



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, January 25, 2005
UU220, 3:10 to 5:00pm

- I. Minutes:
Approval of the Academic Senate Executive Committee meeting minutes of November 30, 2004 and January 4, 2005 (pp. 2-4).
- II. Communication(s) and Announcement(s):
- 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 proposals: Elrod, chair of the Curriculum Committee.
- V. Business Item(s):
 - A. Academic Senate/universitywide committee vacancies 2004-2006: (p. 5).
 - B. Appointment of non-CENG faculty members to the Consultative Committee for the Selection of Dean, CENG (p. 6).
 - C. Resolution on Final Assessments: Schaffner, chair of instruction Committee (pp. 7-9).
 - D. Resolution on Amendment to the *Constitution of the Faculty* (Representation for the College of Education): Executive Committee (pp. 10-12).
- VI. Discussion Item(s):
- VII. Adjournment:


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ACADEMIC SENATE

MINUTES OF
The Academic Senate Executive Committee
Tuesday, November 30, 2004
00220, 4:40-5:00 p.m.

Preparatory: The meeting was opened at 4:40 p.m.

- I. Minutes: None.
- II. Communication(s) and Announcement(s): None.
- III. Reports:
 - A. Academic Senate Chair: None.
 - B. President's Office: None.
 - C. Provost Office: None.
 - D. Statewide Senators: None.
 - E. CFA Campus President: None.
 - F. ASI Representative: None.
 - G. Other: None.
- IV. Consent Agenda: None.
- V. Business Items:
 - A. **Appointment to Art and Design Academic Program Review Committee:** Thomas Fowler from Architecture. M/S/P to approve the appointment.
 - B. **[Closed Session - Honorary Degree Discussion]**
 - C. **Description for Dean CENG position:** Mike Suess, Associate VP for Academic Personnel. Suggestions are requested for the presented draft announcement advertising the position of Dean for the College of Engineering. The draft is patterned after recent recruitments for Deans' positions therefore language is not particularly different from previous searches.
 - D. **Proposed change to policy governing make-up of search committee:** Mike Suess, Associate VP for Academic Personnel. The proposed change addresses some concerns with the number of faculty from the same department who are elected to serve on search committees. MIS/P to approve the following CAM change:
315.2 Appointment of deans of Instructional Colleges
 - A.1. Four faculty members from the college where the vacancy occurs, elected by the faculty. No more than ~~two~~ one of the four faculty members can be appointed from the same department.
- VI. Discussion Item (s): None.
- VII. Adjournment: meeting was adjourned at 5:00 p.m.

Submitted by,


Gladys Gregory
Academic Senate

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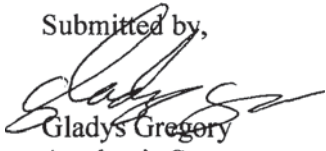
MINUTES OF
The Academic Senate Executive Committee
Tuesday, January 4, 2005
VU220, 3:00-5:00 p.m.


Preparatory: The meeting was opened at 3:15 p.m.

