Dec. 3, 2008

CAL POLY REPORT

The Weekly Newsletter for Faculty and Staff

### CAL POLY REPORT HOLIDAY SCHEDULE

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The final issue of Cal Poly Report for 2008 is Dec. 10. There will be no Report issued Dec. 17, 24 or 31. The first issue in 2009 is set for Jan. 7.

# VISIT THE CAL POLY REPORT ARCHIVES ANY TIME AT: http://www.calpolynews.calpoly.edu/cpreport/reportindex.html

#### COMMENT ON NEW INFORMATION SECURITY POLICIES BY TODAY

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Faculty, staff and students have until 5 p.m. today to review and comment on new information security policies and standards drafted by the CSU that are intended to help individual campuses protect sensitive information and privacy. Topics of interest include responsible use, privacy, incident response, awareness and training, and roles and responsibilities.

The CSU draft documents and instructions for submitting comments are available at <a href="http://security.calpoly.edu/docs/csu/">http://security.calpoly.edu/docs/csu/</a>. NOTE: Since these drafts are for internal CSU use only, they can only be accessed from on-campus. For problems accessing the site, notify security@calpoly.edu or call ext. 6-2966.

# SEEKING STAFF MEMBER TO SERVE ON THE CAL POLY PLAN STEERING COMMITTEE

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A Cal Poly State permanent or probationary staff employee is still needed to serve on the Cal Poly Plan Steering Committee for the 2008-2009 fiscal year.

The Cal Poly Plan offers a model for how the State of California can meet future demand for public higher education from its citizens in a time of dramatic enrollment growth, rising public expectations for quality and efficiency, and limited public resources. Through the Plan, Cal Poly will seek ways to decrease student time to degree, increase student learning, enhance institutional productivity and productivity in teaching and learning, promote the more effective use of fixed resources, and implement comprehensive assessment and accountability procedures.

For an application form, visit the Human Resources Web site at <a href="http://www.afd.calpoly.edu/hr/forms.asp#standing">http://www.afd.calpoly.edu/hr/forms.asp#standing</a>

Interested candidates must complete the application, obtain appropriate signatures, and return it to Human Resources. For questions, contact Joan Beightler at ext. 6-5426.

DRESS FOR SUCCESS CLEANERS - DECEMBER SPECIAL

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Dress for Success Cleaners, located in the Canyon Post at Poly Canyon Village, is offering \$1.00 off all sweater dry cleaning in December. In a hurry? Purchase two Drop-N-Go bags for \$10 and receive \$15 in FREE dry cleaning service. With Drop-N-Go bags, simply drop off the bag. No need to wait. Customer information will already be in the system. Canyon Post also has a USPS, UPS and FedEx postage kiosk and parcel drop. For more information, call Canyon Post at ext. 6-6640.

#### EL CORRAL BOOKSTORE APPRECIATION DAYS SET FOR DEC. 2-4

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Faculty and Staff Annual Appreciation Days are set for Dec. 2-4 at El Corral Bookstore. Save 30 percent on selected merchandise. Show your Cal Poly I.D. to receive your discount on Cal Poly clothing and gifts, school and office supplies, general reading and reference books, seasonal and holiday gifts, jewelry, and much more. This is the biggest sale of the year.

#### THIS WEEK IN MUSTANG ATHLETICS

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Women's Basketball vs. Loyola Marymount, Wednesday, Dec. 3, 5 p.m. Mott Gym Men's Basketball vs. San Francisco, Wednesday, Dec. 3, 7:30 p.m. Mott Gym Women's Basketball vs. San Francisco, Sunday, Dec. 7, 2 p.m. Mott Gym

For more information, call Athletics Box Office at ext. 6-5806 or visit <a href="http://www.gopoly.com">http://www.gopoly.com</a>.

## ROAD CLOSURE DEC. 5

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California Boulevard will be closed from Campus Way to the stop sign at the north end of Spanos Stadium on Friday, Dec. 5. The road closure will start at 8:30 a.m. and reopen at 4 p.m. For questions or concerns, contact Don Popham at ext. 6-5515.

## POLY PLANT SHOP HOLIDAY OPEN HOUSE SET FOR DEC. 5

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Poly Plant Shop holds its annual Holiday Open House on Friday, Dec. 5, from 10 a.m.-5 p.m. at the Horticulture Unit. There will be music, refreshments, arrangements, decorations and more. Poinsettia sales, featuring more than 2,500 plants with 30 varieties and many colors, continue through mid-December. The holiday flowering plants are grown by students in the university's Poinsettia Agriculture Enterprise Project.

