Poly State University, Hancock College, Vandenberg AFB, Pacific Gas and Electric, Duke Energy, The California State University, State of California (competitive grants), Caltrans.

The IPR is in a unique position to provide consulting services to local governmental and nonprofit organizations as well as those that deal with governmental regulations. Faculty and student project teams will be organized to work on activities that call for specialized analytical or research skills, including surveys, public opinion polling, focus groups, data analysis, and in-depth case studies. Research can focus on anyone of the following issues among others: economics/finance, education, the environment, homeland security, energy issues, human services, natural resources, transportation, criminal justice, anti-poverty, agriculture, housing, urban planning, agro-tourism (e.g, wineries, state parks).

Association with the Center for Practical Politics

The Institute for Policy Research will be associated with the existing Center for Practical Politics, which is now housed in the Department of Political Science. The Director of the Center for Practical Politics has agreed that it will be mutually beneficial for the Center to exist under the auspices of the Institute for Policy Research and has further agreed to commit financial resources to assist in meeting start-up expenses for the Institute.

The Institute for Policy Research and Other University Institutes, Centers, and Departments

The Institute for Policy Research functions as a university-level interdisciplinary research institute. The presence of the IPR in no way precludes the existence and operation of other university institutes and centers. In the interest of stimulating exemplary research at Cal Poly, the IPR looks forward to collaboration with other institutes, centers, and departments. For example, there is potential for collaboration and advisory relationships to support the survey research components of research projects in the Food Science & Nutrition department; Natural Resource Management (including Recreation Administration), and the California Institute for the Study of Specialty Crops, among many others.

The Institute for Policy Research and Graduate Research Opportunities:

The IPR will associate with the new Master of Public Policy (MPP) program as well as other graduate programs on campus. This association will allow the provision of policy research assistantships to graduate students, and will facilitate large research projects undertaken in advanced graduate courses. As an example, the MPP extends opportunities for research activity to its graduate students through the PoLS 590 Graduate Seminar within which MPP students undertake and implement research for SLO agencies and other public organizations. The IPR can assist with organization, design, and implementation of these types of research projects. As an integral part of its association with campus graduate programs, the IPR will also develop and offer graduate research internships.

The Institute for Policy Research Lab

The Institute for Policy Research has, with the assistance of Dean Harry Hellenbrand and Vice Provost Jerry Hanley, completed an on-campus lab to facilitate, organize, and enhance research associated with the IPR. The IPR lab currently exists in Building 47 - Room 14B. The room has been upgraded through the TII infrastructure buildout and will be available for use by Fall Quarter, 2004. We have developed the IPR lab through existing campus resources and the support of Dean Hellenbrand and Vice Provost Hanley. Dean Hellenbrand allocated \$4,232 to upgrade the security, provide an alarm system, and to purchase ergonomic chairs for the lab. Vice Provost Hanley included the lab in the TII infrastructure buildout to allow for enhanced capability. In addition, the College of Liberal Arts has donated five reconditioned computers to the lab; Facility Services Surplus donated furniture; IT has donated five additional workstations, three filing cabinets, a laser printer, as well as networking; and, we have negotiated free installation for telephone lines with Telecommunication Services. Finally, a successful lottery grant written by our Steering Committee Chair, Dr. Linda Valenty, allowed for a state of the art Dell administrator computer to add to the configuration, which now includes ten computer stations in addition to the administrator's computer, networked and ready for research, polling, and survey administration needs. Dr. Valenty has recently applied for another lottery grant for an additional high-speed computer and a color laser printer.