- I. Minutes: The minutes for the Executive Committee meeting of November 2, 2004 were approved as amended:
 - V. Business Items:
 - D. Resolution on Equitable Scholarly Publishing Practices: Hannings, Academic Senate Chair. This resolution request that faculty members consider their relationships with Elsevier and other large scale publishers in regard to the continuous increase in subscription charges. It was decided to send this resolution to the Academic Senate Library Committee for their review of content and for advice on the recommended position Cal Poly should take on this matter.
- II. Communication(s) and Announcement(s):
 - A. Nominations for Wang Family Excellence Award: (Hannings) The purpose of this award is to recognize those CSU faculty members who have distinguished themselves by exemplary contributions and achievements. Nominations must be sent to the Provost Office by Monday, February 14, 2005. If you have any questions, please contact Bonnie Long at ext. 62187.
 - B. Distinguished Research, Creative Activity and Professional Development Award: (Giberti) This award recognizes the varied scholarship of both junior and senior faculty across a wide range of disciplines. The deadline for nominations is Monday, January 10, 2005. More information is available at [www.calpoly.edu/-acadsen/research award.html](http://www.calpoly.edu/-acadsen/research_award.html)
- III. Reports:
 - A. Academic Senate Chair: (Hannings) several comments were received regarding the newly implemented registration process after a request for comments was sent to all faculty. A new request for further comments will go out to all faculty tomorrow. The Academic Senate Instruction Committee is meeting Monday to review and discuss all comments received. Discussion continues by the past four Academic Senate chairs in regards to the representation for the College of Education. A review of Robert's Rules of Order indicates that abstentions are never counted towards a majority vote. President Baker has responded to some of the latest resolutions including the revision of bylaws for Research and Professional Development Committee as well as the Faculty Dispute Review Committee. The response regarding the use of the president's on-campus residence for a temporary faculty-staff club indicates an unwillingness to do something permanent at this time and indicates the need for a business plan. (Zuur) There has been a lot of questions from faculty and students regarding the new registration process but overall everything is going well. With the new process, 938 e-permits were issued on the first day of class. (Detweiler) Cal Poly is experiencing an enrollment challenge at this time but the new registration process is just one of the factors affecting the enrollment target. Two other factors that are affecting enrollment include the decreased number of continuing students but most importantly is the additional 300-FTS that was added after admissions were closed. Additional transfer students will be admitted during spring quarter in order to meet the enrollment target.
 - B. President's Office: (Howard-Greene) The Legislature is back in session and the Governor will give a state of the state report on Wednesday.

- C. Provost Office: (Detweiler) The strategy for the current enrollment situation is to make it through the end of the academic year without having a baseline budget reduction, then enrollment can be increased for next year. Applications remain strong, with about 1,000 additional applications, and even though there are short-term challenges the future remains strong.
 - D. Statewide Senators: None.
 - D. CFA Campus President: None.
 - E. ASI Representative: None.
 - F. Other: None.
- IV. Consent Agenda: **Curriculum proposals:** Additional documents will be presented at the January 18 meeting.
- V. Business Items:
- A. **Academic Senate/universitywide committee vacancies 2004-2006:** The following appointments were made:
 - College of Engineering
Sustainability Committee Jim Harris
 - Research and Professional Development Committee Jordi Puig-Suari
 - College of Science and Mathematics
Gerald Demers from Kinesiology was appointed internal reviewer for the Recreation, Parks and Tourism Administration program.
 - B. **Resolution on Accessibility to IT Resources:** Hanley/Bailey. This resolution requests the Academic Senate's endorsement of Cal Poly's efforts to develop an implementation plan and policy to ensure campus compliance with CSU policy and existing law governing accessibility to campus information technology resources. M/S/P to agendaize the resolution.
- VI. Discussion Item (s): None.
- VII. Adjournment: meeting was adjourned at 5:00 p.m.

Submitted by,


Gladys Gregory
Academic Senate



ACADEMIC SENATE COMMITTEE VACANCIES FOR 2004-2006

SUSTAINABILITY COMMITTEE

Executive Vice Provost for Institutional Planning	Linda Dalton (Ex Officio)
Vice Provost for Academic Programs & Undergraduate Education	David Conn (Ex Officio)
Director of Facilities Planning	Robert Kitamura (Ex Officio)
Energy and Utilities Manager	Dennis Elliot (Ex Officio)
Academic Dean	
College of Agriculture	2007 term
College of Architecture and Environmental Design	2007 term
Orfalea College of Business	Kate Lancaster, Accounting (2006 term)
College of Liberal Arts	Steven Marx, English (2006 term)
PCS	2007 term

ORFALEA COLLEGE OF BUSINESS

Faculty Affairs

Department

Fairness Board

COLLEGE OF LIBERAL ARTS

Student Grievance Board

Department

**ACADEMIC SENATE
Vacancy for 2004-2006**

College of Science and Mathematics	one vacancy (2004-06)
Orfalea College of Business	one vacancy (2004-05)

