



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

**MEETING OF THE ACADEMIC SENATE**  
**Tuesday, February 7, 2006**  
**00220, 3:10 to 5:00pm**

- I. Minutes: **Approval of minutes for the January 17, 2006 Academic Senate meeting** (pp. 2-3).
- 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 Item(s):  
**Resolution on Course Syllabi:** Schaffner, Chair of the Instruction Committee, first reading continued (pp. 4-5).
- VI. Discussion Item(s):
- VII. Adjournment:

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**MINUTES OF**  
**The Academic Senate**  
**Tuesday, January 17, 2006**  
**UU 220, 3:10 to 5:00 pm**

- I. Minutes: The minutes for the Academic Senate meetings of November 15 and November 29, 2005 were approved.
- II. Communications and Announcements: The Social Hour, co-hosted by the President's Office and the College of Agriculture, will be held Thursday, January 26 from 4-6 pm at Veranda Conference Room. Now is the time to submit nominations for next year Academic Senate senators.
- III. Reports:
  - A. Academic Senate Chair: (Hannings) President Baker has announced the resignation of Dr. Bill Harris as Provost. Harris withdrew his acceptance after concluding that his experience and aspirations to be involved with major research enterprises are not a good fit with the Provost's position. Bob Detweiler will continue to serve as Interim Provost for another year while the previously established search committee reassumes its charge.
  - B. President's Office: None.
  - C. Provost's Office: (Detweiler) Enrollment for winter quarter is doing well with an enrollment total at slightly above target and a mean course load of 14.2 units. Enrollment for next year will include an increase of 2.5% which is funded by the state. The application pool is strong and total applications are up by 12% over previous years. Many of the applications are for areas where programs are impacted and very few applicants are accepted. Systemwide there are fewer and fewer properly qualified students applying for the science, engineering, and polytechnic programs overall. This lack of qualified students will not affect Cal Poly in the coming year but could have an impact in the next 5 to 10-years. Due to unexpectedly high revenue coming to the state there should be no reductions in the Governor's budget for the coming year and we will receive, from state resources, all funds which would have been received from a student-fee increase. Students are being asked to consider a referendum which will be up for a vote on February 22 and 23, 2006. The referendum calls for an increase in the Instructional Related Activities fees for non-athletics programs. This proposal would increase the fee by \$10.00 per student per quarter. These fees go to programs which are related to academic programs but are beyond the classroom such as symphonies, band, academic teams, Mustang Daily, Rodeo program, etc. Summer quarter schedule is moving to primarily 5 and 8-week sessions which will provide students and faculty with a longer summer break. Classes which require a 10-week session will be treated as exceptions. (Dalton) an extensive survey was conducted after summer of 2005 to see what the issues and suggestions were present and one of them was to provide a longer break. The results led to the idea of 8-week sessions. A conclusion regarding time patterns needs to be finalized in the next couple of weeks to allow for department to submit their schedules.

- D. Statewide Senators: (Menon) Contact Margret Camuso at the Academic Senate Office for nomination form and further information if interested in running for Statewide Academic Senator.
  - E. CFA Campus President: None.
  - F. ASI Representatives: (Vaccaro) ASI successfully completed the "Cal Poly: NEXT" event last week with over 40 clubs participating in two club fairs, a movie screening, and a farmers market street fair. ASI is looking into replicating the event, on a smaller scale, around the ASI election time frame during May in Spring quarter. In partnership with the Athletics Department, ASI has instituted "The Best Seat in the House" program to increase participation and support for athletic teams. This program will be advertised on January 21, 2006 at the game against Santa Barbara. At the last Board of Director's meeting, resolution number 06-06, titled ASI Supports Cal Poly's January Theme, "Sustainability: Resolve to Change your World" was passed. The University Union now has six new email workstations with printing workstations coming in the future. ASI will be making a decision on a recommendation from the University Advisory Board to purchase new furniture for the University Union Plaza.
  - G. Other: None.
- IV. Consent Agenda: None.
- V. Business Item(s):
- A. Resolution on Academic Senate Curriculum PCS Membership: Will Benedict, Winter quarter Chair of the Curriculum Committee, first reading. This resolution modifies the Academic Senate bylaws section 1.2.a (Academic Senate Curriculum Committee Membership) to require that the PCS member of the committee be a college advisor. *MIS/p* to move resolution to second reading. *MIS/p* to approve resolution as presented.
  - B. Resolution on Academic Senate Description of the Sustainability Committee: Greenwald, Chair of the Sustainability Committee, first reading. This resolution amends the Bylaws of the Academic Senate to add the membership and responsibilities of the Sustainability Committee. *M/S/P* to move resolution to second reading. *MIS/p* to approve resolution as presented.
  - C. Resolution on Course Syllabi: Schaffner, Chair of the Instruction Committee, first reading. This resolution requests that the revised Guidelines for a Course Syllabus replace the current guidelines in the catalog and that department heads/chairs verify, on a regular basis, that course syllabi are consistent with Senate approved course proposals. Due to the large number of speakers, first reading discussions will continue at the next Academic Senate meeting.
- 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 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, administrators, or students; and be it further  
33
- 34 RESOLVED: That department chairs/heads 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
  - o Name
  - o Office Location
  - o Office Phone Number
  - o Email Address
  - o Office Hours
- Texts and required supplementary materials
- A list of course prerequisites (matching the list in the current catalog)
- GE Area., USCP, GWR (if applicable)
- Learning Outcomes
  - o Statements describing what students should know or be able to do after taking the course
  - o For GE educational objectives and criteria. see <http://www.ge.calpoly.edu/GEobjectivesandCriteria>
- Expanded Course Content
  - o A detailed listing of topics covered in the course
- Field Trip Requirements (if applicable)
- Grading Policy
  - o Frequency and types of exams, projects, homework and quizzes as appropriate to the course
  - o Attendance policies
  - o Description of the method used to determine final course grades.
  - o Cheating and plagiarism policies
- Other information to assure students' understanding of the nature and requirements of the course
- Disability Notice
  - o "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 60 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.