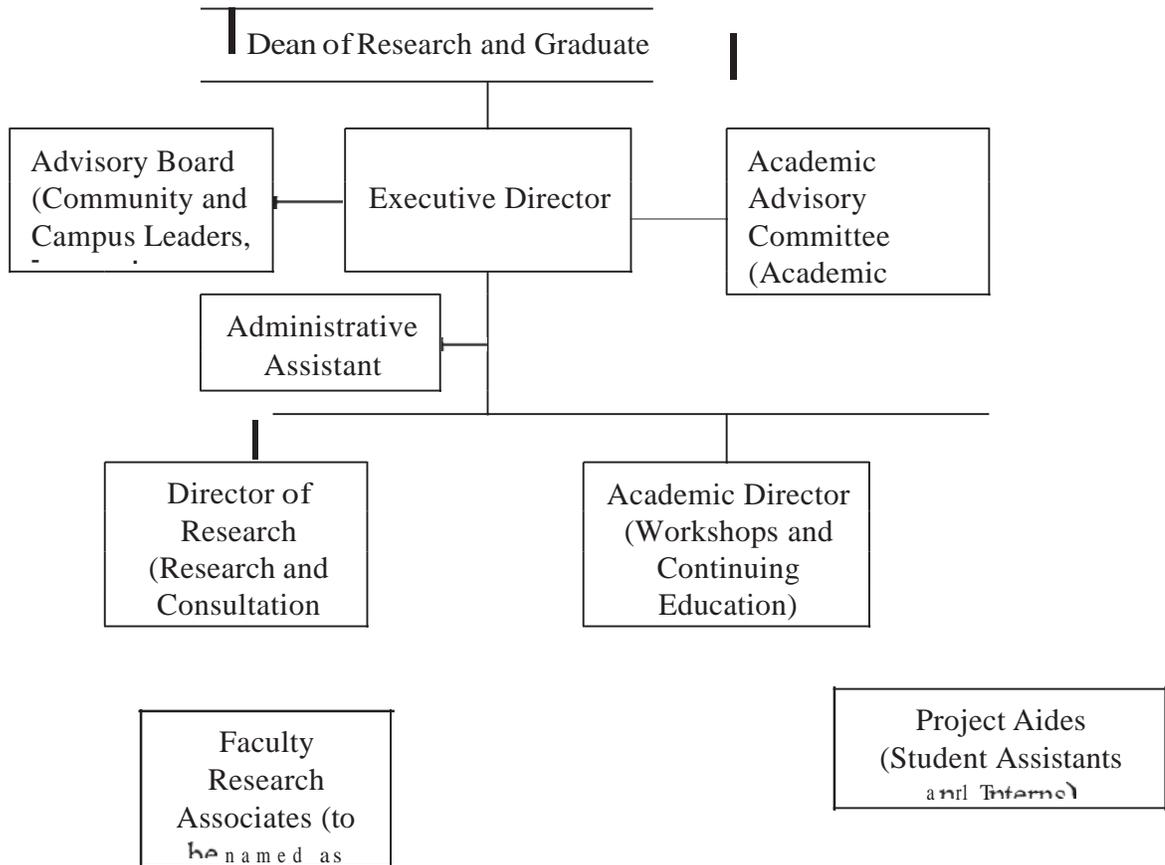
Benefits to University, Faculty, and Students

The Institute will:

- Provide support for academic scholarship among the University's faculty and students.
- Enhance the academic reputation of the University.
- Generate revenue that will be reinvested in professional development and campus laboratories.
- Support professional development for faculty.
- Provide a variety of consultation services to the campus community, including research design, implementation, analysis, and presentation of results.
- Serve as a learning laboratory for graduate and undergraduate students at the University.
- Provide high quality policy research services to Cal Poly, including academic and administrative units of the University who may need consultation regarding data for evaluation and/or strategic planning purposes.
- Foster close working relationships between the Cal Poly University community, industry professionals, governmental agencies, and businesses working within regulatory environments.
- Provide opportunities for students to gain internships or co-op positions with governmental and business employers prior to graduation.
- Enhance Cal Poly's visibility with future employers and contributors.
- Serve to enhance and market educational opportunities at Cal Poly to high schools, junior colleges, and to the international marketplace.
- Provide continuing education for Cal Poly faculty, staff as well as employees of governmental and business organizations.

Organizational Structure

Cal Poly's Institute for Policy Research Recommended Initial Organizational Structure



Budget Estimates

The Policy Research Institute will spend the first year hiring a director, developing a core team of faculty to participate in the activities of the fustitute, and consummating contracts on projects appropriate for the fustitute. It is anticipated that undertakings will include those that are in support of larger projects under contract by Cal Poly and those that are contracted directly by the fustitute.

The Policy Research Institute anticipates a need for start-up funding of \$50,000 over three years from Cal Poly Research and Graduate Programs to launch its efforts. The following is a budget based on the assumption that there are research opportunities in the areas indicated in the proposal.