**UNIVERSITY-WIDE COMMITTEES
Vacancies for 2004-2006**

Advisory Committee on Workplace Violence
(1 Representative/1 Vacancy - must be nominated by the Academic Senate Chair)

Campus Fee Advisory Committee
Winter and spring quarter replacement for Elaine Chin

Student Health Advisory Committee
(1 Representative/1 Vacancy - Also serves on Health Services Oversight Committee)

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

ACADEMIC SENATE EXECUTIVE COMMITTEE

BALLOT

**TO ELECT TO THE CONSULTATIVE COMMITTEE
FOR THE SELECTION OF DEAN FOR THE
COLLEGE OF ENGINEERING**

Place a checkmark in the space provided to indicate your choice. Vote for no more than TWO individuals:

- | | | |
|-------|-------------------|---|
| _____ | Ahem, James | Agribusiness Department |
| _____ | Beckett, Jon | Animal Science Department |
| _____ | Greenwald, Harvey | Mathematics Department |
| _____ | Kaminaka, Stephen | BioResource & Agricultural Engineering Department |
| _____ | Lynn, Abraham | Architectural Engineering Department |
| _____ | Sena, James | Industrial Technology Department |

Adopted:

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

AS- -05

RESOLUTION ON
FINAL ASSESSMENTS

- 1 WHEREAS, The Final Examination section (484.1) in the Campus Administration Manual
2 (CAM) has not been revised since September 1982; and
3
4 WHEREAS, Since the 1982 revision of CAM, research in pedagogy has determined that
5 student outcomes may be measured in a variety of ways; and
6
7 WHEREAS, CAM 484.2 requires final examinations to be given in all courses, unless
8 exempted through a petition process; and
9
10 WHEREAS, Faculty may not always believe that final examinations are the best concluding
11 assessment measure for particular courses; and
12
13 WHEREAS, Faculty should be given the flexibility to determine and use the most appropriate
14 terminal assessment activities in their courses; and
15
16 WHEREAS, Some faculty in lecture courses have given final examinations during the final
17 week of instruction, in violation of CAM 484.1 and 484.2; and
18
19 WHEREAS, The week scheduled for final examinations is expected to be used by faculty and
20 students for significant assessment activities; and
21
22 WHEREAS, CAM 484.3 has raised confusion regarding the propriety of scheduling additional
23 final examination times during final examination week; therefore be it
24
25 RESOLVED: That the existing CAM 484.1-3 be replaced with the attached revised CAM 484.1-
26 3 language.

Proposed by: Academic Senate Instruction Committee
Date: December 20, 2004
Revised: January 12, 2005

CURRENT

CAM 484.1 Final Examinations

A. Lecture Courses

The university's schedule for final examinations for lecture courses will be included in each issue of the quarterly Class Schedule. The schedule, drafted by the Associate Dean, Educational Services, and approved by the Vice President for Academic Affairs, will designate an examination time for each time block in which lecture sections are normally scheduled. Examinations will be held at the time designated in the schedule and, unless the class and instructor have been notified otherwise, at the location in which the class was assigned to meet during the quarter.

The maximum time for which a facility will be allotted for a lecture section final examination is as follows: one hour for a section meeting one or two hours per week; two hours for a section meeting three hours per week; three hours for a section meeting four or more hours per week.

B. Nonlecture Courses

Final examinations in nonlecture courses will be held during the last class meeting in the regularly assigned meeting location.

PROPOSED

CAM 484.1 Final Assessments

A. Courses with Lectures & Seminars (other than I-unit courses)

Course activity, including assessments, shall continue through the week designated for final assessments for all courses with a lecture component. Faculty are required to meet with students at the scheduled final assessment period and will use the week designated at the end of the quarter for the final assessing of student work. Faculty should decide the pedagogically appropriate assessment activity: for example, exams, receipt of term papers or projects, presentations, etc.

