



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, January 3, 2006
UU220, 3:00 to 5:00pm

- I. Minutes: Approval of the November 1, 2005 Executive Committee meeting minutes (pp. 2-3).
- II. Communication(s) and Announcement(s):
 - A. Faculty Referendum to Amend the *Constitution of the Faculty*: Formula for Determining Academic Senate Representation was passed by the General Faculty.
 - B. Josef Kasperovich (CAED) was elected to the Academic Senate as the representative for part time academic employees.
- 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:
- V. Business Item(s):
 - A. Academic Senate and University committee appointments/Senate committee chair appointments for 2005-2006: (pp. 4-5).
 - B. Resolution on Academic Senate Curriculum PCS Membership: Benedict, Interim Chair of the Curriculum Committee (p. 6)
 - C. Resolution on Academic Senate Description of the Sustainability Committee: Greenwald, Chair of the Sustainability Committee (pp. 7-10).
 - D. Resolution on Student Academic Employees: Foroohar, Chair of Faculty Affairs Committee (p. 11).
 - E. Resolution on Composition of Administrative Search Committees: Foroohar, Chair of the Faculty Affairs Committee (p. 12).
 - F. Resolution on Course Syllabi: Schnaffer, Chair of the Instruction Committee (pp.13-14).
- VI. Discussion Item(s):
 - A. Presentation to Senate of Greek community assessment results.
 - B. Adding a lecturer to the CLA dean search committee.
 - C. College of Education representation on the Academic Senate Executive Committee.
- VII. Adjournment:

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

MINUTES OF
The Academic Senate Executive Committee
Tuesday, November 1, 2005
00220, 3:00-5:00 p.m.

Preparatory: The meeting was opened at 3:10 p.m.

- I. Minutes: The minutes for the Academic Senate Executive Committee meeting of September 20, 2005 were approved.
 - II. Communication(s) and Announcement(s): None.
 - III. Reports:
 - A. Academic Senate Chair: (Hannings) Dr Bill Harris, Provost Designee, was in attendance until 3:30 p.m. to answer any questions and give a brief introduction. (Harris) Have been meeting with different deans to get an overview of the different colleges and the challenges they face. Will use available money to improve the institution but need help from faculty in identifying the problems and finding the best solutions. Come to this position expecting a partnership and a close working relationship with the faculty.
 - B. President's Office: None.
 - C. Provost Office: (Detweiler) Trustees across the system have made a commitment to close salary gaps for all employees, not just the President's salary, within the next 5 years.
 - D. Statewide Senators: (Menon) There is a statewide meeting Wednesday through Friday and will have a report at the next meeting.
 - E. CFA Campus President: (Foroohar) Everyone is urged to vote next week and to analyze the impact of proposition 75 and 76 on your own life.
 - F. ASI Representative: None.
 - G. Other: None.
 - IV. Consent Agenda: None.
 - V. Business Items:
 - A. Academic Senate and University committee appointments/Senate committee chair appointments for 2005-2006/7: The following appointments were made and approved:
 - College of Agriculture
Library Committee Wayne Howard, Agribusiness
 - College of Architecture and Environmental Design
Instruction Committee Gary Clay, Landscape Architecture
 - College of Engineering
Student Grievance Board Tali Freed, Industrial Engineering
- UNIVERSITYWIDE COMMITTEES
- | | |
|--|------|
| Intellectual Property Review Committee | |
| Art Chapman | CAED |
| David Shaw | CAGR |
| Harvey Levenson | CLA |
| Lynne Gamble | PCS |

Philanthropic Foundation

Jonathon Beckett, Animal Science - his name was added to the list of names submitted to Dr. Ogren for consideration.

ACADEMIC SENATE COMMITTEE CHAIR

Distinguished Scholarship Award Committee Don Choi, Architecture

Fairness Board Gregory Bohr, Social Sciences

- B. **Vacancies for administrative search committees:** The following faculty members were approved.

Dean of Library Services Search Committee

Wayne Howard - CAGR, Chris Yip - CAED, Barry Floyd - OCOB, Saeed Niku - CENG, Anita Hernandez - COE, and Barbara Mori - CLA

Vice President for Advancement Search Committee

Hany Khalil - CAGR, Al Hauck - CAED, and Carolyn Stefanco - CLA

Dean for the College of Liberal Arts Search Committee

Will Benedict - CAED and Steve Rein - CSM

- C. **Approval of internal reviewers:** Kurt Lo from the College of Engineering was approved as the internal reviewer for the Irrigation Training and Research Center. Harvey Greenwald from the College of Science and Mathematics was approved as the internal reviewer for the General Education Program.
- D. **Resolution on Establishment of the California Center for Construction Education:** Barbara Jackson, faculty representative for Construction Management. This resolution requests that the Academic Senate endorse the proposal to establish a California Center for Construction Education. The center provides Cal Poly with the opportunity to assist, with a rigorous outreach education program, those involved in the areas of built environment and capital projects as well as construction management. M/S/P to agendaize the resolution.

