

CAUFORNIAPOLYTECHNIC STATE UNIVERSITY

San Luis Obispo, California 93407 ACADEMIC SENATE 805.756.1258

MEETING OF THE ACADEMIC SENATE

Tuesday, January 17,2006 VU220, 3:10 to 5:00pm

- l. Minutes: Approval of minutes for the November 15 and November 29,2005 Academic Senate meetings (pp. 2-5).
- 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:
- V. Business Hem(s):
 - A Resolution on Academic Senate Curriculum PCS Membership: Benedict, Interim Chair of the Curriculum Committee, first reading (p. 6).
 - B. Resolution on Academic Senate Description of the Sustainability Committee: Greenwald, Chair of the Sustainability Committee, first reading (pp. 7-10).
 - C. Resolution on Course Syllabi: Schaffner, Chair of the Instruction Committee, first reading (pp. 11-12).
- VI. Discussion Hem(s):
- VII. Adjournment:

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

MINUTES OF The Academic Senate Tuesday, November 15,2005 UU 220,3:10 to 5:00 pm

- 1. Minutes: The minutes for the Academic Senate meetings of October 25, 2005 were approved.
- II. Communications and Announcements: A list offaculty members and librarians elected to search committees for Dean of Library Services, Vice President for Advancement, and Dean for the College of Liberal Arts is included for your review.

III. Reports:

- A. Academic Senate Chair: (Hannings) Social Hour hosted by the President's Office, will be held Thursday, November 17,2005 from 4-6 pm at the University House Patio. In addition, there will be a display of student projects from Nick Watry and Chris Yip's recent architecture classes that explore the development of a conference center at Cal Poly.
- S. President's Office: (Howard-Greene) President Baker is in Washington at the meeting of the Board of Directors of the National Association of State Universities and Land-Grant Colleges where he also convenes the commission on information technology for that group. While in Washington, President Baker also participated in meetings regarding the Business-Higher Education Forum's (BHEF) February 2005 report on Mathematics and Science Education, a report that he co-chaired. Together with Cal Poly alumnus and Raytheon CEO, Bill Swanson, President Baker is co-chairing a follow-up BHEF initiative to encourage education, business and government to work together to strengthen science, technology, engineering and mathematics in the U.S.
- Provost's Office: (Detweiler) On Monday, November 14 Cal Poly dedicated the Grant M. e. Brown Engineering Building in honor of a distinguished alumnus and in gratitude to his generous family. The campus has a formal process for approval of new college signs and all colleges are encourage to add identification signs but to keep in mind the required process. Tim Keams is taking the lead at the Provost request and with one-time money, to convert five classrooms into smart rooms and will commit to make another five smart room conversions next year. An ambitious goal, of\$40 million in donations, has been set for advancement. This goal will concentrate efforts in securing support for the new science building, construction management building, the Mustang Stadium, Engineering Plaza, and the Agricultural Technology Research Center. President Baker has signed offan advisory to have a student referendum on instructionally related activity fee for non-athletics activates. The referendum will increase this fee, which has not increased since it was implemented in 1970s, by \$10.00 per student per quarter and will be distributed at the college level. A commitment has also been made to renovate the campus radio station with identified onetime money. The formation of the Philanthropic Foundation continues to move forward.
- D. Statewide Senators: (Hood) A summary of the November 3 and 4 Statewide Senate meeting has available for review. Chancellor Reed announced that the Early Assessment Program (EAP) which is administered thru the CSU and assessment the college readiness of llth grade students in the areas of Math and English, has been declared one of the best by the Governor's Conference. Other issues discussed by Chancellor Reed included the review of

- General Education, systemwide target enrollment, the significant drop ofteacher education drop throughout the system, the increase in the rate of high school drop outs, and the enrollment drop of about 100,000 students in community colleges.
- £. CFA Campus President: (Foroohar) Now that the special election is over, and all propositions went down, CFA is focusing on bargaining. Bargaining will continued to address some ofthe main unresolved issues such as salary structure, FERP, workload issues, and grievance clauses.
- F. ASI Representatives: (Vaccaro)
- G. Other: None.
- IV. Consent Agenda: None.
- V. Business Item(s):
 - A. Resolution on Establishment of the California Center for Construction Education: Allan Hauck, Department Head for Construction Management. First reading. This resolution requests that the Academic Senate endorse the proposal to establish the 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. <u>MISIP</u> to move resolution to a second reading. <u>MISIP</u> to approve resolution.
 - B. Sense of the Senate: Recommendation Regarding Academic Calendar: Hannings, Academic Senate Chair. Each year David Conn's office sends potential calendars to many university groups including the Academic Senate who in tum refers it to the Instruction Committee for their review. The Instruction Committee makes a recommendation to the Executive Committee who in tum 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. We must choose either choice 1: Move what has normally been a Monday holiday to the previous Friday or choice 2: Take two Monday holidays but teach a Monday schedule on another day that week, to become the criteria for future calendar decisions. Final vote: Choice 1=18, Choice 2=17, Abstentions=6. No sense of the Senate.
- VI. Discussion Item(s): None.
- VII. Meeting adjourned at 4:45 pm.