The university's schedule for final assessment periods will be included in each issue of the quarterly Class Schedule. The schedule, drafted by University Scheduling Office and approved by the Vice President for Academic Affairs, will designate an assessment period for each time block in which lecture sections are normally scheduled and the location assigned.

Final assessments will be given in all sections of lecture and seminar courses unless exempt under the provisions contained in CAM 484.2.

The maximum time for which a facility will be allotted for final assessment is three hours.

B. Nonlecture Courses and I-unit Courses

Final assessments in nonlecture courses (labs/activity courses and I-unit courses) will be held during the last week of instruction in the regularly designated meeting time and location.

484.2 Final Examinations-Exempt Courses

Final examinations will be given in all sections of lecture and nonlecture courses unless exempt under the provisions contained in CAM 484.2. Examination exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student's performance in the course. Exemptions in the University Catalog' In unusual circumstances, a faculty member may petition for exemption after the course has begun. Requests for such exemption will be submitted in writing to the school dean through the department head for approval.

484.3 Final Examinations--Rescheduling

Under unusual circumstances, it may be deemed advisable to reschedule a final examination to be held at a time and/or location other than that for inclusion in the University Catalog. Requests for exemptions will be submitted in writing through the department chair for approval by the regularly scheduled. The instructor, in consultation with the Associate Dean, Educational Services, will determine whether the anticipated change can be made. If a suitable new time and location can be established, the instructor will then, in writing, submit the request through the department head to the dean of the school. The request will indicate the course and section to be changed, the reason for the request, the new time and place for the alternate examination, an indication that at least two-thirds of the class is in agreement with the change, and a statement that an examination will be held at the regularly scheduled time and place for those students who are unable or unwilling to attend the final examination at the rescheduled hour.

484.2 Exempt Courses

Assessment exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing an evaluation of the student's performance in the course. Exemptions ordinarily will be established at the time the course is proposed by the department for inclusion in the University Catalog. Requests for exemptions will be submitted in writing through the department chair/head for approval by the appropriate Dean with notification of approved exemptions sent to University Scheduling Office.

484.3 Rescheduling

A. Early Assessments

No final assessments shall be given prior to the scheduled final assessment period without written approval of the appropriate Dean and notification sent to University Scheduling Office at least two weeks before the final assessment.

B. Common Assessments

Courses with three or more sections may hold assessments during "common assessment" times designated by the University Scheduling Office with approval by the department chair/head and appropriate Dean. Faculty who have requests approved must notify the University Scheduling Office at least two weeks before the final assessment. Any student who is unable to attend the common assessment time due a conflict with another course's final assessment shall be permitted to arrange an alternate assessment time.

C. Alternate Assessments

Faculty may offer an additional assessment period during the final assessment week; however, the assessment must also be offered at the original time set aside in the class schedule. Courses with alternate assessment periods during the final period must notify the University Scheduling Office at least two weeks before the final assessment.

Adopted:

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

AS- -05

RESOLUTION ON AMENDMENT TO THE
CONSTITUTION OF THE FACULTY
(REPRESENTATION FOR THE COLLEGE OF EDUCATION)

- 1 WHEREAS, On June 4, 2004, the Academic Senate approved AS-616-04/RD&BK,
2 *Resolution on the Proposal to Rename the University Center for Teacher*
3 *Education to the College of Education*; and
4
5 WHEREAS, On June 28, 2004, President Baker approved this resolution; and
6
7 WHEREAS, The *Constitution of the Faculty* specifies that a minimum of three senators
8 represent each college in the Academic Senate; and
9
10 WHEREAS, The College of Education currently has only fourteen faculty members;
11 therefore be it
12
13 RESOLVED: That the Academic Senate of Cal Poly conduct a General Faculty
14 referendum to amend Article III.1.a of the current *Constitution of the*
15 *Faculty* as follows:
16
17 Article III, Section 1: Academic Senate Membership
18
19 a. Colleges with fewer than 30 faculty members shall elect two senators.
20 ~~All other~~ ~~Each~~ colleges shall elect three senators, plus one senator for each
21 thirty faculty members or major fraction thereof. Any academic unit not
22 housed within a college, which is otherwise not represented within the
23 Academic Senate, shall have an opportunity to obtain representation in the
24 Senate and/or University committees through a petition to the Academic
25 Senate Executive Committee. The unit, upon petition, may be allocated
26 one senator for each thirty full time faculty members or major fraction
27 thereof who are solely affiliated with that unit.