Plants will also be available at the shop's Poinsettia Open House on Dec. 6 and 13. For more information, visit

http://calpolynews.calpoly.edu/news\_releases/2008/November/Poinsettia.html or http://calpolynews.calpoly.edu/eventsindex.html.

## CORPORATION BOARD MEETING SET FOR DEC. 5

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The Board of Directors of the Cal Poly Corporation will hold a regular meeting on Friday, Dec. 5, at 8:30 a.m. in the Corporation Administration Building, Conference Room 124. This is a public meeting. For further information about this meeting or to obtain a copy of the meeting agenda, contact Bonnie Murphy, executive director, Cal Poly Corporation, at ext. 6-1131.

### DISTINGUISHED SCHOLARSHIP AWARD NOMINATIONS DUE DEC. 5

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Students, faculty and alumni are encouraged to nominate faculty for the Distinguished Scholarship Awards. These awards recognize the scholarship and creative activity of both junior and senior faculty across all disciplines represented at Cal Poly. For a nomination form and more information, visit <a href="http://www.calpoly.edu/~acadsen/dsa.html">http://www.calpoly.edu/~acadsen/dsa.html</a>.

### DISTINGUISHED TEACHING AWARD NOMINATIONS DUE DEC. 5

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Nominate your most outstanding and inspiring professor by Dec. 5. Any student may submit one or more nominations, which include the professor's name, department, and a supporting statement containing evidence of merit based upon criteria for this year's Distinguished Teaching Award. The nomination period began Oct. 27 and ends Friday, Dec. 5. For more information and the nomination form, visit <a href="http://www.calpoly.edu/~acadsen/dta.html">http://www.calpoly.edu/~acadsen/dta.html</a>.

## EFFECTIVE TEACHING AND LEARNING SERIES APPLICATIONS DUE DEC. 8

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The Center for Teaching and Learning (CTL) will offer the Effective Teaching and Learning Series in Winter Quarter 2009. Participants will engage in a once-weekly, quarter-long course to examine strategies and develop resources for effective teaching and learning. All faculty and lecturers are encouraged to participate. Weekly sessions will take place on Wednesdays from 2-4 p.m. in Kennedy Library, Room 510B.

The following topics will be covered: course design, instructional methods (pedagogy), formative and summative assessment, working with students, technology, and scholarship. Active participation during sessions and completion of course readings will be integral to successful completion of the Effective Teaching and Learning Series.

Participants that attend and complete the 10-week Effective Teaching and Learning series will receive a certificate and a Cal Poly Corporation stipend of \$250 (taxable income) or \$250 (non-taxable) stipend to participant's department for reimbursable professional development opportunities. For more information and an application, visit <a href="http://www.ctl.calpoly.edu/workshops/index.html">http://www.ctl.calpoly.edu/workshops/index.html</a> or contact <a href="mailto:ctl@calpoly.edu">ctl@calpoly.edu</a>.

## TOM ZUUR RETIREMENT RECEPTION SET FOR DEC. 10

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Join the Office of Academic Records and Academic Affairs to celebrate the retirement of Tom Zuur, registrar and director of OAR. After 26 years at Cal Poly, and serving 40 years in the public sector, Tom is heading off to weed-whack tumbleweeds and ride his

tractor. Tom's final Cal Poly shindig will be held on Wednesday, Dec. 10 in the Farm Shop from 2-4 p.m.

#### BEST PRACTICES FOR ASSESSMENT SET FOR DEC. 10

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The Academic Assessment Council presents "Lessons Learned: Effective Program Assessment Practices" on Dec. 10 from 4-5 p.m. in Kennedy Library, Room 202. "Best practices" for assessment will be presented by representatives from CLA. All faculty and staff interested in this topic are invited to attend. For more information, contact Delores Lencioni in Academic Programs at ext. 6-7299.

## HOLIDAY GIFT DRIVE 2008 CONTINUTES THROUGH DEC. 10

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Faculty and staff are invited to participate in Holiday Gift Drive 2008, put on by Student Community Services. Go to Room 217 in the UU and pick a child's gift wish off the holiday tree. Student Community Services is working with several local agencies, which have identified low-income children to be the recipients in the drive. Those agencies include Big Brothers Big Sisters of San Luis Obispo County, Pacheco Elementary School, the Housing Authority of the City of San Luis Obispo, the county Department of Social Services, and the Economic Opportunity Commission. Return gifts by Dec. 10.

