I. Minutes: Approval of minutes for the April 11, 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:
   Dalton: Report on sales of Bella Montana housing units
   Suess: Report on faculty applications for salary equity adjustments

IV. Consent Agenda:

V. Business Item(s):
A. Resolution on Course Syllabi: Executive Committee, second reading (pp. 4-6).
B. Resolution on Grade Forgiveness: Schaffner, chair of Instruction Committee, second reading (pp. 7-9).
C. Resolution on Textbook Pricing: Foroohar, chair of Faculty Affairs Committee, second reading (pp. 10-13).
D. Resolution on Grading of Graduate Courses 598 and 599: Opava, Dean for Research and Graduate Program, first reading (pp. 14-15).
E. Resolution on Class Scheduling Times for 70-minute Classes: Schaffner, chair of Instruction Committee, first reading (p. 16).

VI. Discussion Item(s):

VII. Adjournment:
I. Minutes: The minutes for the Academic Senate meeting of February 28, 2006 were approved.

II. Communications and Announcements: Report from Joe Grimes on CSU Workshop on RPT held February 24, 2006.

III. Reports:
A. Academic Senate Chair: (Hannings) Thanks to Harvey Greenwald and the Academic Senate Sustainability Committee for their involvement in the coordination of Dr. Peter Raven's participation during Cal Poly's Earth Day 2006. Dr. Raven is a professor of Botany at Washington University in Saint Louis and President of Missouri Botanical Gardens. The Provost Search Committee continues to make progress and hopes to identify candidates for video interviews this week. A reminder to all Academic Senate committee chairs that the deadline to submit resolutions in order to be included in the last Executive Committee agenda of the year is Friday, April 28, 2006. Ballots for the vote on CSU Senate Constitution Amendments were mailed out yesterday to all faculty members. Hood encouraged everyone to vote against the amendment based on the fact that the workload of the Senate has increased without any budget increases since 2002 and the fact that there are other ways to solve budget shortfall problem for instance, having each individual campus contribute to fund the budget shortfall. The Social Hour, co-hosted by the President's Office and the College of Architecture and Environmental Design, will be held Thursday, April 27 from 4-6 pm at Veranda Conference Room.

B. President's Office: (Howard-Greene) On Sunday, May 7, 2006 at 4:30 pm the President's Office will be sponsoring a public a talk in the Spanos Theater by Dr. David Goodstein, Caltech's Vice Provost and professor of Physics and Applied Physics. The title of the talk is "Out of Gas: the End of the Age of Oil" and considers the issue of the search for renewable sources of energy.

C. Provost Office: (Detweiler) Enrollment for spring quarter 2006 is right on track. The admissions outlook for fall quarter is good and consists of a strong pool of applicants but encountering a lot of competition from the University of California system, particularly in the science area. Cal Poly is making progress on the goal for summer enrollment which is to have 25% of total FTE, last summer enrollment was at 13% of total FTE. This year, Cal Poly has a goal of hiring 45 tenure track faculty, which will be achieved, but it's uneven across departments. Linda Halisky has been appointed dean of the College of Liberal Arts, effective April 3, 2006. The search committee for a Library dean has completed its interviews and will send a report to President Baker next week. The search committee for the Vice President for Advancement will begin interviews of finalists next week. The search for a Provost is underway and making progress. Most on-campus construction projects are proceeding as scheduled, with a good outlook, and with minimal delays despite the spring rains. Vice President Ogren and President Baker are well into the implementation of the Cal Poly Foundation and have set a campus wide fundraising goal for this year of $41 million.
D. Statewide Senators: (Hood) had an interim meeting last Friday but there is nothing definite to report. (Menon) Next week a group of statewide senators are going to the State Capital to lobby the legislators.

E. CFA Campus President: None.

F. ASI Representatives: (Swanson) The annual State of the Student address will take place on April 12 at 5pm, in the Performing Arts Center Pavilion. President Baker will address the student after opening remarks by Cornel Morton, Vice President for Student Affairs. The event will conclude with closing comments by ASI President Tylor Middlestadt. (Vaccaro) President Baker’s remarks will not limited to students’ interests given that he will be discussion the future of Cal Poly and how it is preparing to meet future challenges and changes that affect both students and faculty. ASI election campaigns will begin Sunday, April 23, after open house, and will conclude with student voting on May 3 and 4. Faculty is asked to encourage all students to vote.

