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

MINUTES OF
The Academic Senate Executive Committee
Tuesday, April 10, 2007
38-114, 3:10–5:00 p.m.

Preparatory: The meeting was called to order at 3:15 p.m.

I. Minutes: None.

II. Communications and Announcements: Upcoming changes to Academic Senate Committees include merging Student Grievance Board with Fairness Board and abolishing Faculty Dispute Review Committee and US Cultural Pluralism Subcommittee.

III. Regular Reports: none.

IV. Special Reports:

A. Budget and Long Range Planning Committee: Giberti reported on the possibility of revitalizing the committee for next year with the support of the Provost.

B. Conference Center and Faculty Club Committee: Harris reported on the committee's activities since its creation in 2001-2002.

C. Distinguished Scholarship Awards Committee: Choi reported on the charge to review the award criteria and produce a more formal process for nominations and selection.

E. Distinguished Teaching Award Committee: Geringer reported that the biggest problem faced by the committee is the amount of time needed for the selection of finalists and winner.

F. Faculty Affairs Committee: Foroohar reported on the committee's work on resolutions regarding policies for hiring of MPPs and evaluation of student employees.

G. Fairness Board: Bohr reported on the committee's work on merging with Student Grievance Board and the need to increase campus awareness.

H. Grants Review Committee: Griggs reported on the progress to create an online process for grant submittal and review, which would be ready be end of fall 2007.

I. Instruction Committee: Schaffner reported on the committee's work on CSU Accessible technology Initiative.

J. Library Committee: Howard reported on the committee's responsibility to provide input on library related policies.

K. Research and Professional Development Committee: Del Rio reported on the committee's work to conduct a best practices study on campus.

L. Sustainability Committee: Greenwald reported on the committee's completion of a catalog of sustainability courses (SUSCAT).

V. Consent Agenda: none.

VI. Business Items:

A. Resolution on Faculty Dispute Review Committee (Executive Committee): this resolution abolishes the Faculty Dispute Review Committee. M/S/P to agendize the resolution.

B. Curriculum Committee Procedures: Hannings presented the attached procedural guidelines in an effort to streamline and standardize the review of curriculum proposals. The last sentence was modified to read as follows:
After approval by the ASCC, they are forwarded to the Academic Senate Executive Committee and are then ~~placed on~~ sent to the full Senate for a first and second reading ~~agenda cycle~~.
M/S/P to have the Executive Committee approve the procedures.

VI. Discussion Item:

A. Possible Changes to the Academic Senate Bylaws: Due to the lack of time, this item was not addressed.

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

Submitted by,

Gladys Gregory
Academic Senate

Dated: April 3, 2007

PROCEDURAL GUIDELINES FOR THE ACADEMIC SENATE CURRICULUM COMMITTEE

(The editorial changes shown below have been added/deleted to the information that appears on the Academic Programs website. This is just the Senate portion of the much longer procedures that address how departments, colleges, the Senate, and the Academic Programs Office handle curriculum proposals. These amendments will become the guidelines for the Academic Senate Curriculum Committee.)

ACADEMIC SENATE REVIEW OF CURRICULUM PROPOSALS

After initial review by the Academic Programs Office, all final curriculum proposals will be submitted by the proposing college or program to the Academic Senate Office for review by the Academic Senate Curriculum Committee (ASCC). This committee shall be composed of one faculty representative from each college curriculum committee and form related areas of the University (see Academic Senate bylaws for details). Departments will be instructed as to how many copies of each proposal packet to submit. One copy of each proposal packet will be retained in the Academic Senate Office.

The Academic Senate Curriculum Committee will review all proposals for academic merit and potential overlap and/or duplication with existing courses and programs, and make recommendations.

The Academic Senate Curriculum Committee will forward ~~their~~ its recommendations directly to the Academic Senate for full Senate review.

The Academic Senate makes recommendations on all curricular proposals for approval by the University President.

All catalog proposals, except new degree programs, appear on the Senate agenda by college as consent items. Senators are given ~~ample~~ three weeks notice of the consent items and are expected to review the summaries posted on the Academic Programs website. Issues, concerns, and questions regarding curriculum proposals are directed to the chair of the Academic Senate Curriculum Committee by one week before the Senate meeting. If the concern is strong enough, any senator may request an item be removed from the consent agenda no later than one week before the meeting. Items removed from the consent agenda will be placed on a first and second agenda cycle, with the first reading being the meeting of the consent agenda. The chair of the Curriculum Committee will invite representatives from the concerned departments to be present at the meetings where their proposals will be discussed. Items not removed from the consent agenda are considered approved on the meeting date of the consent agenda.

New degree proposals must be approved by the CSU Chancellor's Office, and as this approval cannot usually be timed to meet a catalog cycle deadline, these proposals come to the ASCC when they are ready. After approval by the ASCC, New ~~degree proposals~~ they are forwarded to the Academic Senate Executive Committee and are then placed on a first and second reading agenda cycle.