Gladys Gregory,

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Academic Senate

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

MINUTES OF

The Academic Senate Tuesday, November 29,2005 UU 220,3:10 to 5:00 pm

- l. Minutes: None.
- II. Communications and Announcements:

III. Reports:

- A. Academic Senate Chair: (Hannings) Social Hour co hosted by the President's Office and the Orfalea College of Business, will be held Thursday, December 1,2005 from 4-6 pm at Veranda Conference Room. The Orfalea College of Business will give a free beverage (wine, beer, soft drink) to any attendee who brings any new toy to donate to the Toys-for-Tots campaign. Jeannine Richison, the Academic Senate representative on the University Union Advisory Board, would like some input on three projects being considering by university facilities. For suggestions, recommendations, or further information, please contact Jeannine Richison directly at 756-2134.
- B. President's Office: President Baker discussed the following issues:

 Many reports have been published in the last year or so regarding the ability of the United States to sustain leadership in scientific and technological areas when compared to other parts of the world such as China, India, and the European Union.

 President Baker co-chaired a January 2005 Business-Higher Education Forum report with Bill Swanson, Cal Poly alumnus and Raytheon CEO, and L. Dennis Smith, University of Nebraska President Emeritus. It documents the need to produce more high school graduates well prepared in science and mathematics and recommends comprehensive reform of U.S. mathematics and science education, with particular attention to the education and retention of teachers in these fields.

In the next few years, there will be a need for an estimated 290,000 mathematics and science teachers. The CSU and UC both are implementing programs to help address the growing need for mathematics and science teachers in California. The BHEF report recommends that business make it a priority to help strengthen mathematics and science education. One possible role business can play is to expand its support for the preparation and retention ofteachers. Business might for example provide professional development opportunities for teachers, including summer experiences that could include employment in applied research settings

Master Plan update - President Baker went on to review the current status of our effort to implement the campus master plan, including work currently underway on new academic facilities and housing for faculty, staffand students. We are trying to fmd ways to incorporate in new academic facilities more space for research, though the CSU space formulas don't at present recognize adequately the need for this space for both teaching and faculty development. Another issue related to capital funding is the need for student housing. A major reason why student who are accepted to Cal Poly don't attend is the lack of guaranteed 2 years of housing. The additional 2,700 beds on campus soon to be

under construction will allow Cal Poly to make that guarantee available to all new students

Enrollment - There has been a concern with the lack of funding for the additional 3% over the enrollment target. It was explained that if a campus is under its enrollment target there are financial consequences to deal with. !fa campus is 2% over its enrollment target, nothings happens, but if a campus is more than 2% over its enrollment target, it will receive additional funding. Cal Poly will received funds next fall for this year's additional enrolled students.

Attributes of a Cal Poly graduate - President Baker observed that we have not yet reached closure in our efforts to define the attributes of a Cal Poly graduate. He suggested that graduates need to be broadly educated. They should be able to communicate properly, work together in teams, and have appreciation for other cultures. They should also be literate in science and mathematics. Indeed, we should view science and mathematics as being integral to a liberal arts education.

- C. Provost's Office: None.
- D. Statewide Senators: None.
- E. CFA Campus President: None.
- F. ASI Representatives: None.
- G. Other: Senator Menon Introduced Dr. Mohammad Noori as the new dean ofthe College of Engineering. Dr. Noori presently holds the endowed RJ Reynolds Professorship at North Carolina State University and has 13 years of experience as head of two large academic departments at both private and state institutions.
- IV. Consent Agenda: None.
- V. Business Item(s): None.
- VI. Discussion Item(s): None.
- VII. Meeting adjourned at 5:00 pm.