G. Other: None.

IV. Consent Agenda: None.

V. Business Item(s):
   A. **Election of Chair and Vice Chair for 2006-07**: Bruno Giberti from the College of Architecture and Environmental Design was approved by acclamation as Chair. Frank Vuotto from the Library was approved by acclamation as Vice Chair.
   
   B. **Resolution on Course Syllabi**: Hannings, Chair of the Academic Senate, first reading. This resolution discusses the availability and requirement of a written course syllabus including all information deemed necessary to assure the student’s understanding of the nature and requirements of the course. Hood presented a substitute resolution which was discussed and will return as a second reading item at the next Academic Senate meeting.
   
   C. **Resolution on Grade Forgiveness**: Schaffuer, chair of the Instruction Committee, first reading. This resolution addresses the conditions and eligibility for grade forgiveness and encourages advisors to proactively contact and advise students who receive a failing grade. This resolution will return as second reading item at the next Academic Senate meeting.
   
   D. **Resolution on Textbook Pricing**: Foroohar, chair of the faculty Affairs Committee, second reading. This resolution encourages faculty to consider price and the need for new editions when selecting textbooks as well as submitting their textbook requests by the set deadline to ensure their availability. **Due to the lack of time, this resolution was not discussed.**

VI. Discussion Item(s): None.

VII. Meeting adjourned at 5:00 pm.

Submitted by,

Gladys Gregory,
Academic Senate
WHEREAS, Campus Administrative Policy requires that faculty provide a syllabus for each course that they teach; and

WHEREAS, Students have a need and a right to know the content, expectations, and assessment methods of the courses they are taking; therefore be it

RESOLVED: That every instructor shall make available to each student in her/his class, during the first class meeting, a written course syllabus providing:

- Instructor's contact information including instructor's office hours and office location
- A list of required text(s) and supplementary material for the course
- Prerequisites for the course
- Expected learning outcomes for the course or a link to where they can be found
- Methods and expectations for assessing/grading student performance for the course
- Attendance requirements and make up policy (if applicable)
- Other information the instructor deems necessary to assure the student's understanding of the nature, requirements, and expectations of the course; and

be it further

RESOLVED: That each department shall make available, electronically or otherwise, to students the expected learning outcomes for each course, preferably in the form of the course proposal; and be it further

RESOLVED: That each instructor shall be required to spend a portion of the first meeting of the class discussing the course syllabus; and be it further

RESOLVED: That the above three Resolved clauses shall become part of the Campus Administrative Policy; this policy shall be included in the Faculty Handbook; and this policy shall be communicated to all faculty at least once each year by the Provost or her/his designee.

Proposed by: Academic Senate Executive Committee
Date: March 14, 2006
Revised: March 28, 2006
Revised: April 11, 2006
MEMORANDUM

TO: Joe Vaccaro,
Chairman of the Board

FROM: Jared Samarin, College of Agriculture

DATE: 2/3/06

COPIES:
Rick Johnson, Executive Director
Tylor Middlestadt, ASI President
John Azevedo, College of Engineering

SUBJECT: Resolution 06-09 ASI Supports Guidelines for Course Syllabi

This memo is presented in accordance with the ASI bylaws and is intended to offer background to ASI Resolution 06-09. This resolution was written to provide student perspective to course syllabi use at Cal Poly we have cited as supporting documentation the Academic Senate resolution on course syllabi use as well as the guidelines established by the Senate's curriculum committee. This resolution was also drafted to provide support for the Academic Senate Resolution as well as describe the importance to students of a minimum standard for course syllabi.
WHEREAS: Associated Students, Inc. (ASI) is the official voice of Cal Poly students, and

WHEREAS: The Cal Poly Academic Senate Instruction Committee has recommended approval of Guidelines for a Course Syllabus, and

WHEREAS: Course syllabi are integral to student success by providing important information about academic expectations, grading standards, and course requirements, and