VI. Discussion Item (s):

- A. **Academic Calendar** - Each year David Conn's office sends potential calendars to many university groups including the Academic Senate who in turn refers it to the Instruction Committee for their review. The Instruction Committee makes a recommendation to the Executive Committee who in turn makes a recommendation to the Provost. This year the proposed calendars were sent officially to the Instruction Committee and unofficially to the Faculty Affairs Committee and unfortunately they came up with mutually exclusive recommendations. At this time, in order to avoid future problems, we must decide on procedures on how to select an alternative to having two Monday holidays. It was decided to send an e-mail to all faculty, explaining the two alternatives and asking them to contact their Senator with their preference, and a decision will be made on November 15, 2005.
- B. **College of Education representation on the Academic Senate Executive Committee** - due to the lack of time, this item will be discussed at the next Executive Committee meeting.

VII. Adjournment: meeting was adjourned at 5:00 p.m.

Submitted by,


Gladys Gregory
Academic Senate

Academic Senate Committee Vacancies for 2005-2007

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

Faculty Dispute Review Committee

Department

COLLEGE OF BUSINESS

Budget and Long-Range Planning Committee

Department

Curriculum Committee

(Must be Chair or a current member of their college curriculum committee)

COLLEGE OF EDUCATION

Distinguished Scholarship Award Committee

George Petersen

Department

Graduate Studies

Faculty Dispute Review Committee

Fairness Board

Grants Review Committee

Instruction Committee

Research and Professional Development Committee

Student Grievance Board

Sustainability Committee

COLLEGE OF ENGINEERING

Fairness Board

Department

COLLEGE OF SCIENCE AND MATHEMATICS

Cultural Pluralism Requirement Subcommittee

Department

Curriculum Committee

(Must be Chair or a current member of their college curriculum committee)

Distinguished Scholarship Award Committee

Fairness Board

PROFESSIONAL CONSULTATIVE SERVICES

	<u>Department</u>
<u>Faculty Affairs Committee</u>	
<u>Fairness Board</u> Chris Parker-Kennedy	DRC
<u>Student Grievance Board</u>	

**UNIVERSITY-WIDE COMMITTEES
Vacancies for 2005-2006/07**

	<u>Department</u>
<u>ASII Board of Directors</u> (1 Representative/1 Vacancy) Manzar Foroohar	History
<u>CAP Ad Hoc Editorial Coordination and review Committee</u> (2 Representatives/1 Vacancy)	
<u>Council on Student Success</u> 1-year term to replace Jean M. Williams who is on sabbatical (must be faculty member)	
<u>Faculty Development Grants Review Committee</u> (1 Representative/1 Vacancy)	
<u>Honors Council</u> (At least 1 from every college but preferably 2 from every college) College of Agriculture - 2 vacancies College of Architecture and Environmental Design - 1 vacancy College of Engineering - 1 vacancy College of Liberal Arts - 1 vacancy College of Science and Math - 2 vacancies Orfalea College of Business - 1 vacancy	
<u>Intellectual Property Review Committee</u> (9 Representatives/2 Vacancies) * Initial term; subsequent terms will be three years COB, 2005-2008 COE, 2005-2007*	
<u>Student with Disabilities Advisory Committee</u> (4 Representatives/1 Vacancy)	
<u>University Diversity Enhancement Council</u> Replacement for Johanna Rubba term 2005-2006	

ACADEMIC SENATE COMMITTEE CHAIRS

	<u>Department</u>
<u>Student Grievance Board</u> Alan Weatherford	Finance

Adopted:

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

AS- -06

RESOLUTION ON
ACADEMIC SENATE CURRICULUM PCS MEMBERSHIP

WHEREAS, The General Faculty membership of the Academic Senate Curriculum Committee was recently modified (AS-636-05); and

WHEREAS, The recent General Faculty membership change was aimed at creating a stronger link between representatives and the curriculum process; and

WHEREAS, This modification created confusion regarding the Professional Consultative Services (PCS) membership of the committee; therefore be it