Submitted by

Gladys Gregory, Academic Senate

Adopted:

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

AS- -06

RESOLUTION ON ACADEMIC SENATE CURRICULUMPCS 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 <u>from colleges</u> shall be either (1) the current chair of their college curriculum committee, or (2) a current member of their college curriculum committee. <u>The PCS representative shall be an academic advisor from one of the colleges.</u> The ex officio members of the Curriculum Committee shall be the ProvostNicePresident 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 2	WHEREAS,			26, 2004, the Academic Senate approved the Resolution on the Standing Sustairiability Committee (AS-622-04); and
3 4	WHEREAS,	the Ci	ustoinah	ility Committee was abarred with areating the hylave description for
5	WHEREAS,			oility Committee was charged with creating the bylaws description for e; therefore be it
6		the co	mmitte	e, therefore be it
7	RESOLVED:	That t	he Ryla	aws of the Academic Senate be amended to include:
8	RESOLVED.	1 mai i	ne byte	two of the Academic Schate be amended to include.
9		12.	Susta	inability Committee
10			2 45 44	macrity committee
11			a.	Membership
12				•
13				The ex officio members of the Sustainability Committee shall be
14				the Executive Vice Provost for Institutional Planning or designee,
15				the Vice Provost for Academic Programs and Undergraduate
16				Education or designee, the Director of Facilities Planning, the
17				Manager of Engineering and Utilities, one academic dean, and two
18				ASI representatives.
19				
20			b.	Responsibilities
21				
22				The Sustainabilliy Committee shall inform and support the
23				activities of Qther committees whose scope encompasses
24				environmental responsibility. The Sustainability Committee shall
25				make recommendations to the Academic Senate, as appropriate,
26				regarding the provisions of the Talloires Declaration.

Proposed by: Academic Senate Sustainability Committee

Date: November 4,2005 Revised: January 3, 2006

The Talloires Declaration

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

- 1) Increase Awareness oj 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) Educatefor 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 A IIStakeholders*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) Collaboratefor 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 2	WHEREAS,	The Academic Senate adopted the Resolution in. Support of Signing the Talloires Declaration on May 27,2003; and
3	WHEDEAG	O A (21 2002 d P 11 d 1 d 6 d 1 d 6 d
4	WHEREAS,	On August 21,2003, the President accepted the Senate recommendation of signing the Talloires Declaration, and on April 23, 2004 the University
5 6		signed the Talloires Declaration; and
7		signed the Tanones Declaration, and
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 infonn and support each other's efforts in carrying out
13		this declaration";
14		
15	and	
16	WHEDEAG	The control of the Decel Control of the Control of the Table of
17 18	WHEREAS,	The second clause of the Resolution in Support of Signing the Talloires Declaration urged the President to create a university wide 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 encompansses environmental responsibility has been a
28		problem not only for Cal Poly but for many universities across the country;
29 30		therefore, be it
31	RESOLVED:	That the Cal Poly Academic Senate create a standing sustainability
32	RESULVED.	committee; and, be it further
33		

33	RESOLVED:	That this standing committee be charged with infonning 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:

$\begin{array}{c} \text{ACADEMIC SENATE} \\ \text{of} \\ \text{CALIFORNIA POLYTECHNIC STATE UNIVERSITY} \\ \text{San Luis Obispo, CA} \end{array}$

AS- -06

RESOLUTION ON COURSE SYLLABI

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

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

Guidelines for a Course Syllabus 1 2 3 4 New Guidelines 5 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: 6 7 8 Instructor Information 9 0 Name 10 Office Location Office Phone Number 11 Email Address 12 Office Hours 13 Texts and required supplementary materials 14 IS A list of course prerequisites (matching the list in the current catalog) Learning Outcomes 16 Statements describing what students should know or be able to do after taking the course 17 18 **Expanded Course Content** 19 A detailed listing oftopics covered in the course Field Trip Requirements (ifapplicable) 20 21 **Grading Policy** 22 Frequency and types of exams, projects, homeworks and quizzes as appropriate to the course 23 Attendance policies 24 Description of the method used to determine final course grades 25 o Cheating and plagiarism policies Other information to assure students' understanding of the nature and requirements of the course 2.6 27 Disability Notice "Students with disabilities are encouraged to contact the instructor during office hours to discuss 28 29 their disability related needs. Use of Disability Resource Center services, including testing 30 accommodations, requires prior authorization by the DRC and compliance with approved 31 procedures." An optional disclaimer statement allowing the instructor to make minor syllabus adjustments during the 32 33 course with adequate notice given to the students 34 35 NOTE: In addition to the guidelines above, GE courses must adhere to the syllabus guidelines outlined at 36 http://ge.calpoly.edu/GECourses/GEsyllabus.htm. 37 38 Old Guidelines (2005-07 Catalog, p. 20): 39 The student has the right to a statement at the begirming 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 40 41 course; prerequisites; requirements for grading; frequency and types oftests; and other information to assure student's 42 understanding of the nature and requirements of the course.

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