IPRBudget (July 1 - June 30)

Revenues	Year 1	Year 2	Year 3
Seed money - Research and Graduate Programs	28,050	\$21,950	\$0
Research Projects	\$15,000	\$75,000	\$250,000
Total Revenues	\$43,050	\$96,950	\$250,000
Expenses			
Executive Director (.25 Yr. 1, .5 Yr. 2, 1.0 Yr. 3)	\$20,000	\$40,000	\$80,000
30% Benefits	\$0	\$12,000	\$24,000
Administrative Assistant (0 Yr 1, .5 Yr. 2, .5 Yr. 3)	\$0	\$19,000	\$19,000
30% Benefits	\$0	\$5,700	\$5,700
Phone, Office Supplies, Copying, Etc.	\$500	\$1,000	\$7,500
Promotional Materials (flyers, advertising)	\$1,000	\$1,000	\$3,000
Student Assistants	\$3,500	\$2,500	\$8,000
Faculty Salaries (Academic Research) Director, Director of	\$10,000	\$10,000	\$30,000
Travel	\$500	\$500	\$10,000
Total Expenses	\$35,000	\$91,700	
Foundation administration fee (5%)	\$1,775	\$4,585	\$360
Grand Total Expenses	\$37,275	\$96,285	
Net to Reserve	\$5,775	\$5	\$53,440

Appendix A: Organization and Administration

BYLAWS INSTITUTE FOR POLICY RESEARCH

California Polytechnic State University
San Luis Obispo, California

These bylaws are applicable within the authorization established by the Board of Trustees of the California State University (CSU) and the California Polytechnic State University (Cal Poly).

ARTICLE I - NAME

The name of this organization shall be the California Polytechnic State University's Institute for Policy Research, referred to in these Bylaws as the IPR.

ARTICLE II - PURPOSE

Section 1 - Direction: The IPR is a non-profit, non-partisan organization established for educational, research, and service purposes. The IPR will promote excellence in policy research design and implementation, and participate in education, research, and testing, through a combination of interrelated programs of an applied nature involving students, faculty, and experts.

Section 2 - Policies: The policies of the IPR shall be in harmony with the policies of the California State University and the California Polytechnic State University.

Section 3 - Dissolution: In the event the IPR is dissolved, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to the division of Research and Graduate Programs of the California Polytechnic State University, San Luis Obispo.

ARTICLE III - PARTICIPANTS

Section 1 - Class of Participants: Participants may be faculty, staff, and students of the California Polytechnic State University, San Luis Obispo, and consultants, research associates, and others interested in the Institute.

Section 2 - Approval to Participate:

- a. Eligibility to Participate: All interested faculty, staff, and students of the California Polytechnic State University, San Luis Obispo, are eligible to participate in the IPR, if so requested by the individual and approved by the Institute. All consultants, research associates, and others interested in the institute and not in the employ of the university are required to have written agreements with either the University or the Foundation to serve the IPR and its programs.
- b. Request for Participation: Any qualifying individual interested in an IPR program may request to participate (see class of participants for criteria for participation).
- c. Acknowledgment of Participation: The Executive Director of the IPR shall acknowledge participants.

Section 3 - Terms: Terms of participation shall be determined by the IPR Executive Director and shall conform to the duration of the Institute project(s) in which participants are involved.

ARTICLE IV - IPR ADMINISTRATION

Section 1 - Administration:

The recommended initial IPR Administration shall include an Executive Director, an Advisory Board, an Academic Advisory Committee, a Director of Research, and an Academic Director. The Executive Director will report to the Dean of Research and Graduate Programs. The first Director will be appointed by the Dean of Research and Graduate Programs based on the recommendation of an IPR Search Committee. The position will have no specified term of office. The Director will be reviewed annually by the Dean of Research and Graduate Programs, with input from the advisory groups, the Director of Research, the Academic Director, and the IPR participating faculty. The dean will either reappoint the director or recommend replacement. Should replacement become appropriate, the same recruitment and appointing procedure for the initial appointment will be used. Future director appointments will be made by the Dean of Research and Graduate Programs based on a recommendation of an IPR Search Committee, and the Advisory Board of the IPR. Annually, the Executive Director, together with an Oversight Committee, will review the organizational structure and make appropriate changes.

The Executive Director will either be a faculty member with released time, or a professional in the field who is hired externally. This decision will be made by the Dean of Research and Graduate programs based upon the recommendation of the IPR Search Committee. The Executive Director will oversee and be responsible for the Institute's administrative and academic missions, manage outreach to the broader community, and coordinate fund-raising and business operations. The Executive Director will establish an Advisory Board, comprised of administration, faculty and off-campus experts to provide broad oversight to the Institute.