RESOLVED: That the Academic Senate bylaws section 1.2.a (Academic Senate Curriculum Committee Membership) be amended as shown to clarify the PCS membership:

(Highlighted portions designate changes made to Curriculum Committee membership by Academic Senate resolution AS-636-05)

I. COMMITTEE DESCRIPTIONS

2. Curriculum Committee

a. Membership

General Faculty representatives from colleges shall be either (1) the current chair of their college curriculum committee, or (2) a current member of their college curriculum committee. The PCS representative shall be an academic advisor from one of the colleges. The ex officio members of the Curriculum Committee shall be the Provost/Vice-President for Academic Affairs or designee, the Dean of Library Services or designee, a representative from Academic Records, and an ASI representative.

Proposed by: Academic Senate Curriculum Committee
Date: October 25, 2005

Adopted:

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

AS- -06

RESOLUTION ON
ACADEMIC SENATE BYLAWS DESCRIPTION OF THE
SUSTAINABILITY COMMITTEE

1 WHEREAS, On October 26, 2004, the Academic Senate approved the Resolution on the
2 Creation of a Standing Sustainability Committee (AS-622-04); and
3

4 WHEREAS, the Sustainability Committee was charged with creating the bylaws description for
5 the committee; therefore be it
6

7 RESOLVED: That the Bylaws of the Academic Senate be amended to include:
8

9 12. Sustainability Committee

10 a. Membership

11 The ex officio members of the Sustainability Committee shall be
12 the Executive Vice Provost for Institutional Planning, the Vice
13 Provost for Academic Programs and Undergraduate Education, the
14 Director of Facilities Planning, the Manager of Engineering and
15 Utilities, one academic dean, and two ASI representatives.
16
17

18 b. Responsibilities

19 The Sustainability committee shall inform and support the
20 activities of other committees whose scope encompasses
21 environmental responsibility. The Sustainability Committee shall
22 make recommendations to the Academic Senate, as appropriate,
23 regarding the provisions of the Talloires Declaration.
24
25

Proposed by: Academic Senate Sustainability Committee
Date: November 4, 2005

The Talloires Declaration

(Signed by Cal Poly's President Warren Baker, April 23, 2004)

- 1) *Increase Awareness of Environmentally Sustainable Development*
Use every opportunity to raise public, government, industry, foundation, and university awareness by openly addressing the urgent need to move toward an environmentally sustainable future.
- 2) *Create an Institutional Culture of Sustainability*
Encourage all universities to engage in education, research, policy formation, and information exchange on population, environment, and development to move toward global sustainability.
- 3) *Educate for Environmentally Responsible Citizenship*
Establish programs to produce expertise in environmental management, sustainable economic development, population, and related fields to ensure that all university graduates are environmentally literate and have the awareness and understanding to be ecologically responsible citizens.
- 4) *Foster Environmental Literacy For All*
Create programs to develop the capability of university faculty to teach environmental literacy to all undergraduate, graduate, and professional students.
- 5) *Practice Institutional Ecology*
Set an example of environmental responsibility by establishing institutional ecology policies and practices of resource conservation, recycling, waste reduction, and environmentally sound operations.
- 6) *Involve All Stakeholders*
Encourage involvement of government, foundations, and industry in supporting interdisciplinary research, education, policy formation and information exchange in environmentally sustainable development. Expand work with community and nongovernmental organizations to assist in finding solutions to environmental problems.
- 7) *Collaborate for Interdisciplinary Approaches*
Convene university faculty and administrators with environmental practitioners to develop interdisciplinary approaches to curricula, research initiatives, operations, and outreach activities that support an environmentally sustainable future.
- 8) *Enhance Capacity of Primary and Secondary Schools*
Establish partnerships with primary and secondary schools to help develop the capacity for interdisciplinary teaching about population, environment, and sustainable development.
- 9) *Broaden Service and Outreach Nationally and Internationally*
Work with national and international organizations to promote a worldwide university effort toward a sustainable future.
- 10) *Maintain the Movement*
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**.