WHEREAS: Course syllabi are a contract between the instructor and student regarding the above stated items, and

WHEREAS: There is not currently public access to course syllabi making it difficult for students to determine which courses best meet their individual educational objectives, and

WHEREAS: A consistent standard for course syllabi would enhance student success and progress, and

THEREFORE

BEIT

RESOLVED: ASI urges the Faculty of Cal Poly to establish and adopt a standard for course syllabi, and

FURTHERMORE

BEIT

RESOLVED: ASI recommends the guidelines include at a minimum: academic expectations, grading standards, and course requirements, and

FURTHERMORE

BEIT

RESOLVED: ASI urges that a written hard copy of the syllabi be distributed to all students enrolled in the course and made available upon request for review by administration, faculty, and students.

CERTIFIED as the true and correct copy, in witness thereof, I have set my hand and Seal of the Associated Students, Inc. this day of __________, 2006.

ASI Secretary

ASI Chair of the Board

ASI President

Sponsored by: Jared Samarin, ASI Board of Directors, College of Agriculture
John Azevedo, ASI Board of Directors, College of Engineering
Todd Maki, ASI Board of Directors, College of Engineering
WHEREAS, Student success is a guiding principle in policy decisions; and

WHEREAS, Class space is limited and courses fill quickly; and

WHEREAS, Students may encounter situations that impede their ability to pass a course; and

WHEREAS, Some courses are well-recognized as particularly challenging and regularly have a low pass rate; and

WHEREAS, Academic advising is an important way to identify and provide guidance for failing students; therefore be it

RESOLVED: Students may repeat up to 16 units for grade forgiveness in courses that a grade of D+, D, D-, F or WU was received; and be it further

RESOLVED: Any course is eligible for grade forgiveness one time only; and be it further

RESOLVED: Each quarter, advisors are encouraged to proactively contact and advise students who have received a failing grade in any course.

Proposed by: Academic Senate Instruction Committee
Date: February 28, 2006
Revised: March 28, 2006
BACKGROUND

Because of the new implementation of the PeopleSoft system, we now have a ripe opportunity to consider any changes to our existing repeat policies. Software programming changes are best made during this implementation phase, so if we are ever to consider visiting our policies, now is the time.

Furthermore, it is the sense of the Academic Senate Instruction Committee that there has been too little in the way of active advising of failing students. With this resolution, we have the opportunity to voice that concern with suggestions for improvement.

Current Policy (page 79, 2005-7 Catalog),

Undergraduate students may repeat a maximum of 20 units at Cal Poly for purposes of improving GPA. A course taken at Cal Poly or at another university or college in which a grade of D+ or less was received may be repeated at Cal Poly with the new grade recorded along with the prior grade. If the second grade is equal to or higher than the first, then the grade earned by repeated the course will replace the quality points, quality hours and earned hours which were previously earned. The original grade is "forgiven" from GPA computation, but both grades appear on the student's permanent record (transcript). With the exception of the reasons listed below, the repeat adjustment is made automatically at the end of the term in which the course is repeated. If a course is re-taken with credit/no-credit grading, the original grade will not be excluded from the GPA.

A repeat petition is required for the following reasons only:

• The course was originally taken at Cal Poly before Fall 1987
• The course was originally taken at another institution
• The course has changed prefix or number
• The course was taken through Cal Poly Extended Education

Repeat petitions for the situations listed above must be turned into the Office of Academic Records by the end of the seventh week of the quarter in which the course is repeated.

If the student repeats a course in which a C- or higher grade was earned, both grades will be calculated in the grade point average, but the duplicate earned hours will not be counted toward the degree.
The following report summarizes the facts about numbers of students who "repeat" courses:

Source: PeopleSoft
Population: 15,389 undergraduates that are currently "active" (exit term greater than summer 2006)

11,157 students had no repeated units (72.5%)
3,750 students had at least one but less than 16 units repeated (24.4%)
   113 students repeated 16 units (0.7%)
   221 students repeated 17 to 19 units (1.4%)
   142 students repeated 20 units (0.9%)
       6 students had greater than 20 units repeated (less than 0.4%)