Proposed by: Academic Senate Executive Committee
Date: January 25, 2005

January 12, 2005

FORMULA USED TO DETERMINE NUMBER OF COLLEGE POSITIONS ON THE ACADEMIC SENATE

Article III.1.a&b of the *Constitution of the Faculty*:

College representation: Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or University committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full time faculty members or major fraction thereof who are solely affiliated with that unit.

PCS representation: One senator per each fifteen members, or major fraction thereof.

The number of college/PCS representatives in a given year is based on the prior year's number of full time faculty since these are the only numbers available at the time of election.

<u>College</u>	<u># of FT faculty 2003-04</u>	<u>Ratio of faculty to # of Senate reps</u>	<u># senators</u>
CAGR	109	1 senator for every 15.5 faculty members	7
CAED	76	1 senator for every 15.2 faculty members	5
OCOB	62	1 senator for every 12.4 faculty members	5
COE	18	1 senator for every 18.0 faculty members	1
CENG	119	1 senator for every 17.0 faculty members	7
CLA	154	1 senator for every 19.3 faculty members	8
CSM	154	1 senator for every 19.3 faculty members	8
PCS	63	1 senator for every 12.6 faculty members	5

<u>College</u>	<u># of FT faculty 2004-05</u>	<u>Ratio of faculty to # of Senate reps</u>	<u>senators</u>
CAGR	102	1 senator for every 17.0 faculty members	6
CAED	57	1 senator for every 11.2 faculty members	5
OCOB	49	1 senator for every 9.4 faculty members	5
COE	14	1 senator for every 14.0 faculty members	1
CENG	118	1 senator for every 16.6 faculty members	7
CLA	142	1 senator for every 17.0 faculty members	8
CSM	140	1 senator for every 16.6 faculty members	8
PCS	88	1 senator for every 14.4 faculty members	6

January 12, 2005

**EXCERPTS FROM THE *CONSTITUTION OF
THE FACULTY and the BYLAWS OF THE ACADEMIC SENATE***

Article 111.1 of the *Constitution of the Faculty* (Academic Senate Membership):

- a. Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or University committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full time faculty members or major fraction thereof who are solely affiliated with that unit.
- b. Designated personnel in Professional Consultative Services (excepting directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members, or major fraction thereof: (1) full time probationary or permanent Librarians; and (2) Full time probationary or permanent (a) Counselors; (b) Student Services Professionals [SSPs] I-, II-, and III-academically related; (c) SSPs III and IV; (d) Cooperative Education lecturers; (e) physicians; and (f) full time coaches holding a current faculty appointment of at least one year.

Article I.B.5 of the *Bylaws of the Academic Senate* (College Caucus):

All of the senators from each college or Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. Part time academic employees shall not be part of any college caucus.

Article VII.A of the *Bylaws of the Academic Senate* (Executive Committee Membership):

The Executive Committee shall consist of the officers of the Senate who serve the committee in like capacity, plus one senator from each college and one from Professional Consultative Services elected by the appropriate caucus. The CSU academic senators, the immediate past chair of the Academic Senate, and the Provost/Vice President for Academic Affairs or her/his designee are ex officio members. The Provost/Vice President for Academic Affairs is a nonvoting member. A quorum shall consist of the majority of the voting members.