Adopted: October 26, 2004

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

AS-622-04

RESOLUTION ON
THE CREATION OF A STANDING SUSTAINABILITY COMMITTEE

- 1 WHEREAS, The Academic Senate adopted the Resolution in Support of Signing the
2 Talloires Declaration on May 27, 2003; and
3
4 WHEREAS, On August 21, 2003, the President accepted the Senate recommendation of
5 signing the Talloires Declaration, and on April 23, 2004 the University
6 signed the Talloires Declaration; and
7
8 WHEREAS, The tenth provision of the Talloires Declaration states the following:
9 "Maintain the Movement. ..
10
11 Establish a Secretariat and a steering committee to continue this
12 momentum, and to inform and support each other's efforts in carrying out
13 this declaration";
14
15 and
16
17 WHEREAS, The second clause of the Resolution in Support of Signing the Talloires
18 Declaration urged the President to create a universitywide steering
19 committee to be charged with implementing the provisions of the Talloires
20 Declaration; and
21
22 WHEREAS, The President rejected this request for a universitywide steering committee
23 in stating: "Cal Poly already has a number of committees whose scope
24 encompasses environmental responsibility"; and
25
26 WHEREAS, Effective communication and coordination among the various committees
27 whose scope encompasses environmental responsibility has been a
28 problem not only for Cal Poly but for many universities across the country;
29 therefore, be it
30
31 RESOLVED: That the Cal Poly Academic Senate create a standing sustainability
32 committee; and, be it further
33

33 RESOLVED: That this standing committee be charged with informing and supporting
: 34 - the activities of other committees whose scope encompasses
35 environmental responsibility; and be it further

36
37 RESOLVED: That this standing committee be further charged with making
38 recommendations to the Academic Senate, as appropriate, regarding the
39 provisions of the Talloires Declaration; and be it further.

40
41 RESOLVED: That this standing committee shall initially have the following ex officio
42 members: the Executive Vice Provost for Institutional Planning, the Vice
43 Provost for Academic Programs and Undergraduate Education, the
44 Director of Facilities Planning, the Energy and Utilities Manager, one
45 academic dean, two ASI representatives, as well as the voting members as
46 called for in the *Bylaws of the Academic Senate*.

Proposed by: Harvey Greenwald, CSM Senator

Date: September 2, 2004

Revised: September 21, 2004

Revised: September 27, 2004

Adopted:

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

AS- -06

RESOLUTION ON
STUDENT ACADEMIC EMPLOYEES

- 1 WHEREAS, Gaining teaching experience is an important part of many graduate programs; and
2
3 WHEREAS, Teaching practices of student employees have a direct impact on quality of
4 teaching and learning on our campus; and
5
6 WHEREAS, Cal Poly has not developed a policy regarding training, supervision and evaluation
7 of students who teach Cal Poly students; and
8
9 WHEREAS, Most academic departments have not developed policies and criteria for
10 employment and evaluation of their students who teach Cal Poly students;
11 therefore be it
12
13 RESOLVED: That the Academic Senate of Cal Poly recommend the formation of a committee
14 of Unit 11 representatives and appropriate administrators to develop a
15 comprehensive campus policy regarding employment and evaluation of students
16 who teach Cal Poly students; and be it further
17
18 RESOLVED: That the Academic Senate urge that these policies reflect the current University
19 practice of having departmental standards for appointment, evaluation and
20 retention of academic instructors; and be it further
21
22 RESOLVED: That the Academic Senate urge that these policies reflect both the CSU
23 classification and qualification standards for hiring students and appropriate
24 collective bargaining agreements covering use of student employees with teaching
25 responsibilities.

Proposed by: Academic Senate Faculty Affairs Committee
Date: December 4, 2005

Adopted:

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

AS- -06

RESOLUTION ON
COMPOSITION OF ADMINISTRATIVE SEARCH COMMITTEES

- 1 WHEREAS, "Shared governance" is necessary for the assurance of educational quality and the proper
2 functioning of an institution of higher education; and
3
- 4 WHEREAS, Procedures governing the creation of new, permanent or reassigned administrative
5 positions, public announcements about the existence of and/or formation of search
6 committees for such positions, and final hiring decisions are not clearly established and
7 publicized on our campus; and
8
- 9 WHEREAS, Vigorous participation of faculty from different disciplines and ranks in searches for
10 academic administrators-with recognition that the extent of that participation will vary
11 according to the role of the administrator-is one way to promote productive relationships
12 between faculty and campus administrators at Cal Poly; therefore be it
13
- 14 RESOLVED: That the Academic Senate of Cal Poly reaffirm its commitment to the principle of shared
15 governance, in particular, the obligation to provide full and meaningful consultation in the
16 creation of management personnel positions (MPPs) and the selection and appointment of
17 management personnel; and be it further
18
- 19 RESOLVED: That the Academic Senate affirm that shared governance requires (a) extensive faculty
20 involvement in MPP selection criteria and decisions at all levels, (b) timely interaction
21 with faculty representatives as management personnel positions are created, reassigned,
22 retitled, or reclassified, (c) candid and effective communication during MPP hiring
23 decisions, including explanations when decisions are contrary to faculty recommendations;
24 and be it further
25
- 26 RESOLVED: That the Academic Senate urge that where the MPP has significant involvement with
27 curriculum, faculty affairs, and/or instructionally related matters, faculty elected from
28 tenured, tenure-track and lecturer faculty comprise the majority of the selection committee;
29 and be it further
30
- 31 RESOLVED: That the Academic Senate urge Cal Poly administration, in partnership with faculty
32 governance, to review, revise, and publish policies and procedures for the creation of new
33 administrative positions and for searches to hire personnel for existing positions.