The average number of units repeated is 2.12

Please note that the population looked at does not match the spring quarter undergraduate headcount of 16,153 reported by IP&A since what was looked at was students with an active term greater than Summer 2006. However, this data does give a sense for the number of students who repeat courses.
WHEREAS, The Associated Students, Inc of Cal Poly (ASI) has expressed its concern regarding the rapid rise in textbook pricing by recently approving a resolution addressing this matter; and

WHEREAS, The Academic Senate of Cal Poly has supported the principles set forth in the ASI resolution; and

WHEREAS, The complexity of textbook pricing necessitates a comprehensive study of the issues and a search for solutions; and

WHEREAS, The Academic Senate of Cal Poly recognizes that the high cost of certain textbooks and coursepacks can adversely affect the affordability of higher education for its students; and

WHEREAS, The Academic Senate of Cal Poly and the University must protect the academic freedom of faculty in assigning textbooks and other course materials while recognizing the negative impact high textbook prices has on its students; therefore be it

RESOLVED: That the Academic Senate of Cal Poly encourage its faculty to consider the following steps in managing textbook costs to students:

1. Review prices for different textbooks and textbook packages before ordering;
2. Require new editions of continuing titles only when important changes have occurred in content;
3. Submit textbook requests as early as possible to ensure the availability of textbooks through campus and local bookstores;
4. Use coursepacks, e-reserves, and other cost mitigating formats whenever pedagogically sound and feasible;
5. Communicate clearly with publisher representatives regarding textbook
   pricing and options available;

   and be it further

RESOLVED: That the Academic Senate of Cal Poly reaffirm the fundamental right and
   responsibility of faculty to maintain intellectual content and teaching effectiveness
   as prime considerations when selecting traditional textbooks, alternative formats,
   and ancillary items of instruction; and be it further

RESOLVED: That the Academic Senate of Cal Poly will work with Information Technology
   Services (ITS) and Associated Students Inc. (AS!) to look into the feasibility of
   developing a central publicly accessible website which will provide information
   about textbook requirements for Cal Poly courses; and be it further

RESOLVED: That the Academic Senate of Cal Poly send this resolution to all Cal Poly faculty.

Proposed by: Academic Senate Faculty Affairs Committee
Date: January 31, 2006
Revised: February 28, 2006
WHEREAS, Current textbook prices are of concern to faculty and students; and

WHEREAS, The Associated Students Incorporated (ASI) of Cal Poly has passed a resolution on textbook pricing; therefore be it

RESOLVED: That the Academic Senate of Cal Poly recognize the students' concerns contained in ASI Resolution #05-06 entitled "Support for Campus Leadership in Textbook Price Reduction" (attached); and be it further

RESOLVED: That the Academic Senate of Cal Poly endorse the principles contained in ASI Resolution 05-06; and be it further

RESOLVED: That the Academic Senate of Cal Poly urge department chairs and heads to promote timely submission of textbook orders by their faculty; and be it further

RESOLVED: That department chairs/heads and deans be encouraged to make teaching assignments as early as possible so faculty can order textbooks in a timely manner; and be it further

RESOLVED: That the Academic Senate of Cal Poly follow up on other aspects of textbook, and other textbook materials, pricing by holding meetings of the Faculty Affairs Committee with representatives of El Corral Bookstore, campus textbook authors, students, representatives of publishing companies and other knowledgeable parties, with the intent of writing a further resolution on this issue; and be it further

RESOLVED: That copies of this resolution be sent to academic department chairs, department heads, and deans.

Proposed by: Academic Senate Executive Committee
Date: February 15, 2005
Revised: March 7, 2005
Revised: March 8, 2005
Resolution #05-06

Support for Campus Leadership in Textbook Price Reduction

Whereas: ASI is the official voice of the Cal Poly student body, and

Whereas: According to a survey by the California Student Public Interest Research Group (CALPIRG) students spent an average of $898 per year on textbooks in the 2003-04 school year, or almost 20% of the cost of in-state fees; and

Whereas: According to the same survey a new textbook costs $102.44 on average, 58% more expensive than the price of an average used textbook, $64.80; and

Whereas: Notices are issued to every faculty member requesting which textbooks will be required the following quarter; and

Whereas: According to El Corral Bookstore only 15-20% of faculty respond back to these notices before the deadline causing buyback prices to be severely reduced, and

Whereas: Textbooks often come with bundled supplemental course materials that significantly increase the overall cost of textbooks to students, and

Whereas: CALPIRG reported that 65% of faculty "rarely" or "never" use the bundled materials in their courses; and

Whereas: Faculty and El Corral Bookstore have power to reduce the cost of textbooks to students at Cal Poly.