Student Community Services will work with the individual agencies to distribute the gifts. For more information, contact Austin Helton at 758-8445 or <a href="mailto:ahelton@calpoly.edu">ahelton@calpoly.edu</a>. For more on Student Community Services, visit <a href="http://studentlife.calpoly.edu/scs/">http://studentlife.calpoly.edu/scs/</a>.

## HOUSING CORPORATION BOARD MEETING SET FOR DEC. 12

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The Board of Directors of the Cal Poly Housing Corporation will hold its next meeting on Friday, Dec. 12 at 9 a.m. in the Corporation Administration Building, Room 124. This is a public meeting. A copy of the agenda will be available for public review at the Corporation Administration Building beginning Dec. 5. For further information about this meeting, contact Jim Reinhart, managing director, Cal Poly Housing Corporation at ext. 6-1131.

# ORDER CHEESE HOLIDAY GIFT PACKS THROUGH DEC. 12

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The historic Cal Poly Creamery is once again offering gift packs of its student-made cheeses for the holidays. The seven varieties for sale are Gouda, Smoked Gouda, Mustang Cheddar, Smoked Cheddar, Chipotle Jack, San Luis Lace and reduced-fat Lace. The Gouda and San Luis Lace are award-winning cheeses. All are available for order through Dec. 12 at <a href="https://www.calpolycheese.com">www.calpolycheese.com</a>.

## WORKERS' COMPENSATION PROGRAM SET TO RELOCATE DEC. 15

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The University Workers' Compensation Program will relocate from Risk Management, Housing Warehouse/Risk Management, Room 102, to Human Resources,

Administration, Room 110, effective Monday, Dec. 15. The new Workers' Compensation Analyst, Debbie Rice, may be contacted via phone at ext. 6-5427, fax ext. 6-5444, and email at <a href="mailto:dlrice@calpoly.edu">dlrice@calpoly.edu</a>.

Employees are required to report all work-related injuries/illnesses to their supervisor immediately. Within 24-hours, the supervisor must complete the Supervisor's Report and provide the DWC1 (Employee Claim Form) to the employee. For additional information, visit the Human Resources Web site at <a href="http://www.afd.calpoly.edu/hr/">http://www.afd.calpoly.edu/hr/</a>

## ZIMBRA CALENDAR DELAYED

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Information Technology Services has postponed the transition from Oracle Calendar to Zimbra Calendar until early winter quarter. Technical staff is working with the vendor to ensure that the transition for Outlook calendar and heavy calendar users is as smooth as possible. For the latest information on the Zimbra calendar project, visit <a href="http://email.calpoly.edu/calendar/index.html">http://email.calpoly.edu/calendar/index.html</a> or call the ITS Service Desk at ext. 6-7000.

# PRESCHOOL AND KINDERGARTEN SPACE AVAILABLE FOR WINTER OUARTER 2009

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The ASI Children's Center has openings for Winter Quarter 2009 for staff and faculty children born March 2004 and prior, for preschool classes, Room 6 and Room 7. Full-time and part-time spaces are available. Limited spaces are also available in the Kindergarten Program starting Winter Quarter 2009. Kindergarten enrollment requires age eligibility for public kindergarten, born between Dec. 3, 2002 and Dec. 2, 2003. Kindergarteners are required to attend a minimum of Monday through Friday, 8:30 a.m. to 3 p.m. but can choose longer days. Spaces will be filled on a first-come, first served basis.

For more information, visit the ASI Children's Center to complete a waiting list application or call ext. 6-1267. Mention interest in Room 6 and 7 enrollment. Refrain from calling to inquire about children on our waiting list that were born after March 2004. You will be contacted when space becomes available.

# RESTRICTION OF CAMPUS ACTIVITIES REQUESTED ON COMMENCEMENT DAYS

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The Commencement Committee requests that the campus community restrict activities to those directly related to commencement. The Committee asks that competing activities not be scheduled for the campus on Saturday, Dec. 13, 2008 or Saturday and Sunday, June 13 and 14, 2009. Fall Commencement will be in the Rec Center on Dec. 13 and will require full use of the Rec Center and the surrounding areas.