Proposed by: Manzar Foroohar, Statewide Academic Senator
Date: December 5, 2005

Adopted:

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

AS- -06

RESOLUTION ON COURSE SYLLABI

- 1 WHEREAS, A course syllabus allows students to understand course content, assessment procedures,
2 and general course requirements; and
3
- 4 WHEREAS, A course syllabus is of considerable help in aiding the decision-making process of
5 students concerning their course loads for the quarter; and
6
- 7 WHEREAS, A course syllabus is a compass and an agreement between the instructor and students of a
8 course; and
9
- 10 WHEREAS, A course syllabus allows the university assurance and information about course content
11 which follows the expanded course content contained in the course proposal; and
12
- 13 WHEREAS, Student success depends upon courses which consistently build upon one another, a
14 syllabus ensures adherence to course outlines, and it prepares students for the following
15 course in a sequence; and
16
- 17 WHEREAS, Conflicts mediated by the Fairness Board have arisen between students and instructors due
18 to insufficient explication of grading criteria in the syllabus; and
19
- 20 WHEREAS, Administrative access to syllabi is necessary for various purposes (e.g., program review,
21 accreditation, articulation, etc.); therefore be it
22
- 23 RESOLVED: That future catalogs use the attached Guidelines for a Course Syllabus replacing the
24 guidelines appearing on page 20 of the 2005-2007 catalog (Policies on the Rights of
25 Individuals, Statement on Student Academic Rights and Responsibilities); and be it
26 further
27
- 28 RESOLVED: That faculty shall follow the aforementioned Guidelines for a Course Syllabus; and be it
29 further
30
- 31 RESOLVED: That departments shall archive all syllabi in paper or paperless format, accessible to Cal
32 Poly faculty, staff, admirtistrators, or students; and be it further
33
- 34 RESOLVED: That department heads/chairs shall regularly verify that course syllabi are consistent with
35 Senate approved course proposals.

Proposed by: Academic Senate Instruction Committee
Date: December 15, 2005

Guidelines for a Course Syllabus

New Guidelines

The student has the right to a course syllabus, a written statement provided by the instructor during the first course meeting. The course syllabus will minimally include the following information:

- Instructor Information
 - Name
 - Office Location
 - Office Phone Number
 - Email Address
 - Office Hours
- Texts and required supplementary materials
- A list of course prerequisites (matching the list in the current catalog)
- Learning Outcomes
 - Statements describing what students should know or be able to do after taking the course
- Expanded Course Content
 - A detailed listing of topics covered in the course
- Field Trip Requirements (if applicable)
- Grading Policy
 - Frequency and types of exams, projects, homeworks and quizzes as appropriate to the course
 - Attendance policies
 - Description of the method used to determine final course grades
 - Cheating and plagiarism policies
- Other information to assure students' understanding of the nature and requirements of the course
- Disability Notice
 - "Students with disabilities are encouraged to contact the instructor during office hours to discuss their disability related needs. Use of Disability Resource Center services, including testing accommodations, requires prior authorization by the DRC and compliance with approved procedures."
- An optional disclaimer statement allowing the instructor to make minor syllabus adjustments during the course with adequate notice given to the students

NOTE: In addition to the guidelines above, GE courses must adhere to the syllabus guidelines outlined at <http://ge.calpoly.edu/GECourses/GESyllabus.htm>.

Old Guidelines (2005-07 Catalog, p. 20):

The student has the right to a statement at the beginning of each quarter providing: instructor's name, office location, office telephone number, and office hours; texts and supplementary materials required for the course; purpose of the course; prerequisites; requirements for grading; frequency and types of tests; and other information to assure student's understanding of the nature and requirements of the course.