Therefore
Be it resolved: Faculty are encouraged to respond to textbook requisitions in a timely manner so the bookstore can buyback used books at a higher price and make the used editions available for purchase, and

Furthermore
Be it resolved: ASI encourages El Corral Bookstore to use all means possible to educate students about available discounts options for purchasing textbooks, and

Furthermore
Be it resolved: ASI encourages El Corral Bookstore to use all means possible to ensure that all students receive the fairest prices on new and used textbooks, and
Background: Open-ended research courses that represent the culminating experience for graduate students are either Project (usually 598) or Thesis (599). Completing course requirements for 598 and 599 often delays degree completion for graduate students. Under the present grading policy, RP grades (Report in Progress, formerly the "SP" grade) are valid for three years, after which they are automatically changed to NC grades. This policy is a problem for many students who are unaware of it and believe that the seven year time limit is the only deadline they have for degree completion. When an RP grade is changed to NC, the student must re-register (5-9 units) in order to graduate. If the student no longer lives in California, s/he must register as an out of state student. This is a disincentive for these students to complete their degrees. In addition, changing an NC to a letter grade is extremely difficult, even when the faculty advisors request it.

Since there is no real reason for a more restrictive time limit, the proposed resolution would eliminate the three year time limit for thesis/project completion and allow RP grades in those courses noted (those that represent the culminating experience in the program) to remain valid throughout the existing Title V mandated, seven year time limit for degree completion.

WHEREAS, Current policy on grading in Project (598) and Thesis (599) courses sets a limit of three years on the length of time that RP (Report in Progress) grades may remain without being converted to a letter grade; and

WHEREAS, If the culminating experience (598) or thesis (599) has not been turned in within the three year period, the RP grade converts to an NC (No Credit) and the student must re-enroll in Project/Thesis classes in order to receive credit and a grade. In addition the units with NC grades remain on the transcript; and

WHEREAS, Graduate students are required to complete all graduate work, including Project and Thesis work, within seven years, it is recommended that RP grades in 598 and 599 courses be valid for the seven year time period. If a student requests and is granted an extension of the seven year limit, the RP grades in those classes should remain valid until the new time limit is reached; therefore be it
RESOLVED: That RP grades given in Project (598) and Thesis (599) classes remain in effect for seven years; and be it further

RESOLVED: That if a student requests and is granted an extension of the seven year limit, the RP grade in Project/Thesis classes shall remain valid until the new time limit is reached.

RESOLVED: That this policy change be applied immediately and retroactively to all students at any stage of progress toward a graduate degree.

Proposed by: Graduate Studies Committee
Date: March 29, 2006
Revised: April 18, 2006
WHEREAS, Until Fall 2006, class scheduling patterns are permitted for 4-unit classes to be taught in a MWF 70-minute pattern; and

WHEREAS, A MWF 70-minute time pattern effectively blocks two one-hour periods on students' schedules making it more difficult for students to schedule classes; and

WHEREAS, A MWF 70-minute time pattern may not be an efficient use of limited classroom resources; and

WHEREAS, Increasing enrollment figures will place increased demand on classroom resources; and

WHEREAS, Some faculty find the MWF 70-minute schedule attractive for pedagogical reasons; and

WHEREAS, Offering MWF 70-minute courses from 7:50-9:00am or after 6:00pm will not cause substantial student and classroom scheduling conflicts; therefore be it

RESOLVED: That the only time slots that will be made available for faculty wishing to teach on a MWF 70-minute pattern are from 7:50-9:00am or after 6:00pm ending by 10:00pm.

Proposed by: Academic Senate Instruction Committee
Date: April 12, 2006
Revised: April 18, 2006