For Spring Commencement, Saturday and Sunday, June 13 and 14, held in the Stadium, the Committee has requested that no competing activities be scheduled for any oncampus locations when some 30,000 commencement participants, candidates, and guests

will be on campus. This number taxes all campus facilities, especially parking and roadways.

### NOMINATIONS SOUGHT FOR TOP STAFF AWARD

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The deadline to submit a nomination form the 2008-2009 Outstanding Staff Employee Award is Jan. 16, 2009. Nominees must be full-time or part-time employees of the University, Corporation, or ASI who are in at least their third year of employment as of Dec. 31 and are not represented by bargaining unit 3 (faculty). Former recipients of the award are ineligible. The Outstanding Staff Nomination Form, and Reference Form can be found at: http://www.afd.calpoly.edu/HR/forms/index.html#OutstandingStaff.

## SAVE THE DATE: SERVICE AWARDS LUNCHEON SET FOR MAR. 5

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State, Foundation and ASI employees with milestone service anniversaries in 2008 will be honored at the Service Awards Luncheon on Thursday, Mar. 5, 2009, from 11:30 a.m.-1:30 p.m. in Chumash Auditorium. The theme for this year's event will be "Go GREEN and Gold." Tickets for the event will be \$12 and will go on sale Monday, Feb. 2. Watch for more information in an upcoming issue of the Cal Poly Report, including where to buy tickets.

# ACCOUNTING, ARCHITECTURE AND COMMUNICATIONS PROFS NAMED AS 2007-08 DISTINGUISHED TEACHERS

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Cal Poly has named one professor from each of the colleges of Business, Architecture and Environmental Design, and Liberal Arts to receive this year's highest teaching award. Accounting Professor Charles Miller, Architecture Professor Michael Lucas and Communications Studies Professor Michael Fahs are the recipients of a 2007-2008 Distinguished Teaching Award. For more information, visit <a href="http://calpolynews.calpoly.edu/news\_releases/2008/November/distinguished-teaching.html">http://calpolynews.calpoly.edu/news\_releases/2008/November/distinguished-teaching.html</a>

#### ARCHITECTURE PROF RECEIVES INTERNATIONAL EDUCATOR AWARD

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Architecture Professor Don Swearingen is the recipient of the 2008 Cal Poly International Educator Award. The annual honor, sponsored by the International Education and Programs Council, recognizes a faculty member who has significantly contributed to international education at Cal Poly. Swearingen has been a faculty member in the Architecture Department since 1974. For more information, visit <a href="http://calpolynews.calpoly.edu/news">http://calpolynews.calpoly.edu/news</a> releases/2008/November/Swearingen.html

## CATASTROPHIC LEAVE DRIVE FOR MICHAEL OAKES

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Michael Oakes in Distribution Services has qualified for personal catastrophic leave. To donate vacation and/or sick leave to help Oakes remain in full pay status during an

extended leave of absence, contact Frank Limon in Distribution Services at ext. 6-6648 or <a href="mailto:flimon@calpoly.edu">flimon@calpoly.edu</a> to request a donation form.

#### STATE EMPLOYMENT OPPORTUNITIES

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The official listing of staff and management vacancies is posted on <a href="http://calpolyjobs.org">http://calpolyjobs.org</a>
To apply, go online and complete the application form. For assistance, call Human Resources at ext. 6-2236.

#101806—Administrative Assistant, Administrative Support Assistant II, temporary full-time through Jun. 30, 2009, University Advancement, Campaign and Donor Relations, \$2,505-\$3,758/month. Closes: Dec. 9.

For more Cal Poly news, such as campus events and entertainment, go to <a href="http://calpolynews.calpoly.edu">http://calpolynews.calpoly.edu</a>. Updated daily, this site also contains news and photos about Cal Poly faculty, staff, students and alumni. To subscribe to the RSS feed, look for the orange icon at the top of the page. For more information on the Cal Poly News RSS feed, contact Teresa Hendrix at <a href="mailto:polynews@calpoly.edu">polynews@calpoly.edu</a>.

Cal Poly Report is published every Wednesday. To submit an item for Cal Poly Report, e-mail it to <u>polynews@calpoly.edu</u> by 4 p.m. on the Friday before publication and put "For Cal Poly Report" in the subject heading.

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