The Executive Director will begin to appoint staff when necessary and as consistent with funding and program resources. At such time as it becomes feasible and appropriate, the Executive Director will name an Academic Director, typically, but not necessarily, a faculty member on release time paid by the Institute, to oversee workshops and continuing education offered by the Institute. The Academic Director will coordinate with an Academic Advisory Committee, drawn from deans, department chairs and faculty members.

When necessary, and as consistent with funding and program resources, the Executive Director will also name a Director of Research who will oversee research projects, faculty associates conducting research under the auspices of the IPR, and research consultation provided by the IPR. The Director of Research will be a member of the faculty on release time paid by the Institute.

Research projects developed and implemented under the auspices of the Institute will be overseen by the Executive Director and the Director of Research and will be managed by professors of the University, who will be responsible for the academic and professional quality of each individual policy research endeavor.

Section 2 - Staff: Support personnel may include an Administrative Assistant / Web Site Coordinator, a research support technician (providing support in software and database management), student project aides, and student interns.

ARTICLE V - ADVISORY BOARD

Section 1 - Composition: There shall be an Advisory Board overseeing the operation and activities of the IPR. The Advisory Board shall be composed of no fewer than three, no more than six members to be drawn from Industry, Government, and Academia with the appropriate expertise and background. After the first year of IPR operation, one participant shall be named who has actively been involved in Institute projects during the previous 12 months.

Section 2 - Membership: Membership is determined as follows:

- a. Members of the initial Advisory Board shall be appointed by the majority vote of the IPR Steering Committee. Placement on the advisory board will thereafter be accomplished through a call for nominations by the Executive Director and a majority vote of the Advisory Board.

- b. The Advisory Board will elect a chair to serve for three years. The chair of the Advisory Board will serve on the Advisory Board one more year after finishing as chair, to provide guidance and continuity.
- c. After the first year of operation, the Executive Director shall call for nominations for the Active Research Member position on the Advisory Board. The Advisory Board makes the final selection.

Section 3 - Meetings: The Advisory Board shall, at a minimum, meet twice per year. Minutes of these meetings shall be available to the Dean of Research and Graduate Programs.

Section 4 - Duties: The Advisory Board shall provide advice and general guidance related to the business activities and affairs of the IPR. The Executive Director shall implement those recommendations.

Section 5 - Conduct of Meetings: Meetings shall be governed by *Robert's Rules of Order*, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with policies of the CSU and/or Cal Poly.

ARTICLE VI - ACADEMIC ADVISORY COMMITTEE

Section 1 - Composition: There shall be an Academic Advisory Committee overseeing workshops and continuing education provided by the IPR. The Academic Advisory Committee shall be composed of the Academic Director of the IPR, a representative from Continuing Education, and the Director of the Center for Teaching and Learning. Three additional members of the Academic Advisory Committee will be chosen from department chairs and/or faculty members. These three additional members will be nominated by the IPR Advisory Board and approved by the Dean of Research and Graduate Programs.

Section 2 - Purpose: The Academic Advisory Committee shall provide advice and comment to the Executive Director and the Advisory Board on IPR workshops and continuing education programs.

Section 3 - Meetings: The Academic Advisory Committee shall meet at least twice a year to review IPR programs and to provide general direction to the IPR. The Committee may elect to meet for special purposes at any other time, upon agreement of a majority of Committee members.

Section 4 - Number Constituting a Quorum: A majority of Committee members shall constitute a quorum.

ARTICLE VII - FISCAL POLICIES

Section 1 - Fiscal Year: The fiscal year shall be in accordance with that of the University.

Section 2 - Accounts and Audits: The books and accounts of the IPR shall be kept by the Cal Poly Foundation in accordance with sound accounting practices, and shall be audited annually in accordance with University Foundation policies.

ARTICLE VIII - OPERATING GUIDELINES

The Advisory Board may develop operating guidelines to implement these Bylaws.

ARTICLE IX - AMENDMENTS

The Bylaws may be amended by a 2/3 vote of the members of the Advisory Board voting at any meeting of the IPR. Each member shall have two (2) weeks advance written notification of the proposed amendments.